

BULLYING INVESTIGATION FLOW CHART



1	Initial Notification of Bullying by student, parent, staff, witness to a staff member.	ASAP
2	Notification to Campus Administration if Step 1 was to other campus personnel.	10 days start
3	Notification Reduced to Written Complaint by campus administration if not already completed in 1 or 2.	1 Day from 1st Notification
4	Parent Contact/Conferences to gather information and to walk through the "Parent/Student Bullying Report" of investigation.	ASAP
5	Interim Safety Plan/Action discussed and implemented if needed with parents and students.	During Conferences
6	Counselor Notification with completed "Bullying Investigation Form".	2 Days from 1st Notification
7	Investigate allegation thoroughly using "Bullying Investigation Form".	→
8	Warning given to all parties about Retaliation .	Upon Interview of all parties.
9	Witness names given to counselor.	
10	Upon completion of investigation, complete Written Report and letter given/sent to parent/guardians.	2 Days
11	Campus Principal and Director of Campus Support given Final "Bullying Investigation Form", "Written Report Letters" and "Spreadsheets Entry".	2 Days from Finalized Investigation

10 District Business Day Timeline



Bullying Investigation Form

Alleged Perpetrator _____

Alleged Victim _____

Parent Contact Info: _____

Parent Contact Info: _____

Bullying [see FFI] occurs when a student or group of students engages in

I written or verbal expression, expression through electronic means, or physical conduct

that occurs

II on school property, at a school-sponsored/school-related activity or, in a vehicle operated by the District

and that:

[Proceed with Bullying Investigation Form below if any box in I and in II above are checked, if no box in I and in II is checked, Bullying as defined by law, did not occur. Proceed per District Code of Conduct]

has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;

or

III is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

[Proceed with Bullying Investigation Form below if either box above is checked, if neither box is checked, Bullying as defined by law, did not occur. Proceed per District Code of Conduct]

This conduct is considered bullying **if it:**

exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct;

IV **and**

interferes with a student’s education or substantially disrupts the operation of a school.

[Conduct is Bullying if both boxes above are checked, proceed with “Response to Bullying “as well as District Code of Conduct. Bullying as defined by law did not occur if both boxes are not checked; proceed per District Code of Conduct]

Date of Notification _____

Person Investigating _____

Date of Incident(s) _____

Title / Campus _____

Date of Completion _____

Provide date for each item when completed and attached all documentation to the back of this form.

- Verbal complaint is places in written form.
- A.S.V. Parent contacted/conferenced given and worked through Parent/Student Bullying Report Form
- Interim safety actions discussed/taken
- A.S.P. Parent contacted/conferenced given and worked through Parent/Student Bullying Report Form
- Counselor Notified (victim, perpetrator, and witness)
- A.S.V. Interviewed/Provided Witnesses (W.S.)
- A.S.P. Interviewed/Provided Witnesses (W.S.)
- Informed and warned against retaliation (all parties)
- Get written statements from all when possible
- Campus principal notified
- Final Written Report completed and give/mailed
- A.S.P. parent contacted/debriefed/actions
- A.S.V. parent contacted debriefed
- Final Written Report sent to Director of Campus Support

Defined: A.S.P. – Alleged Student Perpetrator

A.S.V. - Alleged Student Victim

W.S.- Written Statements Taken

Bullying Occurred defined by Law and Policy FFI _____ YES _____ NO

This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct.

Prohibited Conduct Occurred defined by FFH _____ YES _____ NO

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.



Parent/Student Bullying Report

Alleged Victim _____

Parent of Alleged Victim _____

Parent Contact Info: _____ Alleged Perpetrator _____

{ check all the apply }

My student was "Bullied" by a student or group of students,

I when written or verbal expression, expression through electronic means, or physical conduct that occurs

[Proceed to section II below if any box in section I is checked, if not, contact campus administration with concerns of inappropriate behavior.]

II while on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District,

[Proceed to section III below if any box in section II is checked, if not, contact campus administration with concerns of inappropriate behavior.]

and that:

had the effect or will have the effect of physically harming my student, damaging my student's property, or placing my student in reasonable fear of harm to his/her person or of damage to his/her property;

III

or

was sufficiently severe, persistent, and pervasive enough that the action or threat created an intimidating, threatening, or abusive educational environment for my student.

*[Proceed to section IV below if **either** box above in section III is checked, if not, contact campus administration with concerns of inappropriate behavior.]*

This conduct is considered bullying

if it:

exploited an imbalance of power between the student perpetrator and my student through written or verbal expression or physical conduct;

IV

and

it interfered with my student's education or substantially disrupts the operation of a school.

[Both boxes above must be checked for Bullying to have occurred according to section §25.0342 of the Texas Education Code and board Policy FFI, contact campus administration with concerns of Inappropriate Conduct and/or Bullying]

Please write down issues and concerns, attach or use back of the form to provided more information if needed.

Contact campus administration immediately with your concerns.