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Round Rock ISD Anti-Bullying Policy and Investigation Procedures

Round Rock ISD Policy prohibits the bullying of a student. Policy also prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying.

CAMPUS ADMINISTRATORS

1. Upon receipt or notice of a report of a possible bullying incident, investigate fully to determine the appropriate discipline.
   a. Obtain written statements and interview: victim(s), witness(es), and offender(s)
   b. Offer counseling to all parties
   c. For student safety interim action may be taken by the campus administrator. This may consist of:
      i. Increased supervision as needed for alleged victim and alleged perpetrator
      ii. Stay away agreement (FORM attached) between parties involved.

2. After the full investigation, now decide if a bullying label applies as defined by RRISD Policy [FFI(Legal)].
   a. If the investigation reveals the conduct did not rise to the level of bullying or another type of prohibited conduct, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.
   b. If the investigation indicate that the conduct is bullying according to RRISD Policy [FFI(Legal)], RRISD Bullying Protocol must be followed. If the allegations could constitute both bullying and another type of prohibited conduct under FFH, the investigation shall include a determination on each type of conduct.

BULLYING: DEFINITION

"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.
EXAMPLES OF BULLYING

Physical: hitting, punching, pushing, scratching, tripping, assault, demands for money, confinement, hazing if it exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student’s education or substantially disrupts the operation of a school.

Verbal: name calling, teasing, putdowns, sarcasm, threats, taunting, hazing if it exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student’s education or substantially disrupts the operation of a school.

Textual (including by electronic devices “Cyberbullying”) passing notes, writing on desks, SMS, MMS, email, chat rooms, website, social networks if it exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student’s education or substantially disrupts the operation of a school.

Social: ignoring, excluding, mimicking, ostracism, spreading rumors, psychological defaming, dirty looks, intimidation, extortion, theft of valued possessions or destruction of property if it exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student’s education or substantially disrupts the operation of a school.

Bullying Protocol

The investigation shall include:

Complete interviews and documentation forms (attached) in the following order:

- The victim(s) completes an incident report form. The Administrator completes the victim response report,
- Witnesses or bystanders complete an incident report form,
- The offender(s) completes an incident report form. The Administrator completes the offender response report,
- Analyze other information or documents related to the allegations.
- Counseling must be offered as a mandate of HB 1942, (victim(s), the witness(es) or those who engaged in the bullying)

NOTIFICATION

- Assistant Principals shall notify the Campus Principal once the investigation has commenced.
- Notify parents/guardians of the offender and victim within 24 hours of the report.
- Consult with your SRO and the campus Title IX coordinator if evidence in the investigation shows possible criminal harassment or offenses.

CONCLUDING THE INVESTIGATION Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigating administrator shall take additional time if necessary to complete a thorough investigation. The
investigating administrator shall prepare a written summary of the investigation (EXAMPLES attached). The report shall be filed with the Campus Principal’s office at the conclusion of the investigation.

**FOLLOW UP ACTION**

**NOTE:** Texas Law HB 1942 “prohibits the imposition of a disciplinary measure on a student who is a victim of bullying on the basis of that student’s use of reasonable self-defense in response to the bullying,” and “requires that discipline for bullying of a student with disabilities comply with Federal law including section 504 and IDEA (2004).”

A district may transfer the student who engaged in bullying to another classroom at the campus to which the victim was assigned at the time the bullying occurred, or a campus other than that campus--after consulting with the parent of the student who engaged in bullying.

**APPEAL:** A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL) beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**MONITOR:** Monitor and follow up with the students within 15 school days after the incident to secure that no additional acts of bullying or retaliation have occurred. Additional follow up may be necessary considering the circumstances of the situation. Attach the follow up documentation to the file in the Campus Principal’s office.
Investigation Flow Chart

REPORT RECEIVED
Target/victim, Bystander/witness, Staff, Parent/caregiver, Anonymous

Immediately notify a Campus Administrator

Campus Administrator fully investigates to determine appropriate discipline
Obtain written statements and Interviews: Victim(s), Witness(es), Offender(s)
Offer counseling to all parties/notify school counselor
Notify campus principal of results of the investigation

Complete investigation (10 day goal)
Complete a Summary Form
File the report with campus Principal
Contact parents of the victim and offender
Notify parents, victim and offender of counseling services

Bullying Label **not found**: Follow Student code of Conduct

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**Forms**
1. Incident Report Form (use for victim, witnesses and offender)
2. Victim Response Report (during interview)
3. Offender Response Report (during interview)

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**Is it bullying? HB 1942**

"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:

Has the effect or will have the effect of physically harming a student, damaging 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
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:**
Exploits and imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct: AND
Interferes with a student’s education or substantially disrupts the operation of a school.

