

## 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 <b>Written Complaint</b> by campus administration if not already completed in 1 or 2.	1 Day from 1st Notification
4	<b>Parent Contact/Conferences</b> to gather information and to walk through the "Parent/Student Bullying Report" of investigation.	ASAP
5	Interim <b>Safety</b> Plan/Action discussed and implemented if needed with parents and students.	During Conferences
6	<b>Counselor</b> Notification with completed "Bullying Investigation Form".	2 Days from 1st Notification
7	<b>Investigate</b> allegation thoroughly using "Bullying Investigation Form".	→
8	Warning given to all parties about <b>Retaliation</b> .	Upon Interview of all parties.
9	Upon completion of investigation, complete <b>Written Report</b> and letter given/sent to parent/guardians.	2 Days
10	<b>Campus Principal and Director of Campus Support</b> given Final "Bullying Investigation Form" and "Written Report Letters".	2 Days from Finalized Investigation

10 District Business Day Timeline



# 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]*

---

---

---

---