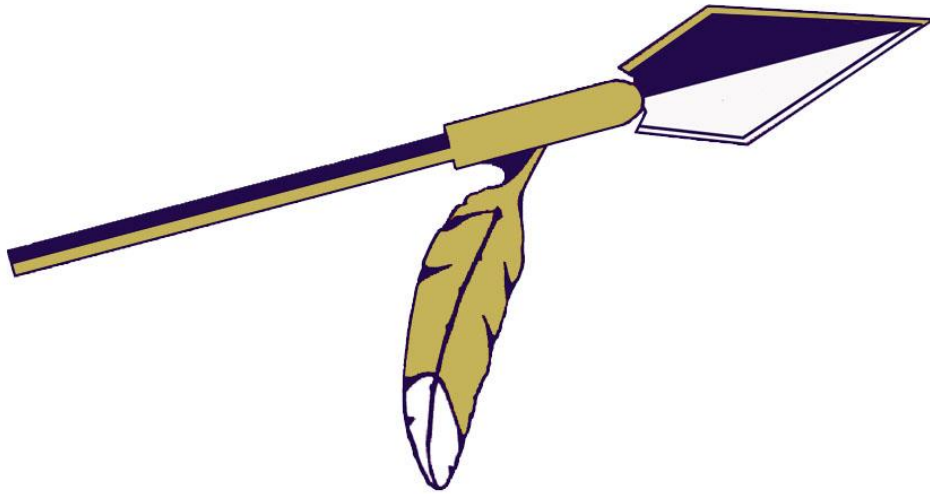


Alvarado Independent School District

Anti-Bullying and Harassment

Policies & Procedures Manual

Emergency Preparedness and Crisis Management Team



Inspiring and Empowering Learners!

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Introduction

Alvarado ISD strives to provide all students, faculty, and staff with a safe and orderly working and learning environment. AISD is aware that bullying is a problem in our society and Alvarado ISD is not immune to this problem. We are committed to prohibiting bullying to the best of our ability and teaching our students to be resilient in situations involving bullying and/or harassment.

The Alvarado Independent School District Board of Trustees has adopted a district policy prohibiting “harassment,” which typically addresses many of the behaviors that also constitute bullying. The district’s discrimination, harassment, and retaliation policy is FFH (LOCAL). A bullying policy was also adopted, as demonstrated within this manual and board policy FFI (LOCAL). These policies and administrative procedures: (1) prohibit bullying; (2) prohibit retaliation against any person, witness, or another person who in good faith provides information regarding bullying; (3) establish a procedure for providing notice of an incident of bullying to parent or guardian within a reasonable period; (4) establish the actions a student should take to obtain assistance and intervention in response to bullying; (5) set out available counseling options for a student who is a victim of, is witness to, or engages in bullying; (6) establish reporting and investigation procedures; (7) prohibits school officials from disciplining a student who is the victim of bullying, for the student’s use of reasonable self-defense in response to bullying; and (8) require that the discipline of a student with disabilities for bullying complies with federal law, including the Individuals with Disabilities Education Act (IDEA). Both policies are accessible at www.alvaradoisd.net.

AISD recognizes that it takes the combined efforts of the faculty, staff, administration, parents, students, and community to significantly reduce the instances of bullying and harassment. Please share with your student the importance of notifying an adult at school if they are being bullied. Too often, schools are notified about a bullying situation after it is too late. By letting the school know early we can work together to resolve the situation. We also strongly encourage you to let your children know that you will not tolerate any type of bullying behavior from them. Parents and students can report bullying and harassment on the “bully report” link on our AISD Smartphone App, by calling the Bully Hotline (817)783-1185, or by notifying an AISD employee.

Bullying Defined

“Bullying” means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. 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
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student’s education or substantially disrupts the operation of a school.

What is Cyber-Bullying?

Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. “Cyber-bullying” is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor. Once adults become involved, it is plain and simple cyber-harassment or cyber-stalking. Adult cyber -harassment or cyber-staling is never called cyber -bullying. Frequently internet social media sites are utilized for bullying. Please remind your children that there are consequences for the words they write and the images they post. We have provided a link below that is a great resource for teaching your children about the proper use of social media and networking sites.

<http://onguardonline.gov/>

Bullying Prohibited

AISD policy prohibits bullying and promotes a bully/harassment free learning environment. AISD students and parents were provided with a pledge to not bully in the student handbooks this year. AISD has a multifaceted approach to preventing bullying through education, training, and counseling efforts such as, presentations from the Texas School Safety Center and AISD Anti Bully Week presentations by the Alvarado High School FCCLA. The district anti-bully plan will continually be evaluated at the district emergency preparedness meetings.

