

See the following forms that may be used by the District regarding bullying:

- Exhibit A: Incident Report Form (Student) — 1 page
- Exhibit B: Incident Report Form (Adult) — 2 pages
- Exhibit C: Investigation Report — 4 pages
- Exhibit D: Available Counseling Options — 1 page
- Exhibit E: Procedures for Reporting Allegations of Bullying — 1 page

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, including a student who receives special education services, see FDB. For school safety transfers, see FDE. For bullying rising to the level of prohibited harassment, see FFH.

EXHIBIT A

INCIDENT REPORT FORM (STUDENT)

Student name (if you wish to provide it): _____

Date: _____

Details of the incident(s):

Name of the student(s) the incident happened to: _____

Name(s) of student(s) causing the problem(s):

Date the incident happened: _____

Time the incident happened: _____

Where did the incident happen: _____

Name(s) of anyone else who knows about what happened:

What happened? (Attach additional pages if needed)

Student Signature (*optional*)

Date

Received by

Date

EXHIBIT B

INCIDENT REPORT FORM (ADULT)

Contact Information

Name: _____

Home address: _____

Work address (if applicable): _____

Home phone: _____ Mobile phone: _____

E-mail address: _____

Name(s) of alleged offender: _____

Name(s) of alleged victim: _____

Describe your relationship to alleged victim(s)/offender(s): _____

Date(s) of alleged incident: _____

Time(s) of alleged incident: _____

Location(s) of alleged incident(s): _____

List any witness(es): _____

Describe the incident(s) as clearly as possible, including such things as: what force or physical contact, if any, was used; any verbal statements such as threats, requests, or demands; and any electronic methods, including e-mail, social media, and the like. (Attach additional pages if more space is needed):

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(EXHIBIT)

I hereby certify that the information I have provided is true, correct, and complete to the best of my knowledge and belief.

Signature

Date

Received by

Date

EXHIBIT C

INVESTIGATION REPORT

(This form should be used to assist the investigator while conducting an investigation. It may also be used to document an oral report of an alleged bullying incident.)

Name of person investigating alleged incident: _____

Name(s) of person(s) reporting alleged incident(s) *(if not the alleged victim)*:

Date alleged incident(s) was (were) reported: _____

Date investigation started: _____

Name(s) of alleged victim(s): _____

Name(s) of alleged bully(ies): _____

Date(s) and time(s) of alleged incident(s):

Did the alleged incident(s) occur:

On school property?

Yes No

At a school-sponsored or school-related activity?

Yes No

In a vehicle operated by the District?

Yes No

Specific location of alleged incident(s): _____

Is (Are) the alleged incident(s) recurring or first-time incident(s)? _____

Describe the alleged incident(s) as reported *(attach separate sheets if necessary)*: _____

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(EXHIBIT)

Did the alleged incident(s) occur in the presence of a witness or witnesses?

Yes No

If yes, name(s) of witness or witnesses: _____

[Attach any documents obtained during the course of the investigation (e.g., interview notes, witness statements, class schedules, materials to support cyberbullying, and the like.)]

1. Do(es) the alleged incident(s) meet the definition of discrimination, prohibited harassment, dating violence, or retaliation as defined in FFH(LOCAL)?

Yes No

If yes, refer to proper administrator under FFH(LOCAL).

Referred to: _____ (administrator name) on _____ (date).

(If alleged incident was referred under FFH(LOCAL), no further action is needed on this form.)

2. Do(es) the alleged incident(s) meet the definition of bullying?

Yes No

If yes, did the victim(s) use reasonable self-defense? Yes No

3. If the alleged incident(s) was not discrimination, prohibited harassment, dating violence, or retaliation and/or bullying, was it other improper conduct as defined by the Student Code of Conduct?

Yes No

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(EXHIBIT)

If yes:

- Referred for disciplinary action in accordance with the Student Code of Conduct or any other appropriate corrective action to _____ (administrator name) on _____ (date).

(If alleged incident is considered improper conduct, no further action is needed on this form.)

If bullying has been confirmed:

- Notification provided to parents of victim(s):
Parent Name(s): _____ Date Notification Made: _____
- Notification provided to parents of student(s) who engaged in bullying:
Parent Name(s): _____ Date Notification Made: _____

(If notice of available counseling options was not provided at the time a student was interviewed, the District must still do so in accordance with local policy FFI.)

Notification of available counseling options provided to:

Victim(s)

Name: _____

Student(s) who engaged in bullying

Name: _____

Witness(es):

Name: _____

Name: _____

Name: _____

District Action:

Referred for Discipline

- Yes No

If yes, disciplinary action recommended: _____

Eligible for transfer?

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(EXHIBIT)

Yes No

If yes, who? _____ (*victim*) or (*student who engaged in bullying*)

Recommendation for corrective action?

Yes No

If yes, corrective action recommended: _____

Date investigation completed: _____

Date Investigation Report submitted to Superintendent or designee: _____

Investigator's name (*if not the principal*): _____

Signature: _____ Date: _____

Principal's name: _____

Signature: _____ Date: _____

EXHIBIT D

AVAILABLE COUNSELING OPTIONS

Date: _____

In accordance with Texas Education Code Section 37.0832(c)(5), the following is a list of counseling options:

1. _____
2. _____
3. _____

(List as many District and/or non-District counseling options as needed.)

EXHIBIT E

PROCEDURES FOR REPORTING ALLEGATIONS OF BULLYING

_____ SCHOOL DISTRICT

The District prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the District. Bullying may include verbal or written expression, expression through electronic means, or physical conduct. Bullying is not tolerated by the District, and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the reporting process is a violation of District policy and is prohibited.

Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, school counselor, principal, or other District employee. Students or parents may contact the District to obtain an incident report form that may be used to submit the report.

Please note that after submission of the complaint to the District employee, the District may assign the report to a campus administrator to follow up on the submitted report and any other important matters pertaining to the report. We encourage you to communicate with your designated campus administrator during this time.

More information about the District's bullying policy can be found in FFI(LOCAL) or the campus administration office.