



Fillable on line form

**Bullying Reporting Form
Cambridge-Isanti Schools**

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students, teachers, administrator, volunteers, contractors or other employees at all times and eliminate all incidents of bullying between students, teachers, administrator, volunteers, contractors or other employees, particularly when students, teachers, administrator, volunteers, contractors or other employees are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students, teachers, administrator, volunteers, contractors or other employees and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented.

Use this form to report alleged bullying, harassment or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student target/victim, the parent/guardian of a student target/victim, or a close adult relative of a student target/victim, or a school staff member and wish to report an incident of alleged bullying, complete this form and return it to the principal at the student target/victim's school. Contact the school for additional information or assistance at any time.

Bullying means intimidating, threatening, abusive or harming conduct that is objectively offensive and: 1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is reported or forms a pattern; or 2. 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.

Today's Date:

School:

Name of Reporter:

Reporter's Email Address:

Reporter's Phone Number:

Place an X in the box that best describes the person reporting the incident:

Student Parent/Guardian of Student Close Adult relative of Student School Staff Bystander

Name, Age and School of Victim:

Name, Age and School of Victim:

Name, Age and School of Victim:

Name, Age and School of Alleged Witness(es) (if known):

Name, Age and School of Alleged Witness(es) (if known):

Name, Age and School of Alleged Witness(es) (if known):

Name, Age and School of Alleged Offender(s) (if known):

Name, Age and School of Alleged Offender(s) (if known):

Name, Age and School of Alleged Offender(s) (if known):

Place an X in the box that best describes what happened (choose all that apply):

- Any bullying that involves physical aggression Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes Making rude and/or threatening gestures
- Excluding or rejecting student Intimidating, extorting or exploiting Spreading harmful rumors or gossip Related to student's disability Related to the students perceived sexual orientation
- Cyber bullying (social media including Facebook, Twitter, Vine, Instagram, etc.)

Where did the incident happen? (place an X in the correct box)

- On school property At a school-sponsored activity or event off school property On school bus
- On the way to/from school Internet

Describe the incident(s), including what the alleged offender(s) said or did (attach a separate sheet if necessary).

Did a physical injury result from this incident? (place an X in the correct box)

- No Yes, but it did not require medical attention Yes, and it required medical attention

Was the student victim absent from school as a result of the incident? Yes No

If yes, number of days absent:

Did a psychological injury result from this incident? (place an X in the correct box)

- Yes, but psychological services have not been sought Yes, and psychological services have been sought

Is there any additional information you would like to provide?

INVESTIGATION (for administrative use only)

Investigator(s):

Position:

- Interviewed aggressor Name: Date:
- Interviewed target Name: Date:
- Interviewed witnesses Name: Date:

Any prior documented incidents by the aggressor: Yes No

If yes, have incidents involved target or target group previously: Yes No

Any previous incidents with findings of bullying or retaliation: Yes No

Summary of Investigation:

CONCLUSION OF INVESTIGATION: (place and X in the correct box)

Finding of bullying or retaliation: Yes Bullying Retaliation No

Incident documented as:

Discipline referral:

Contacts:

Target's parent/guardian contacted: Yes No

Date:

Aggressor's parent/guardian contacted: Yes No

Date:

Law Enforcement contacted: Yes No N/A

Date:

Action Taken: (place an X in the correct box)

Loss of Privileges Detention Suspension Bullying Education Other

Describe Safety Planning:

Follow-up with student/target scheduled for:

Completed (initial and date):

Follow-up with student/aggressor scheduled for:

Completed (initial and date):

Report forwarded to Principal date:

Report forwarded to Superintendent date:

(if principal was not the investigator)

Signature and Title:

Date: