



San Luis Obispo County Office of Education Harassment / Bullying Complaint Form

Exhibit A

Instructions: This form may be submitted by anyone being harassed/bullied or who has witnessed someone else being harassed/bullied. It is to be turned into the office, teacher, or principal. This form must be completed by any school employee who has witnessed or is investigating an incident of harassment/bullying.

Date _____ School: _____

Name of person making complaint (optional): _____ Phone: _____

Location of incident(playground/classroom/bus): _____

Name of alleged perpetrator: _____ Name of alleged victim: _____

Date and time of incident(s): _____

Were there any witnesses/bystanders? ___ Yes ___ No If so, who? _____

Nature of Complaint (check all that apply):

Direct Bullying

- hitting/shoving/punching
- kicking/tripping
- biting/spitting
- name calling/teasing
- taking property
- threats (verbal/written)
- direct racial comments
- inappropriate touching/comments
- retaliation
- other

Indirect Bullying

- spreading rumors
- internet posting
- electronic messaging
- cyberbullying
- exclusion
- social cruelty (list): _____
- indirect racial comments
- involving others in retaliation

Explain: _____

Has this been an ongoing offense (occurring more than once over a long period of time)? ___ Yes ___ No

Explain: _____

Name _____ Signature _____ Date _____



FORMULARIO DE QUEJAS DEL ACOSO/INTIMIDACIÓN

Instrucciones: Este formulario puede ser presentado por cualquier persona que está siendo acosada/intimidada o que ha sido testigo de alguien más que está siendo acosado/intimidado. Es para ser entregado en la oficina, al maestro o director. Este formulario deberá de ser completado por cualquier empleado de la escuela que ha sido testigo o está investigando un incidente de acoso/intimidación.

Fecha: _____ Escuela: _____

Nombre de la persona que denuncia (opcional): _____ Teléfono: _____

Lugar del incidente (patio/salón de clase/autobús): _____

Nombre del supuesto agresor: _____ Nombre de la supuesta víctima: _____

Fecha y hora(s) del incidente: _____

¿Hubo testigos/espectadores? Sí No Si sí, ¿quién? _____

Clase de queja (marque todo lo que corresponda):

Intimidación Directa

- golpear/empujar/puñetazos
- patear/tropezar
- morder/escupir
- insultar/ burlar
- tomar la propiedad
- amenazas (verbal/escritas)
- comentarios raciales directos
- tocar inadecuadamente/comentarios
- represalia
- otro

Intimidación Indirecta

- divulgar rumores
- publicar en la red
- mensajes electrónicos
- acoso cibernético
- exclusión
- crueldad social (enumerar): _____
- comentarios raciales indirectos
- involucrar a otros en la represalia

Explicar: _____

¿Ha sido esto un delito constante (que ocurre más de una vez durante un largo período de tiempo)? Sí No

Explicar: _____

Nombre: _____ Firma: _____ Fecha: _____

SAN LUIS OBISPO COUNTY OFFICE OF HARASSMENT/BULLYING ADMINISTRATIVE INTERVIEW FORM

REMINDER: All school employees are mandated to intervene. This form is designed to assist you in the documentation of a reported harassment/bullying incident.

Name of person making complaint: Date of incident(s): School: Location of incident (classroom, restroom, recess): Name of alleged offender: Name of alleged victim:

This School Bullying Investigation Form is to be used to document the investigation and comply with the reporting requirements for all alleged incidents of school bullying.

REPORTING: Complete one School Bullying Investigation Form for each alleged victim.

School Administrator completing form: Position: Date reported to Principal/Designee: Time reported to Principal/Designee: Person reporting incident. Name: Role:

Table with 5 columns: Name of Alleged Victim, Age, School, Grade, Notes

Table with 5 columns: Name(s) of Alleged Perpetrator(s), Age, School, Grade, Notes

Date(s) of incident:

Location of incident: (Check all that apply)

- on school property: on school bus: at school sponsored event or activity: off campus:

Description of alleged bullying:

Horizontal lines for additional information or notes.

INVESTIGATION:

Investigation began within 5 business days of bullying being reported? Yes No Date investigation began: Initials:

What actions were taken to investigate this incident? (check all that apply)

- Interviewed alleged student victim Witness statements collected in writing Interviewed alleged perpetrator(s) Interviewed school nurse Interviewed witnesses Interviewed guidance, school psychologist

Adopted 12/30/23

- Reviewed medical information
- Reviewed social history between parties
- Interviewed teachers and/or school staff: *(list names)*: _____
- Reviewed changes in emotional functioning
- Interviewed alleged student victim's parent/guardian
- Interviewed alleged perpetrator's parent(s)/guardian(s)
- Examined physical evidence: _____
- Reviewed academic records: _____

- Reviewed bus incident report
- Reviewed student records: _____
- Reviewed student attendance
- Reviewed video surveillance: _____
- Reviewed electronic content/web content
- Considered history of prior student conflicts and/or problematic behavior.
- Other: _____

Investigation Findings/Evidence of Bullying:

Instructions: Check both the column on the left and right for all that apply.

