



## Bullying, Sexual Harassment and Dating Violence Policy and Procedure

---

Superintendent, Dr. Zach Crawford

## Contents

<b>Foreword</b>	3
<b>Expectations</b>	3
<b>Disciplinary Sanctions and Due Process</b>	4
<b>Reporting an Act of Bullying</b>	4
<b>Bullying Complaints and Resolution</b>	5
<i>Informal Resolution</i>	5
<i>Formal Resolution</i>	6
<b>Investigation Requirements for Reported Acts of Bullying</b>	6
<b>Process for Referral for External Investigation</b>	7
<b>Confidentiality</b>	7
<b>Enforcement of Protective Orders</b>	7
<b>Student Safety Plan</b>	8
<b>School Based Alternatives to Protective Orders</b>	8
<b>Counseling for Effected Students</b>	9
<b>Awareness Education for Students</b>	9
<b>Glossary</b>	9
Notice of Parent and Student Rights	13
Bullying Complaint Form	15
Anonymous Bullying Report Form	17

## Foreword

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

The school board of Zavalla ISD is committed to protecting its students and employees from bullying, harassment, or discrimination for any reason and of any type. The school board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all students, staff, families, and community agencies that will improve relations within the district. It is designed to ensure that every school has staff that have been trained and are supported in their school's efforts to provide awareness, intervention training, and instructional strategies on prevention, including violence prevention, to each staff, parent, and student in the District and to direct follow up when incidents are reported and/or occur.

## Expectations

The Zavalla Independent School District expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

- A. The School District prohibits the bullying of any student or school employee:
  - a) during any educational program or activity sponsored by ZISD;
  - b) during any school-related or school-sponsored program or activity or on a ZISD school bus;
  - c) through the use of any electronic device or data while on school grounds or on a school bus, computer software that is accessed through a computer, computer system, or computer network of the ZISD. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
  - d) through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a ZISD school bus.
  - e) while the District does not assume any liability for incidences that occur at a bus stop or enroute to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate.
  - f) though an incident of alleged of bullying (cyberbullying or other) may occur off campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school district administration, disciplinary sanctions may be issued.
- B. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition

through positive reinforcement for good conduct, self discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior (aka Discipline Plan).

- C. Student rights shall be explained as outlined in this policy and in the Student Code of Conduct.
- D. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Code of Conduct.

At the beginning of each school year, the school principal/designee shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a pupil through appropriate references in the Student Code of Conduct, Employee Handbooks, and/or through other reasonable means.

### **Disciplinary Sanctions and Due Process**

- A. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the District.
  - a. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Student Code of Conduct.
  - b. All steps necessary to protect the victim from further violations of this policy will be taken, and may include, but are not limited to, assignment of the perpetrator or victim to a different classroom or school from that where the offense occurred. Only the Superintendent/designee may make such a reassignment. In such cases of reassignment, the District is not responsible for transportation.
  - c. Consequences and appropriate interventions for a school/district employee found to have committed an act of bullying will be instituted in accordance with District Policy. Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator's state issued certificate.
  - d. Consequences and appropriate intervention for a visitor, volunteer, or parent/guardian found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
  - e. These same actions will apply to persons, whether they are students, school employees, parents/guardians, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

### **Reporting an Act of Bullying**

At each school, the principal/designee is responsible for receiving oral or written complaints alleging violations of this policy, as with all infractions from the Student Code of Conduct.

Students may report complaints of bullying to any school district employee, faculty or staff. All District employees, faculty and staff are required and must report, in writing, any allegations of bullying or violations of this Policy involving students to the principal/designee or appropriate area/district administrator. Failure to report will result in action(s) or discipline.

Any other members of the school community who have credible information that an act of bullying has taken place may file a report of bullying, whether a victim or witness.

Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students) is strongly encouraged to report the incident(s) in writing to a school official.

The principal of each school in the District shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and what actions may be taken.

A school district employee, school volunteer, contractor, student, parent/guardian or other persons who promptly reports in good faith an act of bullying to the appropriate school official, and who makes this report in compliance with the procedures set forth in this District Policy, is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within the ZISD.

