

**Students**

**BULLYING/CYBER-BULLYING/HARASSMENT**

**Manhattan Beach Unified School District  
BULLYING/CYBER-BULLYING/HARASSMENT  
COMPLAINT FORM**

It is the intent of the Board of Trustees of the Manhattan Beach Unified School District to provide a process for a student, parent/guardian or member of the community to address a complaint of bullying/cyber-bullying/harassment to appropriate District personnel and to receive a prompt response to such a complaint without fear of retaliation.

It is also the intent of the Board to protect a student or personnel 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. A complaint shall be investigated in a manner that protects the confidentiality of the parties involved.

Submission of this report form is encouraged; however, 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 he/she is a victim of bullying/cyber-bullying/harassment should immediately contact a teacher, counselor, principal or staff person. Staff shall assist a student and/or parent/guardian in completing this complaint form, as requested.

**Name of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian/Community Member:** \_\_\_\_\_  
(Filing the complaint on behalf of Student)

**Name of Person(s) to whom complaint is directed:** \_\_\_\_\_

**Date(s) of Incident:** \_\_\_\_\_

**Location of the Incident:** \_\_\_\_\_

**Was the incident of bullying, cyber-bullying or harassment reported:**  Yes  No

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

**Date the incident was reported:** \_\_\_\_\_

Please describe the complaint in as much detail as possible. You may use extra sheets of paper, if necessary. Attach any documents related to the complaint.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature  
(Please submit this form to the school principal)

\_\_\_\_\_  
Date