State definitions of bullying:	Look for:
<input type="checkbox"/> Physically harmed the student	<input type="checkbox"/> physical injuries <input type="checkbox"/> other: _____
<input type="checkbox"/> Damaged the victim's property	<input type="checkbox"/> Property damage <input type="checkbox"/> other: _____
<input type="checkbox"/> Caused emotional distress to the victim	<input type="checkbox"/> excessive emotional behavior <input type="checkbox"/> evidence of anxiety (including physical symptoms) or being nervous and scared <input type="checkbox"/> evidence of internalizing behavior – increased isolation, socially removed <input type="checkbox"/> changes in school attendance: absences, tardies, dismissals <input type="checkbox"/> changes in grades – school performance <input type="checkbox"/> changes in affect <input type="checkbox"/> other: _____
<input type="checkbox"/> Interfered with the victim's educational opportunities	<input type="checkbox"/> changes in school attendance: absences, tardies, dismissals <input type="checkbox"/> missing classes/parts of school day <input type="checkbox"/> changes in grades – school performance <input type="checkbox"/> changes in participation of school activities athletics, co-curricular, etc. <input type="checkbox"/> avoidance of elements of school day including school bus <input type="checkbox"/> other: _____
<input type="checkbox"/> Created a hostile educational environment	<input type="checkbox"/> created significant tension between students/others <input type="checkbox"/> students are significantly uncomfortable <input type="checkbox"/> student hostile in educational environment <input type="checkbox"/> socially mal-adjusted behavior directed to student(s) <input type="checkbox"/> other: _____
<input type="checkbox"/> Substantially disrupted the orderly operation of the school	<input type="checkbox"/> significant incident of disruption <input type="checkbox"/> repeated evidence of school disruption <input type="checkbox"/> discipline patterns <input type="checkbox"/> violations of behavioral expectations that result in school disruption <input type="checkbox"/> other: _____
<input type="checkbox"/> Created an "imbalance of power" between victim and perpetrator	<input type="checkbox"/> bullying based on disability <input type="checkbox"/> anonymity of on-line behavior <input type="checkbox"/> perceived social status discrepancy <input type="checkbox"/> social skills deficit/struggles exploited <input type="checkbox"/> creation of social isolation <input type="checkbox"/> taunting, tormenting, harassing behavior that is perceived as a power imbalance <input type="checkbox"/> other: _____

<input type="checkbox"/> Included the use of electronic devices as defined in School Board Policy	Identify at least one bullying component above that used electronic medium: <ul style="list-style-type: none"> <input type="checkbox"/> cell phones <input type="checkbox"/> audio or visual images <input type="checkbox"/> instant messaging/e-mail <input type="checkbox"/> gaming <input type="checkbox"/> social networking <input type="checkbox"/> blogs <input type="checkbox"/> web content <input type="checkbox"/> other: _____
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INVESTIGATION DETERMINATION:

Based on this investigation, school administration determines the following:

1. In the “evidence of bullying” section above, there was at least one “investigation finding”.

<input type="checkbox"/> Yes - Proceed to next section	<input type="checkbox"/> No - Stop bullying investigation and process as standard discipline investigation
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2. Does this investigation conclude that this incident is a single significant incident?

<input type="checkbox"/> Yes - This is a substantiated incident of bullying – proceed to next section	<input type="checkbox"/> No - Proceed to section below
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3. Does this investigation conclude that this incident is a pattern of incidents?

<input type="checkbox"/> Yes - This is a substantiated incident of bullying – proceed to next section	<input type="checkbox"/> No - Stop bullying investigation and proceed as a standard discipline investigation
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INTERVENTIONS/CONSEQUENCES (check all that apply):

Victim	Perpetrator	Intervention / Consequences	Notes
		None were warranted	
		Student conference(s) with administrator	
		Positive behavioral interventions	
		Teacher notification plan	
		Other school staff notification	
		Parent meeting(s)	
		Referral to 504, Rtl, special education team	
		Counseling/therapeutic interventions	
		Restorative Circle	
		Safe person plan	
		Check in – Check out assigned	
		Bullying prevention plan to be developed	
		Follow up / Monitoring	
		Unstructured areas safety plan	
		School bus planning/notification	
		Loss of privileges/points	
		Detention	
		In-school suspension	
		Out-of school suspension	
		Other (specify):	

Additional Notes:

NOTIFICATION REQUIREMENTS:

Yes No Investigation completed within 10 days of receiving initial report? Initials: _____

Within 10 school days of completing an investigation, the principal/designee will notify the parents of the students involved of the findings and the result of the investigation.

Documentation of notification:

Student	Parent/Guardian	Date of Notification	Method of Notification	Notes

Additional pertinent information gained during investigation: (attach a separate sheet if necessary) _____

Investigator notes: (attach a separate sheet if necessary) _____

