

**CASTRO VALLEY UNIFIED SCHOOL DISTRICT  
STUDENT to STUDENT HARASSMENT REPORT**

**INSTRUCTIONS:** This form should be used to report alleged or observed incidence(s) of student bullying, discrimination, intimidation, harassment and/or sexual harassment.

<b>Date completed:</b>	<b>School:</b>
<b>Person Reporting Incident Name:</b>	
<b>Check the appropriate box:</b> <input type="checkbox"/> Student (Harassed) <input type="checkbox"/> Student (Witness/Bystander) <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> School Staff <input type="checkbox"/> Other (specify)	

<b>Name of the harassed student:</b>
<b>Harassed student permanent ID # or date of birth:</b>

<b>Date(s) of incident:</b>		
<b>Time(s) of incident:</b>		
<b>Location(s) of incident:</b>		

<b>Name(s) of alleged offender(s):</b>	

<b>Name(s) and title of witness(es):</b>	

Check next to the statement(s) that best describes what happened (choose all that apply):

- Bullying  
  Harassment  
  Intimidation  
  Discrimination  
  Sexual harassment

<b>Description of the incident(s):</b>

**Over**

**To be completed by the school principal or designee:**

**Date received:**

*NOTE: All bullying, harassment, intimidation, discrimination complaints shall be investigated and resolved within 15 school days of the filing of a complaint.*

**Submitted to:**

**Action taken with regards to both the harassed student and the alleged offender(s):**

**Parent of harassed student notification by:**

**Notified by:**  Phone  Letter  Conference Date of contact:

**Attempted parent phone contact (to no avail):**

**Parent of alleged offender(s) notification by:**

**Notified by:**  Phone  Letter  Conference Date of contact:

**Attempted parent phone contact (to no avail):**

**Allegations:**

**Substantiated**

Explanation:

**Unsubstantiated**

Explanation:

**Partially substantiated**

Explanation:

**Name of administrator completing this section:**

**Title:**

**Date:**

**Administrator Signature:**

**Principal name:**

**Date:**

**Principal Signature:**

NOTE: Within **15** school days after receiving the complaint, the principal/designee shall conclude the investigation and shall enter relevant information into Aeries regarding the allegation(s) and/or prepare a written report of her/his findings. This timeline may be extended for good cause. If an extension is needed, the principal/designee shall notify the student or parent/guardian and explain the reasons for the extension.

If a student or parent/guardian on behalf of the student disagrees with the resolution of this complaint, she/he may file an appeal to Rinda Bartley, Director of Student Services, (510) 537-3000 ext. 1257 within **15** calendar days.