



**SAN BENITO**  
SCHOOLS



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# 2025 - 2026 BULLYING PREVENTION HANDBOOK

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## **Mission Statement**

At San Benito CISD, we are dedicated to fostering each student's academic and personal success in a safe, inclusive, and supportive environment. We strive to create a school culture where every student feels valued, respected, and connected. Our commitment includes ensuring a learning atmosphere free from discrimination, threats, bullying, and harassment. We believe every student deserves the opportunity, encouragement, and support needed to reach their full potential and to form meaningful relationships within the school community.

## **Priority Statement**

Schools should be safe, supportive, and nurturing environments where all students can thrive academically and socially. At San Benito CISD, bullying in any form will not be tolerated. Ensuring a culture of respect and safety is a shared responsibility among students, staff, families, and the broader school community.

To that end, our **Bullying Prevention and Intervention Plan** outlines a comprehensive approach to addressing bullying and cyberbullying. In collaboration with students, families, staff, law enforcement, and community partners, we have developed a clear framework for the prevention, intervention, and response to incidents of bullying, cyberbullying, and retaliation. The principal at each campus is responsible for the effective implementation and ongoing oversight of this plan.

## **Bullying Statistics**

### **Startling Bully Statistics:**

- Nearly 1/3 of students surveyed report they experience bullying, either as a target or as a perpetrator.
- More than 16% said they had been bullied at least occasionally during the current school year.
- 8% reported bullying or being bullied at least once a week.
- The frequency of bullying was higher among 6<sup>th</sup> through 8<sup>th</sup> grade students than among 9<sup>th</sup> and 10<sup>th</sup> grade students.
- Children that reported they were bullied reported more loneliness and difficulty making friends
- Those that did the bullying were more likely to have low grades and to smoke and drink alcohol.

Source: "Bullying Behavior Among US Youth: Prevalence and Association with Psychological Judgment"  
Journal of American Medical Association, April 25, 2001

# **Bullying Prevention and Intervention Policies**

FDB (LEGAL)

Education Code 25.034

Victim of Bullying

FFI (LOCAL)

Student Welfare Freedom from Bullying

San Benito CISD  
031912

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB  
(LEGAL)

the exception is overruled, an appeal of the Board's decision may be filed in the district court of the county in which the Board is located.

*Education Code 25.034*

VICTIM 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.

"Bullying" means engaging in written or verbal expression or physical conduct that the Board or its designee determines:

1. 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, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

The Board or designee shall verify that a student has been a victim of bullying before transferring the student. The Board may consider past student behavior when identifying a bully.

The determination by the Board or designee is final and may not be appealed. The procedures set forth at Education Code 25.034 (see PROCEDURE, above) do not apply to a transfer under this provision.

The District is not required to provide transportation to a student who transfers to another campus under this provision.

*Education Code 25.0342*

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**Note:** For bullying rising to the level of prohibited harassment, see FFH. For all other bullying, see FFI.

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OTHERS IN SPECIAL  
EDUCATION  
STUDENT'S  
HOUSEHOLD

If the District assigns a student to a District campus other than the campus the student would attend based on the student's residence, for purposes of receiving special education services, the District shall permit the student's parent, guardian, or other person standing in parental relation to the student to obtain a transfer to

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UPDATE 87  
FDB(LEGAL)-P

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**Note:** This policy addresses bullying of District students. For provisions regarding discrimination, harassment, and retaliation involving District students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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BULLYING PROHIBITED	The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.
DEFINITION	<p>Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:</p> <ol style="list-style-type: none"><li>1. 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</li><li>2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.</li></ol>
EXAMPLES	Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.
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 promptly report may impair the District's ability to investigate and address the prohibited conduct.
REPORTING PROCEDURES	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. A report may be made orally or in writing.
NOTICE OF REPORT	Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee.
INVESTIGATION OF REPORT	<p>If a report is made orally, the campus principal or designee shall reduce the report to written form.</p> <p>The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy instead.</p>

	<p>The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.</p>
CONCLUDING THE INVESTIGATION	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the campus principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Superintendent or designee.</p>
DISTRICT ACTION	<p>If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the District's Student Code of Conduct. [For information on student transfers due to bullying, see FOB.]</p> <p>The District may take action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of bullying under this policy.</p>
CONFIDENTIALITY	<p>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.</p>
APPEAL	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</p>
RECORDS RETENTION	<p>Retention of records shall be in accordance with CPC(LOCAL).</p>
ACCESS TO POLICY	<p>Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.</p>

## **Definition of Bullying**

San Benito CISD defines bullying as written or oral expression or physical conduct that the school district's board of trustees or designee: 1. To have the effect of physically harming a student, damaging a student's property, placing a student in reasonable fear of harm to the student's person or of damage to the student's property; 2. To be sufficiently severe persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

## **Definition of Cyberbullying**

San Benito CISD defined cyberbullying as use of any electronic communication device or technology to engage in bullying or intimidation.

