



SHARYLAND
INDEPENDENT SCHOOL DISTRICT
Excellence is our Tradition

**STOP
BULLYING**

Acceptance • Compassion • Friendship • Kindness • Respect

**BULLYING PREVENTION
& INTERVENTION
HANDBOOK**

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Mission Statement

Sharyland ISD's Mission is to inspire, educate and empower all students to reach their full potential and become leaders of the highest moral character.

Priority Statement

Schools are meant to be safe and caring places where students can learn. As such, bullying in any form will not be tolerated. It is the responsibility of the entire school community to ensure that bullying is not allowed.

The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyberbullying. The school or district is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. **The principal of each school is responsible for the implementation and oversight of the plan.**

Bullying Prevention and Intervention Policies

FFI (Local) - Freedom from Bullying

Education Code 25.0342: TRANSFER OF STUDENTS WHO ARE TARGETS OF OR HAVE ENGAGED IN BULLYING

(a) In this section, "bullying" has the meaning assigned by Section 37.0832.(b) On the request of a parent or other person with authority to act on behalf of a student who is a Target of bullying, the board of trustees of a school district or the board's designee shall transfer the Target to:(1) another classroom at the campus to which the Target was assigned at the time the bullying occurred; or (2) a campus in the school district other than the campus to which the Target was assigned at the time the bullying occurred. (b-1) The board of trustees of a school district may transfer the student who engaged in bullying to: (1) another classroom at the campus to which the Target was assigned at the time the bullying occurred; or (2) a campus in the district other than the campus to which the Target was assigned at the time the bullying occurred, in consultation with a parent or other person with authority to act on behalf of the student who engaged in bullying. (b-2) Section 37.004 applies to a transfer under Subsection (b-1) of a student with a disability who receives special education services. (c) The board of trustees or the board's designee shall verify that a student has been a Target of bullying before transferring the student under this section. (d) The board of trustees or the board's designee may consider past student behavior when identifying a bully. (e) The determination by the board of trustees or the board's designee is final and may not be appealed.(f) A school district is not required to provide transportation to a student who transfers to another campus under Subsection (b)(2).(g) Section 25.034 does not apply to a transfer under this section.

Added by Acts 2005, 79th Leg., Ch. 920 (H.B. 283), Sec. 2, eff. June 18, 2005.

Renumbered from Education Code, Section 25.0341 by Acts 2007, 80th Leg., R.S., Ch. 921 (H.B. 3167), Sec. 17.001(12), eff. September 1, 2007.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 776 (H.B. 1942), Sec. 2, eff. June 17, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 776 (H.B. 1942), Sec. 3, eff. June 17, 2011.

Education Code 37.0832:BULLYING PREVENTION POLICIES AND PROCEDURES

(a) In this section, "bullying" means, subject to Subsection (b), 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. (b) Conduct described by Subsection (a) is considered bullying if that conduct:(1) exploits an imbalance of power between the student perpetrator and the student Target through written or verbal expression or physical conduct; and (2) interferes with a student's education or substantially disrupts the operation of a school (d) The policy and any necessary procedures adopted under Subsection (c) must be included:(1) annually, in the student and employee school district handbooks; and (2) in the district improvement plan under Section 11.252.(e) The procedure for reporting bullying established under Subsection (c) must be posted on the district's Internet website to the extent practicable.

Added by Acts 2011, 82nd Leg., R.S., Ch. 776 (H.B. 1942), Sec. 7, eff. June 17, 2011.

Definition of Bullying

Bullying is defined in Section 37.0832 of the Education Code 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 that:

- 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;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the Target at school.

Definition of Cyberbullying

Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any 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. The district is required to adopt policies and procedures regarding:

Scope of the Definition of Bullying

Bullying could include hazing, threats, taunting, teasing, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Target

The Target of bullying

Aggressor

Someone who attacks without reasonable cause; a confident assertive person who acts as instigator

Roles and Responsibilities

Student:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include others in play, especially those who are left out
- Report bullying to an adult immediately
- Abide by District Internet Usage Contract
- Use preventive measures such as: clearly communicating how you feel, removing yourself from the situation if possible, and/or not responding in a negative way

Parent:

- Encourage your child not to engage in harmful teasing
- Listen to your child if he/she reports being bullied
- Report signs of being bullied to your school teacher or principal
- Encourage your child not to exclude others or spread rumors or gossip
- Support the school if your child is identified as having engaged in bullying behavior
- Help your child to understand how hurtful it feels to be excluded, bullied, or harassed
- Monitor appropriate internet usage by your child

Administrator:

- Closely observe students during passing times, recess, and lunch
- Watch for signs of bullying and stop it when it happens
- Take parent concerns seriously
- Document all instances of bullying
- Provide immediate consequences for retaliation against students who report bullying
- Do not tolerate teasing or put downs of any form
- Engage in professional development activities to learn more about bullying
- Encourage adults to develop positive relationships with students
- Notice needs to be given to parent of alleged target on or before the third business day after the date of the incident being reported. Parent of alleged bully can be notified within a reasonable amount of time.

Counselor:

- Model, teach, and reward pro-social, healthy, and respectful behaviors
- Meet with the accused and the Target
- Promote and model the use of respectful language
- Foster an understanding of and respect for diversity and difference

- Use positive behavioral intervention strategies
- Teach students skills including positive communication, anger management, empathy for others, respect, civility, and manners

Staff:

- Set clear expectations for students and establish school and classroom routines
- Create safe school and classroom environments for all students
- Use appropriate and positive responses and reinforcement, even when students require discipline
- Use positive behavioral supports
- Model, teach, and reward pro-social, healthy, and respectful behaviors
- Use positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development
- Support students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength
- Abide by District Internet Usage Agreement
- Do not tolerate teasing or put downs of any form in your class
- Keep all reported incidents confidential

Procedures for Reporting or Responding to Bullying and Retaliation

Reporting Bullying or Retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing on the Alleged Bullying Incident Reporting/Complaint Form. A school or district staff member is required to report immediately any instance of bullying or retaliation. Reports may be made anonymously. The Alleged Bullying Incident Reporting/Complaint Form will be available on the District website and in each of the school's main offices. Additionally, the principal may be contacted by phone or school e-mail.

Once a complaint form has been received by the principal or designee, an investigation will be conducted. Each case is unique and should be addressed with sensitivity to the safety and welfare of the students involved.

If it is deemed that bullying has occurred the following procedures will be followed:

I. First Incident:

If a teacher or other staff person recognizes or perceives a report from a student regarding behavior, such as teasing, name calling, or excluding a student from group activities, etc. the student or students involved will be warned that such behavior is not allowed. The student (aggressor) should be told that,

If this behavior occurs again he/she will be sent to the principal or designee for further action. The parents of the Target and the aggressor will be notified.

When bullying is reported to a staff member, it is important to ask whether or not this behavior has happened previously. If there has been a history of chronic bullying, the staff member will skip Step One and consult with the principal/designee.

When a warning is given, the staff member should document that such a warning has taken place. A teacher reporting bullying to the office should use the Alleged Bullying Incident Reporting/Complaint Form, completing the identifying information.

II. Second Incident:

The principal/designee will review school expectations and rules with the student, and a problem solving conference is held. The parents of the student (aggressor) will be called and notified. The student and parents are told that any subsequent referrals for bullying or any retaliation against those who brought the matter to the attention of staff will be followed by disciplinary consequences. If the bullying behavior is judged to be severe, the principal/designee always has the option to dispense a disciplinary consequence, even upon the initial referral to the office. The parents of the Target will also be called.

***For more severe bullying cases, administration reserves the right to go to Incident 3-5**

III. Third – Fifth Incident:

The principal/designee will contact the parents to set up a parental conference. The student will receive a disciplinary consequence which could range from detention to out-of-school suspension depending upon the severity of the behavior. At the parental conference, bullying will be addressed, and a remedial plan may be formulated. Appropriate community based interventions or counseling will also be considered.

***For more severe bullying cases, administration reserves the right to apply the District's Code of Conduct**

Taking a report

The Three A-Response Process

1. Affirm the student's feelings.

For example:

- a. "You were right to get help from an adult."
- b. "Would you like to speak to _____?"

2. Ask questions

For example:

- a. "Tell me more about what happened."
- b. "Has this happened before?"
- c. "Did anyone try to help you?"

3. Assess the student's safety

- a. Determine what the child needs to feel safe now.



Sharyland ISD

Anti-Bullying/Cyberbullying Contract

Student and Parent/Guardian Agreement

Everyone has the right to feel physically and emotionally safe at school. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment.

Student's Responsibility:

- I commit to not bully/cyberbully my peers.
- I know what bullying/cyberbullying means.
- I understand bullying/cyberbullying will result in disciplinary action and/or involvement of law enforcement.
- When I witness bullying/cyberbullying, I will report it immediately to an adult/staff member.

I, the undersigned, acknowledge and understand the expectation and potential consequences in the above contract. I further understand that if I demonstrate and participate in bullying/cyberbullying behavior, disciplinary action will be imposed.

