



# MENDOCINO COUNTY OFFICE OF EDUCATION

PAUL A. TICHININ, SUPERINTENDENT OF SCHOOLS

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STUDENTS

BE 5145.05a

## BULLYING AND/OR INTIMIDATION COMPLAINT FORM

It is the intent of the Mendocino County Office of Education (MCOE) to provide a process for students, parents, and members of the community to address complaints of bullying and/or intimidation to appropriate school personnel and to receive a prompt response to this complaint without fear of retaliation.

It is also the intent of the Mendocino County Office of Education to protect students or personnel from unfair and unfounded accusations, to conduct a prompt and reasonable investigation, and to resolve any complaints in accordance with MCOE policies and procedures. Complaints shall be investigated in a manner that protects the confidentiality of the parties.

Submission of this report form is encouraged; however other written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Any student who feels she/he is a victim of bullying and/or intimidation should immediately contact a teacher, counselor, principal, or staff person. Staff shall assist students and/or parents in completing the Bullying and/or Intimidation Complaint Form, as requested.

Name of student: \_\_\_\_\_ Date of report: \_\_\_\_\_

Name of person filing this report: \_\_\_\_\_

Are you a  Student  Parent  Guardian  Community Member  Other \_\_\_\_\_

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

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

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

Did you report this incident of bullying or intimidation?  Yes  No

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

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

Print Name: \_\_\_\_\_

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

Please submit form to the site principal. If you need assistance completing the form, please contact the principal.

MENDOCINO COUNTY BOARD OF EDUCATION