Administrators/principal/designee(s) shall document in writing all complaints regarding bullying, as with all infractions of the Code of Student Conduct, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.

Anonymous reports may be made utilizing the ZISD Anonymous Bullying Report Form. This reporting form can be found at each school's front office. Anonymous reports may be delivered to the school administration's front office. Anyone wishing to file a bullying report can also make a report via email to [mstringer@huntingtonisd.org](mailto:mstringer@huntingtonisd.org). The report will be delivered to the appropriate campus principal/designee. Formal disciplinary action will not be based solely on the basis of an anonymous report.

### **Bullying Complaints and Resolution**

The investigation of a reported act of bullying of a student, school-based employee, parent/guardian or other persons providing service to the school is deemed to be a school related activity and begins with a report of such an act.

The principal/designee shall document all complaints in writing to ensure that problems are addressed in a timely manner. This process is to be followed with all anonymous complaints as well. Although this Policy encourages students to use the formal written complaint process, school officials "should investigate all complaints and reports of harassment, whether or not the complaint is in writing," as stated by the Office for Civil Rights in *Protecting Students from Harassment and Hate Crime: A Guide for Schools, Part II* (1999).

If the complaint is about the principal, then the Superintendent/Designee or appropriate district administrator shall be asked to address the complaint.

#### ***Informal Resolution***

where the administrator, along with the alleged victim and the accused/student, may agree to informally resolve the complaint. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately separately, and are confidential. Each individual (victim, alleged perpetrator and witnesses) will be interviewed separately, and at no time will the alleged perpetrator and victim be interviewed together. Each party's agreement to Informal Resolution must be in writing. The incident and the resolution must be documented in writing

If a mutual resolution has not been achieved, a formal written appeal must be filed within five (5) work days after the informal meeting and submitted to the principal or appropriate area/district supervisor.

### ***Formal Resolution***

the alleged victim/complainant/student/employee or parent(s), on behalf of the student, may file a written complaint with the principal/designee or appropriate area/district administrator by utilizing the ZISD Bullying Complaint Report Form. Said form is available at each school's front office. According to the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via written notice, telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident.

The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing and/or noted in the district specified data system.

### **Investigation Requirements for Reported Acts of Bullying**

The procedures for investigating school-based bullying must include the principal/designee in the case of student-to-student bullying. For incidents at the district level, or for school-based adult-on-adult bullying, the appropriate administrator will be responsible for the investigation as outlined in this policy and will run concurrently and in addition, to all agreed upon procedures for staff discipline

The investigator may not be the accused or the alleged victim.

The principal/designee or appropriate district administrator shall begin a thorough investigation with the alleged victim and accused within two (2) school day of receiving a notification of complaint.

During the investigation, the principal/designee or appropriate district administrator may take any action necessary to protect the complainant, alleged victim, other students or employees consistent with the requirements of applicable regulations and statutes.

Documented interviews of the alleged victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim to be interviewed together.

At no time during the investigation will the name of the complainant be revealed by the investigator. In general, student complainants and/or alleged victims will continue attendance at the same school and pursue their studies as directed while the investigation is conducted and the complaint is pending resolution. Any legal order of a court will prevail.

When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal/designee or appropriate district administrator also may discuss the complaint with any school district employee, the parent of the alleged victim, the parent of the complainant or accused, if one or both is a minor (or has given consent or is an adult who has been determined to be incompetent or unable to give informed consent due to disability), and/or child protective agencies responsible for investigating child abuse.

During the investigation where an employee is the accused, the principal/designee or the appropriate district administrator may recommend to the Superintendent, any action necessary to protect the complainant, the alleged victim, or other students or employees, consistent with the requirements of applicable statutes, State Board of Education Rules, School Board Policies, and collective bargaining agreements.

Within ten (10) school days of the notification as to the filing of the complaint, there shall be a written decision by the Principal/Designee or appropriate district administrator regarding the completion and determination of the investigation. The principal/designee shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable.