## **Scope of the Definition of Bullying**

Acts of bullying, cyberbullying, and retaliation shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school sponsored or school related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school or the district, or through the use of technology or an electronic device owned, leased or used by a school or the school district and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school or the district, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

## **Samples of Bullying**

Direct (Face-to Face)

- Verbal bullying – name calling, mocking, hurtful teasing, insults, put downs, humiliating, racist or sexist comments, harassment\*
- Physical-bullying – shoves, pushes, hitting, beating up, \* stealing or damaging property, \* assault\*
- Psychological bullying – giving dirty looks, uttering threats, \* forms of intimidation, extortion\*  
(\*These actions are against the law.)

Indirect (Behind Someone's Back)

- Gossiping – lowering people's opinions about the student who is targeted as a victim
- Social aggression – telling people not to be friends with a student who is targeted as a victim, spreading rumors, damaging friendships
- Leaving out - shunning, exclusion

## **Cyber-bullying (Use of Electronic Technology)**

The use of electronic technology as a means of bullying and harassing may involve:

- sending threatening or harassing emails or instant messages
- creating a website that belittles or ridicules another student
- taking unflattering or inappropriate pictures of other students without their permission and sharing them with others or posting them on an internet site

- stealing someone’s password and sending mean messages to others
- tricking someone into sharing sensitive personal information while instant messaging and then forwarding that information to others
- using cell phones to send derogatory, threatening or harassing text messages

## **WARNING SIGNS OF BULLYING**

Children who are victimized may:

- Lose objects without a reasonable explanation
- Have cuts bruises, scratches
- Come home from school with torn or dirty clothing
- Need extra money
- Need extra treats in lunch bag
- Be hungry after school (when lunch is extorted)
- Be reluctant to go to school and lose interest in schoolwork
- Have headaches, stomachaches, nervousness, difficulty sleeping (doesn’t sleep well, has bad dreams)
- Show significant changes in mood from normal – more angry, sad, fearful, depressed, becoming quiet and passive
- Be concerned about inviting friends over or accepting invitations from friends
- Have few friends

While this policy cannot outline every potential form of bullying, it is important to understand that all incidents will be addressed promptly and fairly, as they arise. Any behavior that creates an unsafe or hostile environment will be dealt with in accordance with our commitment to fostering respect, inclusion, and a safe space for all individuals. We are dedicated to addressing bullying in all its forms and will take appropriate action based on the specifics of each situation.

[http://www.teachsafeschools.org/bully\\_menu1.html#1](http://www.teachsafeschools.org/bully_menu1.html#1)

# BULLYING CHECKLIST

FOR SCHOOLS

## PLEASE READ BEFORE USING CHECKLIST

To determine whether an act is bullying or cyberbullying by law, proceed down the checklist and provide a checkmark for each true statement. If any identified section does not receive at least one checkmark, then the act is not considered bullying by state law.

SB 179, "David's Law" expanded authority to school districts, allowing public and charter schools to address cyberbullying off-campus and outside of school-related or school-sponsored activities based on specific criteria. In order to address this legislative change, this checklist may help parents, educators, and administrators determine if a student at their school has been bullied according to the legislative definition. Please follow the conditional 'yes/no' logic for the questions regarding the use of electronic communication devices in possible bullying scenarios.

### Did the act occur outside of a school-sponsored or school-related activity?

*(This is an important distinction, as David's Law expands a school district's authority to include cyberbullying incidents that occur off campus and outside a school-sponsored or school-related activity, as long as it meets one of the below criteria.)*

Yes

### Did the act interfere with a student's educational opportunities; or substantially disrupt the orderly operation of a classroom, school, or school-sponsored/related activity?

No

According to law, if the act **DID NOT** meet the criteria above, it is not under the school district's authority.

## is it Bullying?

Was it a single significant act?   
 Was it a pattern of acts?

By one or more students directed at another student that **exploits an imbalance of power**

Through physical conduct   
 Using verbal expression   
 Using written expression   
 Using electronic means

Physically harms a student or damages their property   
 Creates reasonable fear of harm to student or damage to their property   
**Is sufficiently severe, persistent, or pervasive enough that the action or threat creates:**  
 Intimidating educational environment   
 Threatening educational environment   
 Abusive educational environment   
 Materially and substantially disrupts the educational process or operation of school   
 Infringes on rights of victim at school

### Was the act committed by using any type of electronic communication device?

Yes

*(i.e. Cellular or other phone, computer, camera, e-mail, text or instant messaging, social media app, Internet website, Internet communication tool)*

No

On school property   
 At a school-sponsored or school-related activity (on or off campus)   
 On school bus or vehicle used to transport students

**Yes, it's Bullying**  
*(Cyberbullying is bullying)*

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 TEXAS SCHOOL SAFETY CENTER

# LISTA DE ACOSO

(BULLYING)

PARA ESCUELAS

## FAVOR DE LEER ANTES DE USAR LISTA DE CONTROL

Para determinar si el acto es acoso o ciberacoso por ley, se usa esta lista de control para proporcionar una marca de verificación para cada declaración correcta. Si alguna sección identificada no recibe por lo menos una marca de verificación, el acto no es considerado como acoso por ley del estado.

La ley de "David SB179" expandió autoridad hacia otros distritos escolares, permitiendo a las escuelas publicas y charters dirigir ciberacoso fuera de las escuelas y actividades escolares patrocinadas o no patrocinadas, basadas en criteria específica. Este cambio legislativo usara esta lista para ayudar a padres, educadores, y administradores a determinar si un estudiante en su escuela a sido hostigado conforme a la definición legislada. Lógicamente siga la condicion de Sí/No para las preguntas respecto al uso de comunicación electrónica en posibles escenarios de hostigamiento.

## ES ACOSO? (BULLYING?)

¿Fue solo un acto?

¿Fueron varios actos o eventos sucedidos?

¿Por un o más estudiantes dirigidos hacia otro estudiante que **toma un desequilibrio de poder?**

Por conducta física

Usando expression verbal

Usando expression escrita

Usando medios electrónicos

Físicamente hizo daño al estudiante o propiedad del estudiante

Creó miedo razonable hacia el estudiante o miedo de daño a su(s) propiedades

**Es suficiente severo, persistente, o bastante penetrante que la acción o amenaza crea:**

Un ambiente escolar amenazante

Un ambiente escolar intimidado

Un ambiente escolar abusivo

Materialmente y substancialmente interrumpe el proceso educativo y la operación de la escuela

Infrinje los derechos de la víctima en la escuela

### ¿El acto fue cometido usando cualquier tipo de comunicación electrónica?

*(Teléfono celular o cualquier otro teléfono, computadora, cámara, correo electronico, texto o mensaje instantáneo, aplicación de redes sociales, pagina del internet, o cualquier aplicación o comunicación del internet)*

No

En propiedad de la escuela

En una actividad patrocinada o relacionada con la escuela (dentro o fuera de escuela)

En camión de la escuela o cualquier vehículo de transporte para estudiantes

### ¿Ocurrió el acto fuera de una actividad relacionada o patrocinada con la escuela?

*(Esta es una distinción importante por la razón que "David's Law" extiende la autoridad de los distritos escolares para incluir incidentes como ciberacoso que ocurren fuera de la escuela y fuera de un evento patrocinado o relacionado como una actividad de la escuela, siempre que cumpla con uno de los siguientes criterios.)*

Si

¿El acto interfirió con las oportunidades educacionales de el estudiante; o substancialmente interrumpió la orden de operación de la clase, escuela, o una actividad relacionada o patrocinada por la escuela?

No

Conforme con la ley, si el acto **NO CUMPLE** con la criteria, no esta bajo la autoridad del distrito escolar.

