



BULLYING/HARASSMENT/RETALIATION: REPORT/INVESTIGATION/ DOCUMENTATION FORM

Policy: RISD prohibits bullying, including cyberbullying, or harassment of any student as well as retaliation against any person who in good faith reports bullying or harassment or otherwise is involved in the complaint investigation process. (Policy Ref. FFI)

Definition: Texas law defines **bullying** as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct [which occurs in situations over which the school has jurisdiction] and (i) 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 damage to the student's property; (ii) is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (iii) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (iv) infringes on the rights of the victim at school; and includes cyberbullying. Cyberbullying is bullying that is done through the use of an electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Definition: Prohibited **harassment** of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct: 1) Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment; 2) Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or 3) Otherwise adversely affects the student's educational opportunities. Prohibited harassment includes dating violence as defined by law and this policy. (FFH Local)

Note: Conduct that may not constitute bullying or harassment as defined above still may violate expected standards of conduct and may subject the actor to disciplinary measures.

Reporting: Bullying/Harassment should be promptly reported to an adult. Reports may be oral or in writing. Any District employee who suspects, witnesses, learns of, or receives a report of bullying/harassment must immediately report the matter to the campus principal. RISD takes all reports of bullying and harassment seriously and will conduct an appropriate investigation to address any such reports. RISD will disclose information about the complaint only to the extent necessary to conduct a thorough investigation. A student who is a victim of bullying based on the District's investigation and who used reasonable self-defense in response to the bullying will not be subject to disciplinary action. (Submit completed form to campus administrator.)

Student Name _____ Grade _____ Campus _____
(Reportedly being bullied or harassed)

Person Reporting _____
(Name) (Relation to Student – Student, Parent, Employee, etc.)

Contact Information _____
(Telephone #s) Address

Bullying / Harassment Type (select all that apply): Physical _____ Verbal _____ Sexual _____ Cyber _____ Other _____

Name of Accused Student(s) _____

Incident(s) That Led to Complaint (Include specific details: actions or events that have occurred such as threats, taunts, written language; physical confrontations, efforts to intimidate, email or other electronic communications, or other actions; frequency of alleged conduct, dates of actions/events; location(s) of incident(s); witnesses to event; prior complaints; injuries; property damage, etc.) (Use separate sheet if needed.)

Identify any persons (students or adults) who may be witnesses to the alleged conduct _____

How long has student known accused student(s)? _____ Is student friends with accused student(s)? _____

If yes, what changed and when? _____

Does student have regular contact with accused student outside of school? (If yes, describe) _____

My signature below confirms that the information provided in this complaint is true and correct. I understand that knowingly submitting a false complaint will subject me to appropriate consequences and may hinder the District's ability to promptly and thoroughly consider this complaint. (Submit completed form to campus administrator)

Signature: Person Reporting Alleged Behavior _____ Date _____