The Principal/Designee or appropriate district administrator will inform all relevant parties in writing of the decision and the right to appeal.

If the accused is an employee, discipline may be taken, The supervisor/designee of the employee shall discuss the determination and any recommended corrective action with the Superintendent

No retaliation of any kind is permitted in connection with an individual's having made a bullying complaint and if it occurs, it shall be deemed an additional act of bullying as stated herein this Policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this Policy.

Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this Policy shall be treated as another incidence of bullying.

### **Process for Referral for External Investigation**

If the act is outside the scope of the District, and determined a criminal act, referral to appropriate law enforcement shall be made immediately, the parent will be notified, and the referral documented by the principal/designee in the specified data system.

While the District does not assume any liability for incidences that must be referred for external investigation, it encourages the provision of assistance and intervention as the principal/designee deems appropriate.

### **Confidentiality**

To the greatest extent possible, all complaints will be treated as confidential and in the requirements of the Family Educational Rights to Privacy Act

Limited disclosure may be necessary to complete a thorough investigation as described above. The District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed. The identity of the victim of the reported act shall be protected to the extent possible.

### **Enforcement of Protective Orders**

If a protective order has been issued by a court to protect one student from another, the district will take the following steps:

- 1) Hold separate meetings with the victim and the alleged perpetrator to
  - Review the protective order and ramifications.
  - Clarify expectations.
  - Review the school day, i.e. classes, lunch and activities.
  - Identify schedule overlaps i.e. arrival/dismissal times, classes, lunch, before- and after-school activities, locker, etc.

Whenever possible, face to face contact between the victim and the alleged perpetrator should

be avoided. If changes need to be made, attention should be given to the victim's preference. The burden for any bus, classroom or other schedule changes should be on the alleged perpetrator, not the victim.

2) In meeting with the victim, the following items should be considered:

- Help the victim identify adults within the school setting with whom he/she feels comfortable
- Develop a safety plan.
- The victim has the right to have a support person present during all stages of the intervention.

3) In meeting with the alleged perpetrator, the district will develop a checklist or plan to include the following elements:

- Identification of key staff members to check in with daily/weekly or as needed.
- Any needed class/schedule changes, lunch, locker changes.
- Changes in arrival times to/from school
- Changes in arrival times to/from classes.
- Clear review of expectations and consequences for any violations.
- Follow-up meeting dates to review how things are working and to make any necessary adjustments.

## **Student Safety Plan**

When responding to an incident of bullying, sexual harassment, dating violence or sexual violence it is necessary to develop a safety plan in collaboration with the victim to increase student safety. The victim's parent/guardian must be informed when a safety plan has been developed as well as the details of the safety plan unless this action would endanger the victim. The safety plan for the victim will include the following elements:

- The schedule of staff person(s) that have been identified as a support system for the victim
- Routes to and from school
- Routes to and from class
- Names and contact information of peers who can help support the victim and accompany him or her to and from classes as needed
- A list of general safety tips to aid the victim outside of school: lock doors, screen phone calls, never walk alone, etc,
- Follow-up meeting dates to review the situation and to make any necessary adjustments
- Referral to the National Teen Dating Abuse Helpline: 1-866-331-9474 and the Help line's online home: [www.loveisrespect.org](http://www.loveisrespect.org), for peer support, information and referral for youth concerning violence or abuse in dating relationships, and an opportunity to talk with or chat online anonymously with trained peer advocates
- Referral to the National Sexual Assault Hotline: 1-800-656-HOPE and the Hotline's online home: [www.rainn.org](http://www.rainn.org)
- Referral to the Dating Violence Legal Line: 1-800-374-HOPE for assistance accessing legal tools

## **School Based Alternatives to Protective Orders**

In the absence of a protective order issued by a court of law, ZISD will implement a Stay-Away Agreement. The Stay-Away Agreement will provide a list of conditions that must be followed by the alleged perpetrator while on school grounds or at school-sponsored activities. It is



designed to ensure the safety of the victim. Campus Administrators will administer the Stay-Away Agreement with the perpetrator and his or her parent/guardian. If the parent/guardian is unavailable or unwilling to attend the conference, the administrator will note this on the agreement (see Appendix C).

### **Counseling for Effected Students**

When an incident of dating violence, harassment or bullying occurs, ZISD will provide both the victim and the alleged perpetrator with counseling services appropriate. When needed, community resources will be utilized to provide counseling services to both parties involved.

### **Awareness Education for Students**

ZISD will incorporate educational presentations on teen dating violence, sexual violence, and acquaintance rape prevention as age-appropriate into the annual health curriculum adopted by TEA.

## **Glossary**

### ***Bullying***

Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

- 1) unwanted teasing
- 2) threatening
- 3) intimidating
- 4) stalking
- 5) cyberstalking
- 6) cyberbullying
- 7) physical violence
- 8) theft
- 9) sexual, religious, or racial harassment
- 10) public humiliation
- 11) destruction of school or personal property
- 12) social exclusion, including incitement and/or coercion
- 13) rumor or spreading of falsehoods

### ***Harassment***

Any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

- 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- 2) has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
- 3) has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or

- 4) has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.

### *Cyberstalking*

To engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

### *Cyberbullying*

The willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., Instagram, Facebook, Twitter, etc.), chat rooms, “sexting”, instant messaging, or video voyeurism.

Bullying, Cyberbullying, and/or Harassment also encompass:

- 1) retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
- 2) retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
- 3) perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - a) incitement or coercion;
  - b) accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
  - c) acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

### *Dating Violence*

The intentional use of physical, sexual, verbal or emotional abuse by a person to harm, threaten intimidate, or control another person in a dating relationship. Teen dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

### *Bullying, Cyberbullying, Harassment, Discrimination and Dating Violence*

hereinafter referred to as bullying, also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District.

### *Accused*

any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

#### *Complainant*

any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

#### *Victim*

any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the District, who is reported to have been the target of an act of bullying during any educational program or activity conducted by SBBC.

#### *Sexual Harassment*

conduct that is severe, pervasive, and objectively offensive in such a manner that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. It is a form of harassment that includes touching someone in ways that are not wanted, sexual jokes, pressuring someone to have sex, threats or intimidation from a dating partner, or any other form of harassment of a sexual nature that would make a reasonable person uncomfortable. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender. Violence or abusive behavior of a sexual nature in a dating relationship may also be considered sexual harassment when the behaviors occur at school and meet the definition of sexual harassment.

Necessary or permissible physical contact, such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

### *Sexual Violence*

sexual assault, sexual abuse, or sexual stalking of a minor child or teenager, including sexual violence committed by perpetrators who are strangers to the victim and by perpetrators who are known or related by blood or marriage to the victim. Behaviors that fall under this definition include but are not limited to incest, molestation, child abuse, stranger rape, and non-stranger rape.

## Notice of Parent and Student Rights Bullying, Harassment, Sexual Harassment, Dating Violence and Sexual Violence

The Zavalla Independent School District (ZISD) is committed to providing a positive learning environment for all students that enhances personal safety and promotes respect, dignity, and equality among students. High standards are expected for both academic achievement and for behavior.

ZISD strives to ensure that all of its students and employees are free from bullying, sexual harassment, dating violence, and sexual violence. All charges of bullying, sexual harassment, dating violence, and sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. ZISD will make every effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every effort will be made to protect the due process rights of all victims and all alleged perpetrators.

Bullying is defined as written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To 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. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

Harassment is defined as conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint or maliciously and substantially harms another student's physical or emotional health or safety.

Sexual harassment is conduct that is severe, pervasive, and objectively offensive in such a manner that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. It is a form of harassment that includes touching someone in ways that are not wanted, sexual jokes, pressuring someone to have sex, threats or intimidation from a dating partner, or any other form of harassment of a sexual nature that would make a reasonable person uncomfortable.

Dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

Sexual violence is defined as sexual assault, sexual abuse, or sexual stalking of a minor child or teenager, including sexual violence committed by perpetrators who are strangers to the victim and by perpetrators who are known or related by blood or marriage to the victim. This definition includes behavior including but not limited to incest, molestation, child abuse, stranger rape, and non-stranger rape.