## SI, ES ACOSO

*(Ciberacoso es acoso)*

TEXAS  STATE<sup>®</sup>

TEXAS SCHOOL SAFETY CENTER

www.txssc.txstate.edu

Translated in spanish by Administrative Services at SISD

Oct. 2017

## **Roles and Responsibilities**

### **Student:**

- Treating each other respectfully
- Refusing to bully others
- Refusing to let others be bullied (be an Upstander)
- Refusing to watch, laugh, or join in when someone is being bullied
- Trying to include others in play, especially those who are left out
- Reporting bullying to an adult

### **Parent:**

- Encouraging your child not to engage in harmful teasing
- Listening to your child if he/she reports being bullied
- Report signs of bullying to your school teacher or principal
- Encouraging your child not to exclude others or spread rumors or gossip
- Supporting the school if your child is identified as having engaged in bullying behavior
- Helping your child to understand how hurtful it feels to be excluded, bullied, or harassed
- Be proactive in monitoring your child's use of technology, including social media, messaging apps, and online gaming platforms

### **Staff:**

- Setting clear expectations for students and establishing school and classroom routines
- Creating safe school and classroom environments for all students
- Using appropriate and positive responses and reinforcement, even when students require discipline
- Using positive behavioral supports
- Encouraging adults to develop positive relationships with students
- Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors
- Not tolerating teasing or put downs of any form in your class
- Using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development
- Using the Internet safely; and
- Supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength
- Closely observing students during passing times, recess, and lunch

### **Administrator:**

- Closely observing students during passing times, recess, and lunch
- Watching for signs of bullying and stopping it when it happens
- Taking parent concerns seriously
- Documenting/reporting all instances of bullying to the principal or his/her designee
- Providing immediate consequences for retaliation against students who report bullying and report this action to the principal/designee

- Engaging in professional development activities to learn more about bullying

- 

**Counselor:**

- Take an active and leading role in promoting bullying prevention
- Model, teach, and reward pro-social, healthy, and respectful behaviors
- Meet with the accused and victim
- Promote and model the use of respectful language  
Foster an understanding of and respect for diversity and difference

- Use positive behavioral intervention strategies
- Teach students skills including positive communication, anger management, empathy for others, respect, civility, and manners
- Provide counseling for all parties as needed

## **Procedures for Reporting or Responding to Bullying and Retaliation**

### **Reporting Bullying or Retaliation**

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously through the STOPit App. The school or district will make a variety of reporting resources available to the school community including, but not limited to, a Bullying Incident Reporting/Complaint Form available on the district website and in each of the school's main offices. Additionally, members of the school community may also contact the principal by phone or school email.

Research has clearly shown that it is ineffective to bring a student who is being bullied together with the student who is doing the bullying for the purpose of mediating the dispute. However, each case is unique and should be addressed with sensitivity to the safety and welfare of the students involved.

### **Anonymous Reporting**

Texas Education Code 37.0832 requires school districts to adopt a policy that prohibits in school or out of school bullying, prohibits retaliation against a person who reports bullying, and establishes a procedure for students to anonymously report any incidences of bullying.

The San Benito CISD provides access for all students to make an anonymous report through its STOPit App. Information may be found on each campus website.

### **I. First Incident (Refer to Flowchart):**

If a teacher or other staff person recognizes, or perceives a report from a student regarding behavior, such as teasing, name calling, or excluding a student from group activities, etc. the student or students involved will be warned that such behavior is not allowed. The student should be told that, if this behavior occurs again the student would be sent to the principal or designee for further action.

*When bullying is reported to a staff member, it is important to ask whether this behavior has happened previously. If there has been a history of chronic bullying, the staff member will skip Step One and consult with the principal /designee for further action.*

*When a warning is given, the staff member should document on Branching Minds that such a warning and or intervention has taken place.*

**II. Second Incident:**

The principal/designee will review school expectations and rules with the student, and a problem-solving conference is held. The parents of the student will be called and notified. The student and parents are told that any subsequent referrals for bullying or any retaliation against those who brought the matter to the attention of staff, will be followed by disciplinary

consequences. If the bullying behavior is judged to be severe, the principal/designee always has the option to dispense a disciplinary consequence, even upon the initial referral to the office.

\*For more severe bullying cases, administration will follow the discipline matrix as applicable.

### **III. Third - Fifth Incident:**

The principal/designee will contact the parents to set up a parental conference. The student will receive a disciplinary consequence which could range from detention to out of school suspension, depending upon the severity of the behavior. At the parental conference, bullying will be addressed, and a remedial plan may be formulated. Appropriate community-based interventions or counseling will also be considered.

