
Note: This regulation addresses procedures for reporting a bullying incident and investigation of reports of bullying of District students. For procedures regarding transfer of a student who is a victim of bullying or who engaged in bullying, see FDB. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI should be used in conjunction with FFH for certain prohibited conduct.

PRINCIPAL'S
RESPONSIBILITIES:
PROCESS FOR
CAMPUS PREVENTION

Principals are expected to implement school-wide, classroom, and individual systems to teach and support positive student behaviors and to provide appropriate consequences for misbehaviors. All staff members will participate in the process of implementing a system for consistently teaching respectful behavior, preventing and stopping bullying and harassment on their campus, and encouraging reporting of such behavior, including how to respond to complaints [see FFH(LOCAL) and FFI(LOCAL)].

1. Principals will be responsible for establishing and maintaining the following:
 - a. Statement of Purpose: A brief and positive statement describing the school's purpose and approach to teaching and learning, behavior, and expected outcomes for all students and staff.
 - b. Initial and Ongoing Assessment of Needs: Ongoing data collection and analysis to assess campus behavior patterns. Data may include discipline records, school surveys, police reports, and office referrals. Counselors and administrators will communicate regularly about threats to students' safety including actions taken concerning complaints filed, students at risk for violence that have not been filed upon, and other safety concerns.
 - c. School-wide Behavioral Rules or Expectations: A brief and clearly stated list of expected behaviors based on the commonly occurring problem behaviors. Expectations for high standards of behavior and teaching of respectful behaviors will be reinforced continually throughout the year. To promote a safe and respectful school environment, students will be taught how and encouraged to speak up on behalf of other students who are targets of bullying, harassment, or otherwise harmful behavior by telling the bully/harasser to stop when it is safe to do so or by getting help from school personnel.

- d. Procedures for Teaching Expected Behavior: Practices that inform students of expected behaviors, demonstrate what expected behaviors look like, and allow students to practice expected behavior skills including how to intervene safely on behalf of others and how to get help from school personnel.
- e. Procedures for Encouraging Expected Behavior: System of social acknowledgment and interaction between the student and the school that provides incentives to encourage students to use pro-social skills in their own relationships and to help others in need.
- f. Procedures for Discouraging Problem Behavior: A continuum of procedures for discouraging problem behavior. Campuses will strive to create a climate of respect and inclusion by reducing the social acceptance of hurtful teasing, bullying, and harassment among students.

STAFF
RESPONSIBILITIES

All school personnel are expected to model respectful interaction with all students and staff, at all times. School personnel are expected to respond to bullying, dating violence, and harassment based on race, color, gender, national origin, disability, or religion immediately and in a manner consistent with these guidelines.

[See FFI(LOCAL) and FFH(LOCAL) for definitions of bullying, and prohibited harassment including sexual harassment, and dating violence]

PRINCIPAL'S
RESPONSIBILITIES:
REPORTING
BULLYING, SEXUAL
HARASSMENT, AND
DATING VIOLENCE

The principal must inform students, parents, and school personnel of a student's right to make a complaint for incidents of bullying, prohibited harassment including sexual harassment, and dating violence. Students will understand how to file a complaint. School personnel will understand how to respond to incidents and reports. Complaint forms will be available from any school counselor or administrator. Completed complaint forms must be filed in a secure location in the campus administrative office. These files must be made available to the Title IX coordinator or designee upon request.

REPORTING A
BULLYING INCIDENT
STUDENT REPORT

A student who believes that he or she has experienced bullying or that another student has, or that other students have, experienced bullying is encouraged to report the incident, in accordance with District policy. A student may report an incident of bullying anonymously through the "Report Bullying" link on the District's website.

NOTIFICATION

Staff members who witness or are aware of incidents in which students are bullied or sexually harassed by school personnel should bring this to the attention of the principal, assistant principal or

other appropriate District official immediately. This notification must be documented by submitting a complaint form to the principal or assistant principal on behalf of the targeted student on the same day. A failure to immediately report or take required action in a timely manner may impair the District's ability to investigate and address the prohibited conduct. [see FFH(LOCAL) and FFI(LOCAL)].

COUNSELOR OR
ADMINISTRATOR

A school counselor or administrator who learns of an incident of bullying or prohibited harassment including sexual harassment, and dating violence, or who receives a complaint from a student or staff member must immediately meet with the targeted student privately and will assist the student in documenting the incident on a complaint form in order for the incident to be investigated by the principal or the District's investigative team.

ASSISTANCE TO
STUDENT

Any student may request a complaint form at any time through any counselor or administrator. The counselor or administrator will assist the student in filling out the form. Complaint forms will not be removed from the office.

INVESTIGATIVE
PROCEDURES
GUIDELINES

The investigator must maintain confidentiality to the extent possible and as required by law and should advise the complainant that limited disclosure may be necessary to complete a thorough investigation.