Students who believe they have been harassed, bullied, or otherwise victimized by fellow students or ZISD employees are encouraged to promptly report such incidents to the campus principal or other campus professional. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A student or parent/guardian who has a complaint alleging bullying, harassment, dating violence, or sexual violence may request a conference with the principal or the principal's designee. If the student or parent/guardian is not satisfied with the response from the campus staff, they may request a conference with the Superintendent or designee who is HISD's Title IX Coordinator.

Complaints will be documented and investigated in accordance with ZISD policy and guidelines. Any staff member who observes an incident that involves physical or sexual assault or threats will report the incident immediately to the principal. Any staff member who learns of an incident or threat may submit a Complaint Form on behalf of the victim.

Campus Complaint Procedure:

- 1) Students and staff members will complete a Complaint Form available in the school's main office.
- 2) The Complaint Form will be submitted to the principal or designee immediately.
- 3) The principal or designee will investigate complaints by meeting separately with each student involved in the situation.
- 4) The principal will conference with the victim and parent/guardian to discuss safety and community resources.
- 5) The principal will conference with the alleged perpetrator and parent/guardian to discuss appropriate behaviors and consequences. With the prior consent of the victim, the principal may issue a School-Based Stay-Away Agreement to the alleged perpetrator during the parent/guardian conference.
- 6) Documentation of all Complaint Forms, follow-up actions and Stay-Away Agreements will be available to the General Counsel at all times.

Please review this information and return this signed page to the school, retaining the first page for your records.

For more information about your rights and responsibilities concerning bullying, harassment, dating violence or sexual violence, please contact , HISD's Title IX Coordinator at 936-897-2271 or [zcrawford@zavallaisd.org](mailto:zcrawford@zavallaisd.org).

Parent/Guardian Name	Parent/Guardian Signature	Date
Student Name	Student Signature	Date
Administrator's Name	Administrator's Signature	Date

# Zavalla ISD Bullying

## Complaint Form

Bullying  
Complaint  
Form  
Page 1 of 2

This report **MUST** be completed to file a complaint relating to an incident of alleged bullying (*for the purpose of this form, bullying encompasses bullying, harassment, and dating violence*) and turned in to the school Principal or the victim's home campus.

Complainant Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Victim Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Accused Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Site (Where the incident occurred): \_\_\_\_\_

Campus Principal: \_\_\_\_\_

Describe the location where the incident took place:

---

---

---

Describe the incident:

---

---

---

---

---

---

---

---

List all witness names and grades:

---

---

---

List evidence of bullying (i.e. letters, photos, etc. – attach evidence if possible):

---

---

---

**I agree that all of the information on this form is accurate and true to the best of my knowledge.**

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Person Receiving Bullying Complaint Form

\_\_\_\_\_  
Date

Be sure to attach any supporting documentation/evidence/investigation.

To Be Complete by Campus Administrator

Bullying  
Complaint  
Form  
Page 2 of 2

Action	Agreed to Informal Resolution (Student-Student Only)	Formal Resolution	Appeals: Referral to Superintendent/Designee
Date			
Outcome			
Signatures			

Thank You. This report will be followed up within 2 school/work days.  
If you fear a student is in IMMEDIATE danger, please contact the police immediately.



## Anonymous Bullying Report Form

If you have information regarding bullying and would like to report this information anonymously, please fill out the following form to the best of your knowledge. *(For the purpose of this form, bullying encompasses bullying, harassment, discrimination and dating violence.)*

Victim Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Accused Name: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

Principal: \_\_\_\_\_

Where did the incident occur?

When did the incident occur?

Date of Incident:

Please describe, in as much detail as possible, what happened.

List any witnesses involved:

List evidence of bullying if any (i.e. letters, photos, etc. – attach evidence if possible).

Thank you, this report will be followed up within 2 school/work days. If you fear a student is in IMMEDIATE danger, contact their home school and the police department.

**For Office Use Only**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_