---

**Forms**
1. Incident Report Form (use for victim, witnesses and offender)
2. Victim Response Report (during interview)
3. Offender Response Report (during interview)

**Bullying label found**: use Bullying Protocol and Documentation Forms

AP notifies parents within 24 hours
AP consults with SRO/Title IX coordinator if conduct involved other forms of Prohibited Conduct

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**Is it bullying? HB 1942**

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Interferes with a student’s education or substantially disrupts the operation of a school.

---
Round Rock ISD Stay Away Agreement

For: _____________________________            ___ Grade

On ____________________ a complaint was filed against you and is being investigated. This behavior may be a violation of RRISD policy and Student Code of Conduct. In order to protect the rights and safety of all members of our school community, you are required to stay away from __________________________ and stop all communication.

If you continue to engage in these behaviors, encourage others to engage, or retaliate against _________________________ in any way for making this complaint, additional disciplinary actions may result. Your compliance will be monitored by school administration and staff.

This agreement will be reviewed on _____________________.

Please be advised that any further infraction can result in suspension and/or removal from campus in addition to possible legal consequences.

Signatures

Student: ________________________________         Date: _______________

Parent/Guardian: ____________________________     Date: _______________
Of Student Accused (if required)

Administrator: ________________________________    Date: _______________
INCIDENT INVESTIGATION

NAME/DATE: ________________________________

Incident Statement Report

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Circle One:</th>
<th>Student</th>
<th>Parent</th>
<th>Staff</th>
<th>Other</th>
</tr>
</thead>
</table>

Report Submitted by: __________________________ Signature __________________________ Date ______

For Administrator Use Only

The complaint fits the definition of Prohibited Conduct (bullying) as defined by RRISD Policy [FFI(Legal)] YES NO
INCIDENT INVESTIGATION: Victim Response Report

VICTIM NAME: 
DATE: 

Narrative Description of Incident

STANDARD INTERVENTION SEQUENCE

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian Notified of Incident</td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian Notified of Corrective</td>
<td></td>
</tr>
<tr>
<td>Actions</td>
<td></td>
</tr>
<tr>
<td>Situation Monitored</td>
<td>ongoing</td>
</tr>
</tbody>
</table>

VICTIM INTERVENTION OPTIONS

- Provide adult supervision during recess, lunch time, bathroom breaks, and hallway passage
- Maintain contact with parents/guardians of all involved parties
- Offer counseling
- Inform school personnel and instruct them to monitor parties involved
- Check with victim daily/weekly to ensure no further incidents
- Safety plan/change of route to class, etc.
- False allegation, no action required
- Contact made with outside counselor
- Law enforcement involved
- CPS involved
- Other ______________________________

Narrative Description of Intervention Strategies

Behaviors

- 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
- Demeaning and making the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip
- Electronic communications that involve harassment or threats

Signing below indicates the parent/guardian of a student has been informed of a harassment incident report, has been made aware of the school’s response to the situation, and has been given clear instructions regarding steps to take should the harassment behavior persist.

Parent/Guardian Printed Name ______________________ Signature ______________________ Date ______
Investigator Printed Name ______________________ Signature ______________________ Date ______
INCIDENT INVESTIGATION: Offender Response Report

<table>
<thead>
<tr>
<th>OFFENDER NAME:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td></td>
</tr>
</tbody>
</table>

**Narrative Description of Incident**

**Behaviors**
- □ 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
- □ Demeaning and making the victim of jokes
- □ Making rude and/or threatening gestures
- □ Excluding or rejecting the student
- □ Intimidating (bullying), extorting, or exploiting
- □ Spreading harmful rumors or gossip
- □ Electronic communications that involve harassment or threats

**STANDARD INTERVENTION SEQUENCE**

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<th>Action</th>
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</tr>
</thead>
<tbody>
<tr>
<td>□ Parent/Guardian Notified of Incident</td>
<td></td>
</tr>
<tr>
<td>□ Parent/Guardian Notified of Corrective Actions</td>
<td></td>
</tr>
<tr>
<td>□ Situation Monitored</td>
<td>ongoing</td>
</tr>
</tbody>
</table>

**INTERVENTION OPTIONS**
- □ Parent contact
- □ No action required, this was a false allegation
- □ Stay Away Agreement
- □ Letter of Apology
- □ Refer to school counselor
- □ Parent conference
- □ Detention
- □ In-School Suspension
- □ Alternative Placement
- □ Change Class
- □ Change Campus
- □ Police Involvement
- □ CPS Involvement
- □ Other (specify) __________________________

Signing below indicates the parent/guardian of a student has been informed of a harassment incident report, has been made aware of the school’s response to the situation, and has been given clear instructions regarding steps to take should the harassment behavior persist.

Parent/Guardian Printed Name __________________________ Signature __________________________ Date ______

Investigator Printed Name __________________________ Signature __________________________ Date ______
Investigation Findings of Alleged Incident

- The Complaint is Sustained. The incident fits the definition as defined in RRISD Policy.
- The Complaint was Not Sustained. There was not enough verifiable proof that Bullying was taking place or the complaining party has refused to assist in the investigation.
- Unfounded. The complaint was discovered to have no merit or the complaining party has informed the investigator that the allegations were false and untrue.