Retaliation Prohibited

Alvarado ISD prohibits retaliation against any person, witness, or another person who in good faith provides information regarding bullying. Teachers, counselors, and campus administrators will explain the consequences of retaliation, as outlined in AISD board policy, the faculty and staff handbook, and the student handbook. The faculty and staff address any instances of possible retaliation and will notify campus administration and counselors of these situations.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. *Unlawful retaliation does not include petty slights or annoyances.*

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report: To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Anonymous reporting of a bullying incident can be conducted through the Alvarado ISD Smart Phone App, the Alvarado ISD Web Site, and the Alvarado ISD phone Hotline (817) 783-1185.

False claim: A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Employee Report: Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form. Anonymous reporting of a bullying incident can be conducted through the Alvarado ISD Smart Phone App, the Alvarado ISD Web Site, and the Alvarado ISD phone Hotline (817) 783-1185.

Reports of bullying may also be directed to the:

Assistant Superintendent of Administrative Services
Alvarado ISD Administration Building
PO Box 387102 S. Bill Jackson Drive, Alvarado, TX 76009
(817) 783-1042

Prohibited Conduct

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying. Campus administrators will notify parents within 3 school days of determination of a case of bullying.

District Action

Bullying: If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

Discipline: A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. As stated in Board Policy FFI (Local) under the sub title of "Discipline", campus and district personnel will take into consideration if reasonable self-defense by a victim in response to bullying prior to determining discipline.

Self-Defense would be defined as:

1. The student must not have been involved in provoking the situation
2. The student must be in a situation that the danger is imminent, meaning there is no convenient or reasonable mode of escape

The student must use only the force necessary to protect themselves against the aggressive student. The force must be reasonable and in proportion to the force being used. Reasonable force is defined as the degree of force which is not excessive and is appropriate in protecting oneself.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

Students who are Victims of Bullying

On the request of a parent or other person with authority to act on behalf of a student who is a victim of bullying, the Board or its designee shall transfer the victim to:

1. Another classroom at the campus to which the victim was assigned at the time the bullying occurred; or
2. A campus in the District other than the campus to which the victim was assigned at the time the bullying occurred.

Students who Engage in Bullying

The Board may transfer the student who engaged in bullying to:

1. Another classroom at the campus to which the victim was assigned at the time the bullying occurred; or
2. A campus in the District other than the campus to which the victim was assigned at the time the bullying occurred, in consultation with a parent or other person with authority to act on behalf of the student who engaged in bullying.

The transfer of a student with a disability who receives special education services and who engaged in bullying may be made only by a duly constituted ARD committee under Education Code 37.004.

Counseling

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options. Counseling options for students involved in a bully incident include:

Campus Licensed Social Worker

- Elementary and Intermediate School: Ms. Melissa Goldthwaite, LMSW & Ms. Tina Herrera, LMSW
- High School: Ms. Lisa Landry, LCSW

Campus Counselors

- Junior High School: Ms. Shelly Castania
- High School: Ms. Haven Isclaw

District Special Education Counselor: Mr. Russell Payne

Other, as deemed appropriate by the campus administration

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, www.alvaradoisd.net, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Additional Resources for Parents, Students, Community Members & Teachers

The following websites provide resources for parents and community members about bullying and online safety:

<http://onguardonline.gov/>

<http://www.stopbullying.gov/>

http://www.common sense media.org/educators/cyberbullying-toolkit?utm_source=twitter&utm_medium=social&utm_campaign=edu

APPENDIX

PLEDGE TO END BULLYING AND HARASSMENT

Everyone has the right to feel physically and emotionally safe at school. As members of the Alvarado ISD community, we must do everything we can to treat others with respect and to accept everyone regardless of our differences.

Bullying happens when, at school, at a school-related or -sponsored activity, or in a District-operated vehicle, a student or group of students engage in intentional behavior meant to harm another student or place a student in fear of harm. It can take many forms, such as verbal or physical aggression, and can even occur electronically, which is called cyber-bullying. It involves an imbalance of power between the students and disrupts the school environment.

Examples of bullying and other harassment include threats, taunting, teasing, assault, demands for money, stealing someone's property, name-calling, rumor spreading, and isolating a student from others and could be based on a person's race, gender, color, disability, or other factors.