Investigation by the principal or designee: Upon oral or written notification of bullying or prohibited harassment including sexual harassment, and dating violence, the principal or designee is expected to take the following actions.

1. Separate the targeted student from the accused student.
2. Secure any evidence.
3. Meet and conference with the targeted student and parent on the same day of the incident.
4. Review the student's complaint form or assist the student in documenting the incident on a complaint form during the meeting.
5. If the assessment by the principal or designee determines that the incident involved physical or sexual assault or threats, notify the District Chief of Police and Superintendent immediately and take the following actions as listed below.

Note: The principal or designee must determine whether the allegations, if proven, would constitute prohibited conduct under FFH. If so, the principal or designee must refer the report for processing under the policies and procedures at FFH. If not, the principal or designee, herein referred to as the investigator, will proceed under this policy following the guidelines below, as appropriate.

6. Interview any witnesses. Help a student witness feel secure and assure him or her of protection from retaliation. Ask the names of any additional witnesses who might have information about the alleged incident(s).
7. Do not divulge information regarding the identity of the alleged victim, alleged bully, complainant, or witnesses unnecessarily when interviewing other witnesses.
8. If necessary, interview the alleged bully, alleged victim, and any witnesses again to address any new information discovered during the course of the investigation.
9. Maintain detailed notes of all interviews. Notes will be read to the person being interviewed to verify details and to ensure accuracy. In addition, the interviewer may audio record the interview with permission of the person being interviewed.
10. Document all efforts made to investigate the alleged bullying. Gather all relevant evidence.

RESOLUTION OF THE
COMPLAINT

The investigator will prepare a written report detailing the investigation, which will include a determination of whether bullying occurred, and, if so, whether the victim used reasonable self-defense. The investigator will notify the parties to the complaint and their parents of the resolution in accordance with the Family Educational Rights and Privacy Act (FERPA).

INTERVENTIONS WITH
THE TARGETED
STUDENT

Intervention by the principal or designee with the targeted student will include the following:

1. Identify actions that can be taken to increase the targeted student's safety and ability to participate in school without fear or intimidation.
2. If the District determines that a serious risk to the student's physical safety exists, the principal or designee shall contact the SFDRICISD Chief of Police immediately. [See GRAA for

classes of offenses for which the District is required to contact law enforcement]

3. Inform the student of school and community resources as needed, (i.e. counseling, student support groups, Baptist Child and Family Services) including and their right to file charges or seek legal protection.
4. Encourage the student to report further incidences.
5. Monitor the targeted student's safety as needed.
6. Notify the student and parent of counseling options.
7. Document the meeting and any action plans on the complaint form. Store all complaint forms in a separate, confidential file and document subsequent follow-up actions and complaints in the space provided on the complaint form.

INTERVENTIONS WITH
THE ACCUSED
STUDENT

Intervention by the principal or designee with accused student will include the following:

1. Conference with the accused student and parent.
2. Emphasize expectations for positive behavior and provide education.
3. Identify disciplinary and other actions and consequences that will be taken to prevent further incidents.
4. Inform the student and parent of help and support, including counseling options available at school or in the community as needed (i.e. Baptist Child and Family Services).
5. Address the seriousness of retaliation against the targeted student for reporting the incident or cooperating with the investigation.
6. Increase supervision of the accused student as needed.
7. Document the meeting and action plans in the space provided on the complaint form.

DISCIPLINARY
ACTION

If upon completion of the investigation supporting documentation indicates that bullying has occurred and the Principal determines that disciplinary action against a student is warranted, the campus administrator will proceed with the appropriate course of action, in accordance with the District's Student Code of Conduct.

IMPROPER CONDUCT	If upon completion of the investigation supporting documentation refutes that the alleged incident does not rise to the level of bullying, the campus administrator will proceed in accordance with the Student Code of Conduct or any other appropriate corrective action.
NOTICE TO SUPERINTENDENT	Within two District business days of the completion of an investigation, the principal will submit the Investigation Report [see FFI(EXHIBIT)] and any appropriate materials associated with the investigation to the Superintendent or designee.
NOTICE TO PARENTS	If an incident of bullying is confirmed, the campus principal or assistant principal will promptly notify the parents of the victim and of the student who engaged in bullying. The campus administrator must document that notice was provided to parents on the Investigation Report. [See FFG(EXHIBIT)]
NOTICE OF RIGHT TO APPEAL	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
REPORTING CHILD ABUSE	In accordance with law, if the District has reason to believe that a child has been or may be abused or neglected, the campus principal must contact the SFDR CISD Chief of Police and Child Protective Services (CPS) immediately and within 48 hours of the alleged incident. [See FFG]
FOLLOW-UP	After concluding the investigation, the campus principal should periodically follow-up with the complainant or other persons involved in the incident(s), as appropriate.
RECORDS RETENTION	The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records retention schedules, but no less than the minimum amount of time required by law. [See CPC].