

How do we respond to reports of bullying?

First and foremost, we should protect the alleged victim of bullying. In addition, an investigation of the claims of bullying must occur immediately according to SISD Policy FFI (Local) and the SISD Student Code of Conduct. Student Handbooks will also include information on bullying. The following details will assist principals in addressing claims of bullying.

SISD Policy FFI (Local)

“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.” “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.” Investigation tools shall include the Texas School Safety Center flowchart which is attached. (See Page 2) If bullying is reported, the report form must be used and is attached on Pages 3 and 4. Once completed, a copy of the report must be sent to the Assistant Supt for Academic & Student Services.

“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.

Note: **This excerpt does not satisfy understanding and following all of FFI (Local) policy.**

If the campus principal determines that bullying has occurred, the prohibited behavior must be addressed according to the Student Code of Conduct. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to discipline. Consequences according to the Code of Conduct should be listed in the written report of the investigation. If an incident of bullying is confirmed, the principal shall promptly notify the parents of the victim and of the student engaged in the bullying. Options for counseling for the victim, witnesses, and bully will be addressed as well as any need for corrective actions.

Student Code of Conduct (2015-16)

Bullying and cyberbullying are referenced in the (2015-16) Student Code of Conduct pages 4, 7, 8 and 29. <http://www.shermanisd.net/parents.cfm?subpage=637266>

Page 4 references bullying as a “General Conduct Violation” under “Mistreatment of Others.” General Conduct Violations are “prohibited at school and all school-related activities.” Discipline Management Techniques for General Conduct Violations are described starting on page 8 of the Student Code of Conduct.

The following are specific references to bullying:

(Page 4) **Mistreatment of Others:** Engage in bullying, harassment, or making hit lists. (See glossary for all three terms.)

(Page 7) Misuse of Technology: Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property, if the conduct causes a substantial disruption to the educational environment.

(Page 8) In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct.

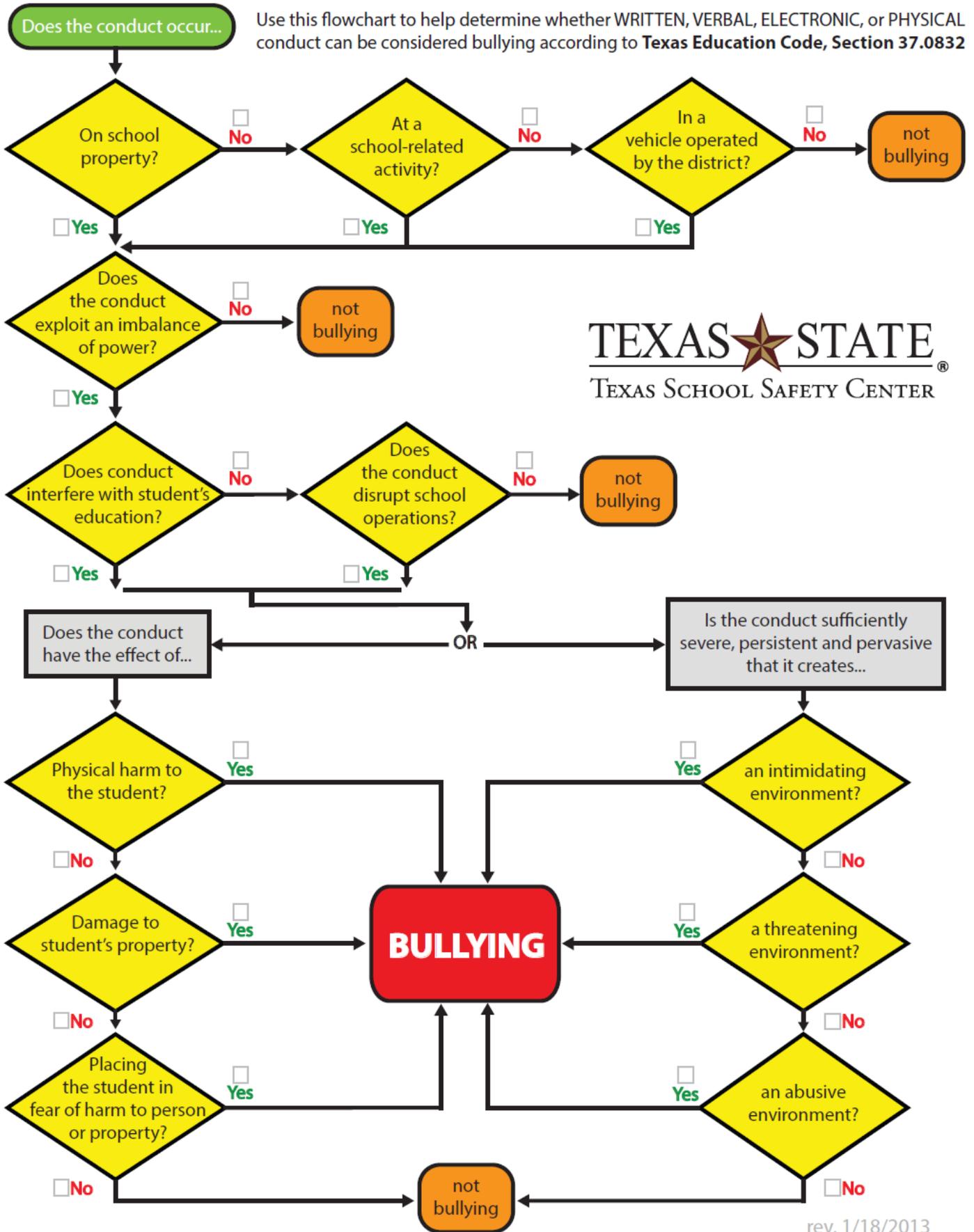
(Page 29 Glossary) **Bullying** is when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and a school district’s board of trustees or the board’s designee determines that the behavior:

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 who is engaging in bullying 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.

Cyberbullying is the use of any electronic communication device to engage in bullying or intimidation.



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SHERMAN ISD Bullying, Harassment or Intimidation Report Form

Note to Person Reporting: This form will be confidentially maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) 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? Where?	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?		
How often has this happened?		
Describe what happened immediately before the incident?		
You may attach any documentation to this report.		

SHERMAN ISD
Bullying, Harassment or Intimidation Report Form

Name of first person to receive complaint: _____ Date: _____	
Referred to _____ for investigation on _____ .	
Name of Person Investigating Incident:	Date of Investigation:
Position:	
Campus:	Contact Number:
Name(s) of interviewee(s):	
Date and time of interview(s):	
Details:	
Spoke to (parents/guardians) of:	Details of conversation(s):
I have read this document and agree this summary is a true and accurate record of my interview.	
Signature: _____	Date: / /
Witness present:	Signature: _____
Summary of incident details	
Brief summary of incident/s and facts presented to interviewee:	
Response by interviewee to information provided:	
Background information additional to incident/s	
Was any disciplinary action taken after the incident/s?	
Follow up plan:	To be completed on:
Has the type of incident occurred before or since?	
Any further actions necessary?	

Notes: