

**Berkeley Unified School District**  
**10.4. Bullying Complaint Form (Policy 5131.2)**

**School:** \_\_\_\_\_

**Definition of bullying:** Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the victim's school performance or participation. Bullying is carried out repeatedly; and is often characterized by an imbalance of power.

Name of Student/ Date of Report: \_\_\_\_\_

Parent/Guardian/School Staff/Community member (if filing on behalf of a student): \_\_\_\_\_

Person(s) your complaint involves: \_\_\_\_\_

Date(s) of incident: \_\_\_\_\_

Where did the incident take place? \_\_\_\_\_

Did you report this incident of bullying previously? \_\_\_\_\_

If yes, to whom? \_\_\_\_\_

When? \_\_\_\_\_

Please describe your complaint in as much detail as possible. (Use back of form or extra sheets of paper if necessary.) Attach any documents related to this complaint.

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Complainant's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit this form to the school Principal. If you need assistance completing this form, please contact the Principal.