\*For more severe bullying cases, administration will follow the discipline matrix as applicable.

### **Reporting and Record Keeping**

The principal/designee will keep a written record of all children referred to the office for bullying behavior utilizing the Bullying Incident Reporting Form. (See attached)

This information will be maintained in a district database.

\*In cases where disciplinary action becomes necessary, a due process investigation will precede any such action.

### **Bullying Documentation Form**

#### **Taking a Report - The Four-A-Response Process**

Use the following process when a student reports bullying:

1. Affirm the student's feelings.
  - You were right to talk to an adult.
  - I'm glad you asked for help with this.
2. Ask questions.
  - Tell me more about what happened
  - Use our bully definition to sort it out (happened before?)
  - Did anyone else see/hear what happened? (witnesses)
3. Assess the student's safety.
  - Determine what the student needs in order to feel safe now.
4. Act.
  - Problem solve with student to prevent future issues
  - Tell student what will happen next
  - Provide consequences for regular rule violations/ behavior problems (just as you always have)



Anti-Bullying Contract Student and Parent/Guardian Agreement

Everyone has the right to feel physically and emotionally safe at school. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment.

**Student's responsibility:**

I commit that I will not bully my peers.

When I witness bullying, I will report it to an adult staff member.

**Parent/Guardian's responsibility:**

I commit to encouraging my child to always respect others. I have instructed my child not to bully. I have advised my child to report any bullying to an adult staff member.

*We understand that Bullying will result in disciplinary action.*

Student's Name	Grade/ID Number	Date
Parent/Guardian Signature	Date	

---

Toda persona tiene derecho a sentirse físicamente y emocionalmente seguro en la escuela. Yo hare todo lo que puedo personalmente, como miembro de mi comunidad escolar, para crear y preservar un ambiente físico y emocionalmente seguro.

**La responsabilidad del estudiante:**

\_\_\_\_\_ Yo me comprometo que no voy a intimidar a mis compañeros.

Cuando soy testigo de la intimidación, se lo informe a un miembro adulto del personal.

**Responsabilidad del padre/tutors:**

Me comprometo a alentar mi hijo a respetar siempre a los demás. He dado instrucciones a mi hijo de no intimidar. He aconsejado a mi hijo para informar de cualquier intimidación a un miembro adulto del personal.

*Entendemos que el acoso de intimidación puede resultar en acción disciplinaria.*

Nombre de Alumno/a	Grado/ID Number	Fecha
Firma de Padres/tuto	Fecha	



**Proactive Anti-Bullying Documentation**

San Benito CISD policy prohibits bullying during school-sponsored education programs; while in school, on school property or at designated school bus stops; and through the transmission of information from a school computer, a school computer network or other similar electronic school equipment. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending themselves. The exact policy reads as follows:  
FFI (LOCAL)

Definition: Bullying occurs when a student or a group of students engages in written or verbal expression or physical conduct that:

1. 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, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

If you feel you have been a victim of bullying please contact/inform your teacher, counselor, asst. prin., dean, principal or any adult staff member.

**NUMBER OF BULLYING INCIDENTS**

	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY
DATE												
INITIAL												



Meet with child and parent                      Date & Time: \_\_\_\_\_ school/home visit  
Alternative classroom assignment  
Document/update intervention on Bullying Incident Reporting/Complaint Form  
Disciplinary action for one calendar year                      Date Signed: \_\_\_\_\_



**San Benito CISD Bullying Incident Reporting/Complaint Form**

**Report of the Incident @ Campus \_\_\_\_\_**

**1. Information about the Incident:**

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

Please identify the alleged aggressor: \_\_\_\_\_ ID# \_\_\_\_\_

**Check:**      Student's Grade \_\_\_\_\_      Staff \_\_\_\_\_      Other \_\_\_\_\_

Please identify the person(s) targeted by the aggressor: \_\_\_\_\_

**Check:**      Student's Grade \_\_\_\_\_      Staff \_\_\_\_\_      Other \_\_\_\_\_

Date(s) of incident: \_\_\_\_\_

Time when incident(s) occurred: \_\_\_\_\_

Incident location (be as specific as possible): \_\_\_\_\_

Type of Harassment Alleged:    Verbal    Written    Physical    Electronic  
 Racial    Sexual    Religious    Disability    Other (describe) \_\_\_\_\_

