

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

Legal References:

34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)

34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)

Resources:

U.S. Department of Education

Office for Civil Rights, Region V

500 W. Madison Street – Suite 1475

Chicago, IL 60661

Tel: 312-730-1560

TDD: 312-730-1609

Reading Room, U.S. Department of Education, Office for Civil Rights:

<http://www2.ed.gov/about/offices/list/ocr/publications.html>

St. Anthony-New Brighton Schools
Bullying Reporting Form

DEFINITION OF BULLYING:

Bullying means behavior by an individual student or group of students that is:

- 1) intimidating, threatening, abusive or harmful;
- 2) involves an actual or perceived imbalance of power in which the student being bullied has difficulty defending him or herself; and
- 3) the conduct is repeated or forms a pattern.

Bullying is also behavior that materially and substantially interferes with a student's educational opportunities, or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

HOW TO REPORT BULLYING:

Use this form to report bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; on social media or through text message, during the current school year. You can also make a verbal report to a staff person in your building or program. However, providing a written report will help staff to understand and follow up on this report.

CONFIDENTIALITY:

You do not have to include your name on this form. However, a staff person may want to ask more questions about this, so including your name will help them follow up on this report. If you do include your name, an effort will be made to keep your name confidential. However, depending on the situation, some information may need to be shared with others as part of the investigation of this report. Also, please note that discipline decisions cannot be made solely on anonymous reports.

About You:

Name (optional): _____ Date: _____

I am (choose one): Student Bystander Parent/Guardian Staff Member Other:
Phone number (optional): _____ Email address (optional): _____

Tell Us What Happened:
Student who was harmed: _____ Grade: _____
Student(s) who did harm: _____
What happened: _____

_____ When did it happen: _____

Where did it happen: _____ Has this happened before? Yes No

If yes, how often? _____

What kind of bullying happened? (check all that apply)

Physical Acts such as hitting, spitting, kicking, or damaging your or another student's possessions

Emotional: Spreading mean rumors or lies about you or another student

Verbal: Saying mean or hurtful things or threatening you or another student

Cyber/Online: Occurs on website or social media, by cell phone, email or text message Social Excluding you or another student from a group, telling other kids not to talk to you or another student

Other: (Please describe) _____

Did you see the event happen? Yes No

If no, who made this report to you? _____

Did anyone else see what happened? Yes No Who? _____ Was an adult nearby? Yes No

Who? _____

The facts stated in this report are true and correct to the best of my knowledge and belief.

Reporter Signature (optional): _____

Report Received by: _____

Date: _____

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate. B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or followup procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or followup relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter. C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or followup, including any 103-2 appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law. D. Students, parents, employees or other persons, may report concerns or complaints regarding the Superintendent to the School Board Chair.