The District will discipline any student who engages in bullying, harassment, or other related misconduct. Consequences of this behavior may include removal from the classroom to a disciplinary placement, a change in classroom, or even a change in campus. Severe behavior may result in expulsion, and law enforcement will be contacted if a student is thought to have engaged in illegal conduct.

It is important to review the District's policies at FFH and FFI that address prohibited conduct and bullying.

Student's responsibility:

"I commit that I will not bully or harass my peers and understand that, if I do engage in this behavior, I will be subject to consequences. If I witness bullying or any other type of harassment, I will report it to my parent, a teacher, or another school employee."

Student Signature: _____ Date: _____

Parent/Guardian's responsibility:

"I will encourage my child to report any instances of bullying to school personnel, and, as a partner with the District in the safety and acceptance of all students, will report any concerns I have with the way my child is being treated or if my child reports to me possible bullying and harassment of other students."

Parent Signature: _____ Date: _____

Appendix A
Alvarado ISD
Bullying, Discrimination & Harassment
ORDER TO CEASE AND DESIST FORM

_____, a current AISD Student, is hereby directed to cease and desist all bullying, discrimination, and/or harassment behaviors against a student(s) in the Alvarado Independent School District. ANY action that causes a student to feel threatened, belittled, afraid, ashamed, angry, hurt, or upset in any other way must cease. The academic environment is intended to promote the free exchange of ideas where students can help each other learn, The Student Code of Conduct, however, specifically forbids the use of language that is destructive to the learning environment. Students are prohibited from using menacing or fighting words, profane or obscene language, and any other bullying, discriminating and/or bullying language.

Verbal Aggression:

- Name calling, Mocking or Teasing
- Intimidating phone calls
- Spreading Rumors
- Threats

Intimidation:

- Publically challenging someone to do something
- Stealing a persons' belongings

Emotional:

- Tormenting
- Threatening Gestures
- Intentionally Excluding someone
- Hiding or Taking Things
- Ridicule

Physical Aggression:

- Unwanted Touching, such as hitting, tripping, pinching, etc.

Sexual Inappropriate Behavior:

- Touching
- Dirty Jokes or Sexual Language
- Unwanted Flirting taken to the Extreme

Racial or Religious:

- Derogatory Comments
- Forcing Unwanted Beliefs or Opinions on Someone

Written: Threatening or inappropriate drawings, paintings, notes, electronic post or texts

I acknowledge and I am aware of this order and that I have been told I will face more serious consequences if these actions continue.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

School Representative: _____ Date: _____

Appendix B
 Alvarado ISD
 Bullying, Discrimination & Harassment
STUDENT REPORT FORM

