

# Lackland Independent School District

Process for responding to a report of bullying or a report of retaliation for reporting an incident of bullying

Incident is reported  
Assess for immediate safety issues  
Incident report is completed (online or written)  
\* Use **Bullying Incident Report Form 1**

Conduct Investigation

Interview Target (Victim)  
(Bullying or retaliation)

Interview Alleged Aggressor (bully)  
(Bullying or retaliation)

Interview witness(es)

Determine if bullying/retaliation has occurred  
Notify parents of determination  
Complete documentation on **Bullying Incident Report Form 1**

Initiate Response Plan

Assign Consequences  
Follow-up on **Response Plan Form 2**

Lackland ISD

## Administrative Checklist for Addressing Allegations of Bullying

Campus: Lackland Elementary

Person Conducting Investigation:  Date:

Alleged victim/Grade:	<input style="width: 95%; height: 30px;" type="text"/>
Alleged offender/Grade:	<input style="width: 95%; height: 30px;" type="text"/>
Date of the Incident:	<input style="width: 95%; height: 30px;" type="text"/>

- 1. Was the alleged victim interviewed?
- 2. Was the alleged offender interviewed?
- 3. Did all the students involved fill out the allegation of bullying form?
- 4. Was the Principal/Administrator notified of the incident and follow up action (s) taken by the counselor/teacher?
- 5. Were parents notified?
- 6. Did the Principal receive a copy of the allegation of bullying form?
- 7. Is the allegation of bullying form attached to this checklist?

**Bullying Definition:** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

*Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.*

<http://www.stopbullying.gov/what-is-bullying/definition/index.html>

**BULLYING INCIDENT REPORT FORM**  
**Form 1**

Campus: \_\_\_\_\_

Students Name \_\_\_\_\_ Grade \_\_\_\_\_

Date of Offense \_\_\_\_\_

Location of Offense \_\_\_\_\_

Narrative description of offense

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Who else was involved or present?

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Signature of student \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Consequences or actions taken (Attach Response Plan)**

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Follow up:

1. Alleged Victim parent's contacted by \_\_\_\_\_ mail \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_ other \_\_\_\_\_ date
2. Alleged bully parent's contacted by \_\_\_\_\_ mail \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_ other \_\_\_\_\_ date
3. Principal notified by \_\_\_\_\_ email \_\_\_\_\_ phone \_\_\_\_\_ person
4. Date entered into PEIMS \_\_\_\_\_

Additional notes:

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Signature of Administrator or Counselor

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LACKLAND INDEPENDENT SCHOOL DISTRICT  
Response Plan Form 2

**School Response Plan**

Date of Incident	Activity to Address Bullying Lesson(s) the counselors or administration will present	Materials Used Resources needed to effectively present lesson to students	Location/Audience (where lesson will take place) PE, classroom, individual students, whole grade level	Desired Outcome Counselors'-Administrators' goal Why are we presenting this lesson?	Date Completed Date the Counselor-Administrator addressed the needs of the students

**Student Response Plan**

<b>Date of Implementation</b> Date the student will begin their action plan/consequence	<b>Consequence/Activity</b> What the Counselor- Administrator expects the student to do to correct his/her behavior and choices. The student will... Example: The student will walk directly behind the teacher while in line.	<b>Materials</b> Materials that will be needed to effectively remediate behavior	<b>Person Responsible</b> Staff member that will track the student's progress	<b>Duration</b> How long will the student be expected to follow this response plan	<b>Complete</b> Date the Counselor- Administrator feels the student has successfully followed the expectations on this response plan

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Responsible: \_\_\_\_\_