**2. Witnesses (List people who saw the incident or have relevant information about the incident):**

Name: \_\_\_\_\_  Student    Staff    Other

Name: \_\_\_\_\_  Student    Staff    Other

Name: \_\_\_\_\_  Student    Staff    Other

**3. Description of the Incident. Check all that apply. Inappropriate behaviors observed by adult witnesses include:**

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Spitting               |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments     |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing               |
| <input type="checkbox"/> Damaging Property       | <input type="checkbox"/> Flashing a Weapon      |
| <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Shoving/Pushing        |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hitting/Kicking        |
| <input type="checkbox"/> Taunting/Ridiculing     | <input type="checkbox"/> Cyber-Bullying         |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation/Extortion |

4. Describe the incident in detail, including the name of the person involved, what was said and done, specific words used. Use additional paper if necessary, or attach printouts/copies of notes/websites/etc.

Yes, the incident involved physical injury.

No, physical injury was not involved.

Is there any physical evidence?

Graffiti  Notes  E-mail  Web sites  Video/audiotape  Phone Messages  Other

**FOR ADMINISTRATIVE USE:**

**II. INVESTIGATION**

1. Investigator: \_\_\_\_\_ Position: \_\_\_\_\_

2. Interviews:

Interviewed Aggressor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed Target Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed Witnesses Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Date: \_\_\_\_\_

3. Prior documented incidents by the aggressor:  Yes  No Dates: \_\_\_\_\_

If yes, has aggressor targeted this victim/group previously?  Yes  No

Any previous incidents with findings of bullying or harassment?  Yes  No

4. Summary of investigation: Use additional paper or attach to this document if needed.

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

III. CONCLUSIONS FROM INVESTIGATION:

1. Did the incident have any of the following features:

Feature	Yes	No
Threat to someone's physical safety		
Sexual harassment		
Threat or harassment based on race, class, gender, sexual orientation, disability, or other protected status		
Repeated cyberbullying after earlier intervention		
Image or audio/video record of harassment		
Other notable feature (please list):		

2. Did the incident substantially disrupt the learning environment or infringe on the rights of students and/or staff? If yes, please describe how, using as much detail as possible. -

Yes  No

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3. Finding:  Yes, this was: OR  No, this was not.

- Bullying  Incident documented as \_\_\_\_\_  
 Harassment  Discipline referral only \_\_\_\_\_

4. Contacts

- Contacted target's parent/guardian  Contacted aggressor's parent/guardian  
 Police  Principal  School  Counselor  Assistant Principal  
 Other: \_\_\_\_\_

5. Action(s) Taken:

- Schedule Change  Reprimand  Detention  
 In School Suspension  Off Campus Suspension  
 Counselor Referral  Parent/Student Conference  DAEP Placement  
 Contacted Police  Denial of Bus Privileges  
 Other: \_\_\_\_\_

**Bullying Prevention Student Contract**

\_\_\_\_\_ agrees that he/she will not participate or engage in any bullying activity on or off school property in which the conduct may reasonably carry over into the school setting and/or interfere with the educational process.

I understand the definition of bullying/cyber-bullying to be:

- Any aggressive or negative gesture, or written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property
- Any aggressive or negative gesture, or written, verbal or physical act that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school’s educational mission or the law or regulation
- Any assertion of physical or psychological power over, or cruelty to another student
- Any behaviors including but not limited to pushing, hitting, threatening, name-calling or other physical or verbal conduct of a belittling or intimidating nature
- Any transmission of information intending to coerce, intimidate, harass, or cause emotional distress to a person via text/data messages, instant messages, e- mail, and social networking sites to included, but not limited to Facebook, Twitter (X), Instagram, Tik Tok, and Snapchat.

The school agrees to utilize interventions to educate students on how to prevent bullying.