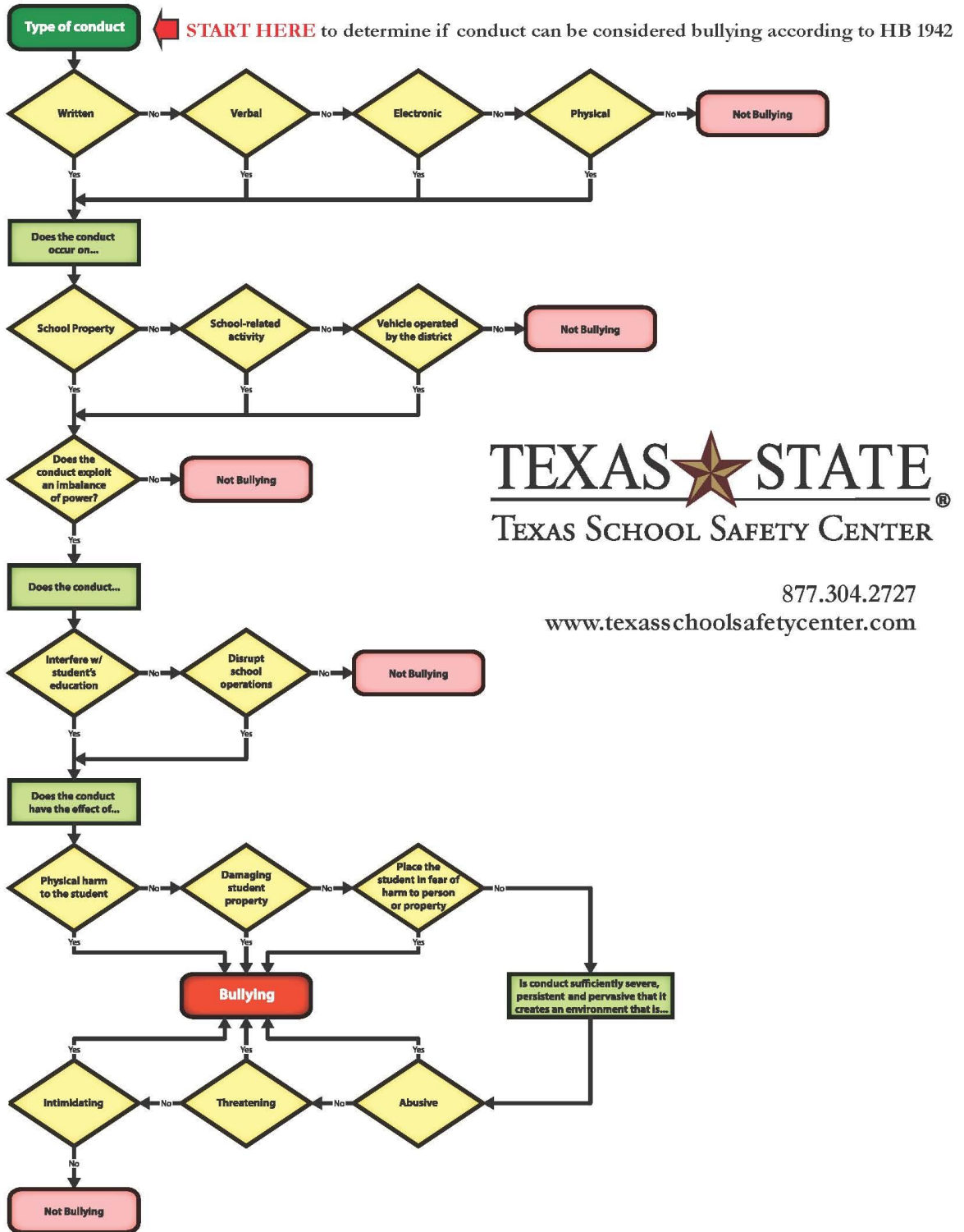
| |
|---|
| Note to Person Reporting: This form will be confidentially maintained in accordance with the Family Educational Rights and Privacy Act (FERPAP) and will not be shared with anyone except those working to assist in this important matter. |
|---|

| | |
|---|--------|
| Name of Person Reporting (Complainant): | Grade: |
| Name of Alleged Victim: | Grade: |
| Name of Alleged Accused: | Grade: |

| | | |
|-------------------|-------|-----------|
| Date of Incident: | Time: | Location: |
|-------------------|-------|-----------|

| | |
|--|-------------------------|
| What happened? | Describe what happened: |
| Please tell us if physical force or threats were used? | Please Describe: |
| What did the alleged victim do? | |
| Was anyone else involved? If so, who? | |
| Were there any witnesses? If so, Who? | |
| Describe what happened immediately before the incident? | |
| How often has this happened? | |
| You may attach any documentation to this report as needed. | |

Appendix C



TEXAS STATE
 TEXAS SCHOOL SAFETY CENTER®

877.304.2727
www.texaschoolsafetycenter.com

Appendix D

**Alvarado ISD Bully, Harassment, or Intimidation
Incident Investigation Report**

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

Name of person investigating alleged incident: _____

Today's date ____/____/____ Campus/department _____

Person Reporting Incident: _____

Telephone ____-____-____ Email _____

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

- Student Student (witness/bystander) Parent/guardians Close adult relative staff member

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

Name(s) of alleged victim(s) (Note: Student reports may be anonymous; specify if anonymity is requested)

| 2. Name(s) of alleged bully(ies) | Age | School (if know) | Is he/she a student? | Action Taken |
|-----------------------------------|-----|------------------|--|--------------|
| | | | <input type="checkbox"/> yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> yes <input type="checkbox"/> No | |
| Total Number of Alleged offenders | | | | |

INVESTIGATION

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

Where did the alleged incident(s) occur (choose all that apply):

- On school property? At a school-sponsored activity? On a school bus?
- Yes No Yes No Yes No

If on school property list the 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): _____

- Any bullying, harassment, or intimidation 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

Appendix E

- Demeaning and making the victim the object of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading Harmful rumors or gossip
- Electronic communication (specify) _____
- Other (specify) _____

