

**SAUGUS UNION SCHOOL DISTRICT**  
**Bullying and Harassment Complaint Form**

**Definitions:** *Bullying* is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal or social/relational and may involve a single severe act or a repetition of a deliberate act. *Harassment* is behavior which attempts to diminish the dignity of others and which creates an intimidating, hostile, or offensive school environment for that individual. It may involve single, sporadic or continuing acts of intimidation, coercion, verbal or physical abuse, or the creation and/or maintenance of an offensive environment for others.

**Directions:** Bullying and harassment are serious and will not be tolerated. This is a form to report alleged bullying and harassment that occurred on school property; at a school sponsored event; or on a school bus in the current school year. If you are a student victim, the parent/guardian of a student victim, or a school staff member and wish to report an incident of alleged bullying and harassment, complete this form and return it to the Principal or Assistant Principal at the student's school. Submission of this form is encouraged; however, oral reports shall be considered official reports. This form can be submitted anonymously. Contact the school for additional information or assistance at any time.

**SECTION I – CONTACT INFORMATION**

Name of reporter: \_\_\_\_\_ Today's date: \_\_\_\_\_  
Name of person completing form on behalf of reporter: \_\_\_\_\_  
Phone: \_\_\_\_\_ (Please circle one: Home, Cell, Work)  
Email address: \_\_\_\_\_  
Please Check: Parent/Guardian Student District Employee Other: \_\_\_\_\_

**SECTION II – NATURE OF COMPLAINT**

Name of alleged person receiving bullying: \_\_\_\_\_ Grade: \_\_\_\_\_  
Date of alleged Incident: \_\_\_\_\_ School site: \_\_\_\_\_ Teacher: \_\_\_\_\_  
Name(s) of alleged person causing bullying: \_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_  
Name(s) of anyone who has seen this happen: \_\_\_\_\_  
Incident was: Verbal Physical Written/electronic  
How many times has it happened: Daily Weekly Monthly For how long: \_\_\_\_\_  
Where did/does this happen? \_\_\_\_\_  
Nature of the alleged incident/complaint: (Please mark the appropriate areas that apply)  
 **Bullying:** (including cyberbullying)  
 **Harassment:** (including sexual harassment)

(form continued on next page)

**SECTION III – SPECIFIC INCIDENT INFORMATION: (please attach additional documentation as applicable)**

Please describe the specific incident in detail, including name(s) of people involved in the incident, any persons who may have witnessed the incidents (use additional pages if necessary). Please be as specific as possible.

**SECTION IV – SIGNATURE**

---

Complainant Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Site/District Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION V – TO BE COMPLETED BY SCHOOL/ DISTRICT PERSONNEL ONLY**

**DATE COMPLAINT RECEIVED:** \_\_\_\_\_  
Person reported to at District Office: \_\_\_\_\_

This complaint form must be submitted to the site principal at the school site. Complaints will be investigated in a manner that protects the confidentiality of the parties to the extent necessary to conduct the investigation (BP 5131.2). The Board of Education prohibits retaliation in any form for the filing of a complaint or participation in the complaint procedure. It is also the intent of the Saugus Union School District to protect a student and/or staff member from unfair and unfounded accusations, to conduct a prompt and reasonable investigation, and to resolve any complaint in accordance with school and District policies and procedures. All complaints regarding bullying/harassment shall be investigated in a manner that protects the confidentiality of the parties involved while not impeding the investigation to the extent practicable.

The District will investigate, mediate, and report to the outcome of the investigation. The parties involved have the right to appeal the final report of findings to the Superintendent or designee within 15 school days of receiving the decision.