***This contract is in place for one calendar year from the date of the last incident.***

**I, the undersigned, have read, agree with, acknowledge and understand the expectation and potential consequences for my child. I further understand that if my child continues to demonstrate and participate in bullying behavior a disciplinary action may be imposed.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator’s Signature

\_\_\_\_\_  
Date

# Resources

Stop Bullying Now: <http://www.stopbullyingnow.com/>

Connect with Kids: The Power to Change @ <http://www.connectwithkids.com/>

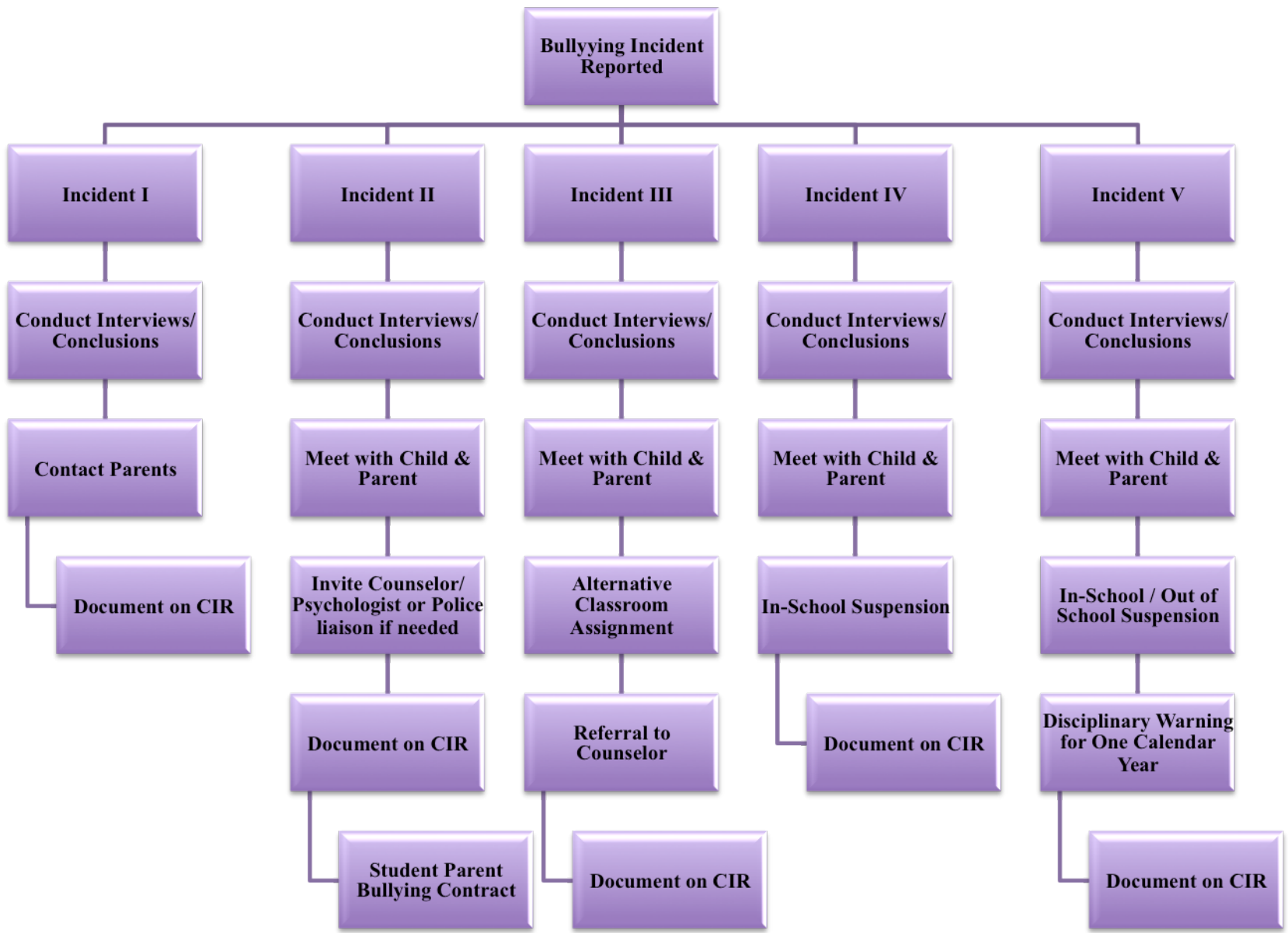
Bullying Prevention @ <http://www.ncpc.org/newsroom/current-campaigns/bully-prevention>

Stop Bullying @ <http://www.stopbullying.gov/>

Teach Safe Schools Bullying Prevention @ <http://www.teachsafeschools.org/bullying-prevention.html>

National Bullying Prevention Center @ <http://www.pacer.org/bullying/bpaw/bullyvids.asp>

DELETE THE TABLE



For more severe bullying cases, administration reserves the right to go to step 2-5

**The District's Code of Conduct may be applied at any time.**