What actions were taken to investigate this incident? (Choose all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Interviewed student victim | <input type="checkbox"/> Interviewed student victim's parent/guardian |
| <input type="checkbox"/> Interviewed alleged offender(s) | <input type="checkbox"/> Interviewed alleged offender's parent/guardian |
| <input type="checkbox"/> Interviewed witnesses | <input type="checkbox"/> Examined physical evidence |
| <input type="checkbox"/> Witness statements collected in writing | <input type="checkbox"/> Conducted student record review |
| <input type="checkbox"/> Interviewed school nurse | <input type="checkbox"/> Obtained copy of police report |
| <input type="checkbox"/> Reviewed any medical information available | |
| <input type="checkbox"/> Interviewed teachers and/or school staff | |
| <input type="checkbox"/> Other (specify) _____ | |

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

- Yes No

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

[On a separate sheet, for each witness, indicate whether the witness or witnesses named above were interviewed (if not, provide a reason explaining why), the date of the interview, and any applicable findings and/or documentation and attach to this form.]

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

- Yes No

Please explain (*attach separate sheets if necessary*): _____

If bullying has been confirmed:

Did the victim(s) use reasonable self-defense? Yes No

If yes, explain: _____

Notification to parents of victim(s):

Parent Name(s): _____ Date Notification Sent: _____

Notification to parents of student(s) who engaged in bullying:

Parent Name(s): _____ Date Notification Sent: _____

Appendix E

[Attach incident report form; statements from the (alleged) victim, (alleged) bully, and witnesses; and a copy of the notifications sent to the parents of the victim(s), the student(s) who engaged in bullying, and any student witnesses.]

Notification of available counseling options to:

- Victim(s) Name: Date:
Student(s) who engaged in bullying Name: Date:
Witness(es): Name: Date:
Name: Date:
Name: Date:

District Action (mark all that apply):

[For each District action selected, specify below the District's plan. For example, if the District's action is corrective, specify the type of training or education program, in accordance with the District's local policy, the District plans to use.]

- None were required, this was a false allegation
None, the incident did not warrant any corrective action
Student conference
Student warning
Letter of apology
Mediation
Counseling
Parent letter
Parent phone call
Parent conference
Detention
Transfer
In-school suspension
Out-of-school suspension
Expulsion

Other (specify) _____

Date investigation completed: _____

Date investigation report submitted to Superintendent or designee: _____

Investigator's Signature (if not the principal): _____

Date: _____

Principal's Signature: _____

Date: _____

Appendix E

NOTICE TO PARENT OF BULLYING INCIDENT

Date: _____

Name of Student: _____

School: _____

To Parent/Guardian:

This letter is to notify you that following an investigation in accordance with District policy and procedures, _____ School District has determined that your child has engaged in bullying. The District shall take appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action to address the conduct. District policy prohibits bullying and all bullying incidents are taken seriously. Please see FFI for further information, including information addressing appeal.

The following counseling options are available to assist your child:

- Campus Social Worker
- Campus Counselor
- District Special Education Counselor
- District Licensed Specialist in School Psychology

In addition to the counseling options available above to assist your child, the District has the right to transfer your child in accordance with policies and procedures at FDB.

Principal's signature: _____ Date: _____

Appendix F

NOTICE TO PARENT OF BULLYING INCIDENT

Date: _____

Name of Student: _____

School: _____

To Parent/Guardian:

This letter is to notify you that following an investigation in accordance with District policy and procedures, Alvarado ISD has determined that your child has been a victim of bullying. For additional information about the incident, please contact the principal at the number below. District policy prohibits bullying and all bullying incidents are taken seriously. Please see FFI for further information, including information addressing appeal.

The following counseling options are available to assist your child:

- Campus Social Worker
- Campus Counselor
- District Special Education Counselor
- District Licensed Specialist in School Psychology

In addition to the counseling options available above to assist your child, you have the right to request that your child be transferred in accordance with policies and procedures at FDB.

Principal's signature: _____ Date: _____

Principal's phone number: _____

Appendix F

NOTICE TO PARENT OF BULLYING INCIDENT

(WITNESS)

Date: _____

Name of Student: _____

School: _____

To Parent/Guardian:

This letter is to notify you that following an investigation in accordance with District policy and procedures, Alvarado Independent School District has determined that your child witnessed a bullying incident. District policy prohibits bullying and all bullying incidents are taken seriously. Please see FFI for further information, including information addressing appeal.

The following counseling options are available to assist your child:

- Campus Social Worker
- Campus Counselor
- District Special Education Counselor
- District Licensed Specialist in School Psychology

Principal's signature: _____ Date: _____