

New Haven Unified School District

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Discrimination, Harassment, Intimidation, and Bullying Reporting Form

Student's Name: _____ Site: _____ Gr: _____

Note: This complaint may be submitted anonymously.

Please describe the bullying incident (be sure to include when and where the incident occurred and if there were witnesses to the incident): _____

(attach more paper if necessary)

What was the basis of the discrimination, harassment, intimidation, or bullying?

____ Actual or perceived disability ____ Gender ____ Gender identity ____ Gender expression
____ Nationality ____ Race ____ Ethnicity ____ Religion
____ Sexual orientation ____ Association with a person or group with one or more of these actual or
perceived characteristics
____ Other, please explain _____

Signature of person(s) filing complaint

Date

Note: This complaint may be submitted anonymously.

Contact Number: _____ Address: _____

CHECK ONE: () RESPONSE REQUESTED () NO RESPONSE REQUESTED, INFORMATION ONLY

At Kitayama Elementary, Ms. McKelvey and Ms. Small are responsible for ensuring district compliance with the department's Uniform Complaint Procedures.

This completed form may be turned in to any school office within the New Haven Unified School District, the Educational Services Center, or the Centralized Enrollment Center. Once this form has been submitted, the reporting party will be contacted within five (5) school days. A written response, which will include the site's resolution of the incident, will be sent within ten (10) days of the receipt of the complaint form, if requested. The reporting party has a right to appeal a school or school district resolution of the complaint. Appeals should be brought to the attention of Marcus Lam, Director of Pupil Services, at (510) 476-2625 or via email at mlam@nhusd.k12.ca.us
Individuals completing this form will be protected from retaliation. To the extent possible, individuals investigating this incident will protect the confidentiality of the parties reporting the incident.

It is not necessary to exhaust any administrative complaint process before pursuing civil law remedies.

Discrimination, harassment, intimidation, and bullying are not acceptable ways to treat others. California law prohibits discrimination, harassment, intimidation, and bullying based on a student's actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.