Reported incident has been verified as bullying according to investigation procedure and HB 1942 definitions.

<table>
<thead>
<tr>
<th>Component</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gesture, written, or verbal expression</td>
<td>□ Verbal fight&lt;br&gt;□ Written or verbal threat&lt;br&gt;□ Written note&lt;br&gt;□ Written or verbal rumors&lt;br&gt;□ Seclusion&lt;br&gt;□ Embarrassing the student&lt;br&gt;□ Other: ____________________________</td>
</tr>
<tr>
<td>Physical Act</td>
<td>□ Physical fight&lt;br&gt;□ Physical injuries&lt;br&gt;□ Other: ____________________________</td>
</tr>
<tr>
<td>Electronic Communication</td>
<td>□ Identify the component used:&lt;br&gt;□ Cell phone&lt;br&gt;□ Audio or visual image&lt;br&gt;□ Instant message/email&lt;br&gt;□ Gaming&lt;br&gt;□ Social Networking&lt;br&gt;□ Blog&lt;br&gt;□ Other: ____________________________</td>
</tr>
<tr>
<td>Damage of student’s property</td>
<td>□ Property damage&lt;br&gt;□ Stolen or missing property&lt;br&gt;□ Other: ____________________________</td>
</tr>
<tr>
<td>Reasonable fear of harm to person or property</td>
<td>□ Fear of harm to person&lt;br&gt;□ Fear of harm to property&lt;br&gt;□ Other: ____________________________</td>
</tr>
<tr>
<td>Disrupt or interfere with school’s educational mission or the education of student</td>
<td>□ Changes in attendance: absences, tardies&lt;br&gt;□ Missing classes/parts of school day&lt;br&gt;□ Changes in grades&lt;br&gt;□ Changes in participation of school activities&lt;br&gt;□ Avoidance of elements: lunch, bus, recess&lt;br&gt;□ Other: ____________________________</td>
</tr>
</tbody>
</table>
**Bullying Investigation Summary Form**

HB 1942 requires each district to create or revise administrative procedures to address how the district responds to incidents of bullying. These changes are designed to promote a safe and secure learning environment for students. This form will assist districts in investigating reported incidents of such behavior.

**Person(s) Assigned to Investigation**

Date Assigned: _________________________________________________________________

Name: _____________________________ Title: _____________________________

Name: _____________________________ Title: _____________________________

**Incident Details**

**Student Affected:**

____________________________________   Grade: _____   Class: ________________

**Student(s) Initiating Bullying/Harassment:**

____________________________________   Grade: _____   Class: ________________

____________________________________   Grade: _____   Class: ________________

**Witness:** ______________________________________________________________________

Witness: ______________________________________________________________________

Please list all witnesses including students and/or staff.

**Documentation**

- [ ] Written statement of student victim
- [ ] Written statement of witness/bystander
- [ ] Written statement of alleged offender
- [ ] Notification of parents
- [ ] Interview of staff witness (if applicable)

- [ ] Physical evidence (if applicable)
- [ ] Medical information (if applicable)
- [ ] Copy of police report (if applicable)
- [ ] Copy of report form (victim/witness/bully)

**Action Taken**

- [ ] Interviewed alleged student victim
- [ ] Interviewed witness
- [ ] Interviewed alleged bully
- [ ] Interviewed staff involved (list names)
- [ ] Reviewed physical evidence
- [ ] Reviewed medical/ARD information
- [ ] Reviewed bus incident information
- [ ] Reviewed student records
- [ ] Reviewed social history between parties
- [ ] Considered history of prior behavior
- [ ] Other: ____________________________________________

_________________________________.

□   □
## Summary Follow Up/Disciplinary Action

<table>
<thead>
<tr>
<th>Victim</th>
<th>Offender</th>
<th>Action Taken</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>None were warranted</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student contract</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loss of privileges</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Counseling interventions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>School service work</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Follow up/Monitoring</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loss of privileges on bus/loss of bus privileges</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Detention</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In-school assignments or intervention programs</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student moved to another class</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student moved to another campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment to alternative education facility</td>
<td></td>
</tr>
</tbody>
</table>

Student victim’s parent notification on completion of investigation:
Date of notification: ______________     Means of notification: □ Phone □ Letter □ Conference

Student offender’s parent notification on completion of investigation:
Date of notification: ______________     Means of notification: □ Phone □ Letter □ Conference

## Completion of Investigation

Signature: ____________________________________________ Date: ______________
Resource List:


Ohio Department of Education Incident Investigation Kit www.Ohio.gov

Oklahoma Department of Education www.Oklahoma.gov

Texas School Safety Center (TxSSC). www.txssc.txstate.edu/K12