Student's Name/Signature

Grade & ID Number

Parent/Guardian's Responsibility:

- I commit to encourage my child to always respect others.
- I have instructed my child not to bully/cyberbully.
- I have advised my child to report any bullying/cyberbullying to an adult/staff member.
- I understand bullying/cyberbullying will result in disciplinary action and/or involvement of law enforcement.

I, the undersigned, acknowledge and understand the expectation and potential consequences in the above contract. I further understand that if my child demonstrates and/or participates in bullying/cyberbullying behavior, disciplinary action will be imposed.

Parent or Guardian Name/Signature

Date

**Definitions of bullying and cyberbullying were obtained from Student/Parent Handbook. For more detailed information, please refer to handbook.*

**Bullying is defined in Section 37.0832 of the Education Code 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*

**Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any 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.*



Sharyland ISD Contrato Contra el Acoso Alumno y Padre/Tutor

Toda persona tiene derecho a sentirse físicamente y emocionalmente seguro en la escuela. Yo haré todo lo que pueda personalmente como miembro de mi comunidad escolar para crear y preservar un ambiente seguro.

Responsabilidad del estudiante:

- Me comprometo a no participar en acoso/acoso cibernético contra mis compañeros.
- Sé lo que significa acoso/acoso cibernético.
- Entiendo que el acoso/acoso cibernético resultará en acción disciplinaria y posiblemente la policía será involucrada.
- Cuando sea testigo de acoso/acoso cibernético, lo informaré inmediatamente a un adulto/ empleado del distrito escolar.

Yo, reconozco y entiendo las expectativas y posibles consecuencias en el contrato arriba mencionado. Además, entiendo que si demuestro y participo en el comportamiento de acoso/acoso cibernético, se tomarán medidas disciplinarias

Nombre del Alumno

Grado/Numero de ID

Responsabilidad del padre/tutor:

- Me comprometo a motivar a mi hijo a respetar siempre a los demás.
- He instruido a mi hijo(a) que no participe en acoso/acoso cibernético.
- He aconsejado a mi hijo(a) que reporte cualquier situación de acoso/acoso cibernético a un adulto/ empleado del distrito escolar.
- Entiendo que el acoso/acoso cibernético resultará en acción disciplinaria y posiblemente la policía será involucrada.

Yo, el firmante, reconozco y entiendo las expectativas y posibles consecuencias en el contrato arriba mencionado. Además, entiendo que si mi hijo(a) demuestra y/o participa en el comportamiento de acoso/acoso cibernético, se tomarán medidas disciplinarias

Nombre y Firma del Padre/Tutor

Fecha

**Las definiciones de intimidación y acoso cibernético se obtuvieron del manual para alumnos y padres. Para obtener información adicional, pavor de consultar el manual.*

**El acoso se define en la Sección 37.0832 del Código de Educación como un solo acto significativo o varios actos de uno o más estudiantes dirigidos por otro estudiante que abuse un desequilibrio de poder e involucre el abuso escrito o verbal, la expresión a través de medios electrónicos, o conducta física*

**El acoso cibernético es definido por la Sección 37.0832 del Código de Educación como acoso que se hace a través del uso de cualquier modo de comunicación electrónica, incluyendo el uso de un celular o otro tipo de teléfono, una computadora, una cámara, correo electrónico, texto, una aplicación de medios sociales, un sitio web en Internet o cualquier otra herramienta de comunicación basada en Internet.*



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Alleged Bullying Incident Reporting/Complaint Form

Date: _____

Campus: _____

Name of person making report: _____

Position: _____ (If SISD employee making report)

INCIDENT DETAILS:

1. Name of the alleged aggressor(s):

Name: _____ ID# _____ Grade: _____

Name: _____ ID# _____ Grade: _____

Name: _____ ID# _____ Grade: _____

Check: Student Staff Other

2. Name of person(s) targeted by the aggressor:

NAME: _____ ID# _____ GRADE: _____

NAME: _____ ID# _____ GRADE: _____

Check: Student Staff Other

3. Date(s) & Time(s) of incident(s): _____

4. Incident location (be as specific as possible): _____

5. Type of Harassment Alleged (*check all that apply*)

Verbal Written Physical Cyber Racial Sexual
 Religious Disability Sexual Orientation Gender Other _____

6. Describe the incident in detail, including the name of the person(s) involved, what was said and done, specific words used. Inappropriate behavior observed by adult witnesses include:

7. Witnesses (*List people who saw the incident or have relevant information about the incident*):

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

PRIOR DOCUMENTED INCIDENTS: No Yes Date: _____ Time: _____

If yes, did the incidents involve the target? No Yes

If yes, did incidents reach to the level of bullying? No Yes