

HISD Bullying Complaint Form

Bullying, Sexual Harassment, Dating Violence, Cyberbullying

An administrator who receives a report of bullying, sexual harassment, or dating violence will address the following issues with the student who was the target of the reported behaviors in a private meeting before assisting the student to complete the Complaint Form.

Your Right to File a Complaint: The policy of Hutto ISD is that all students and employees shall be free from bullying and sexual harassment, including violence in students' relationships. All charges of bullying, cyberbullying, sexual harassment, and dating violence are to be taken seriously by the community. The District will make every reasonable effort to handle and respond to every charge and complaint filed by students and parents in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged offenders.

Instructions: Use this form to report bullying, sexual harassment, and dating violence so that school officials may investigate and take appropriate steps to increase your safety. Complete the form, providing as much detailed information as possible so that the complaint may be properly investigated. It is important that you report the facts as accurately and completely as possible and that you cooperate fully with the persons designated to investigate the complaint.

Where to File: Complaint forms will be available from any counselor or administrator. Once completed, the principal or designee will handle all complaints.

Confidentiality: To conduct this investigation in a confidential manner, the school will disclose the contents of your complaint only to those persons who have a need to know of your complaint. In signing the complaint form, you authorize the school to disclose as needed the information you have provided, and may in the future provide, regarding your complaint. Your complaint form will not be shown to the accused student.

Retaliation Prohibited: Retaliation against a person who files a formal complaint is strictly prohibited and is grounds for disciplinary action.

Bullying and/or Cyberbullying

Engaging in written or verbal expression, expression through any electronic means, (including cyberbullying OFF campus) 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, or 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 classroom, school, or school-sponsored or school-related activity.

Sexual Harassment/Dating Violence: If 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 otherwise adversely affects the student's educational opportunities.

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Please check appropriate complaint:

- Bullying Sexual harassment Dating violence Cyber bullying

Targeted Student Name: _____ Student ID: _____ Grade: _____

Campus: _____ School Year: _____

1. Please list the name of the student(s) accused in the complaint:

2. Please check all that apply to the student(s) listed above:

- Friend Relative Classmate No acquaintance other: _____

3. **Was this possibly a crime?** Was there physical contact or injury, use of a weapon, serious threat of injury, stalking, kidnapping or detainment, loss of property, or damage to property? **Explain**

4. **Has the HISD Police Dept. been contacted?** Date: _____ Officer's Name: _____

5. **Was there physical harm to the student?** 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? **Explain**

6. **Was there dominance?** Was the aggressor stronger or dominant over the other? Was one side out-numbered? Did the incident exploit an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct?

7. **Did the incident interfere with a student's education (ability to stay in school) or substantially disrupt the operation of a school?**

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8. Was it persistent or severe? Was there more than one incident or did the aggressor fail to stop when asked? Describe the severity of the incident(s). Indicate how these incidents affected the student.

9. Where and when did this occur:

10. If there were witnesses to these incidents, please indicate who they were.

11. Is this the first incident? Yes No If no, how many times has it happened before? Indicate a date(s) if possible. Have you reported this behavior previously? Yes No If yes, when and to whom?

You may add additional pages to this document if needed.

I certify that all statements made in this complaint are true and complete. I understand that any intentional misstatement of the facts may warrant appropriate disciplinary action. I authorize school officials to disclose the information provided only as necessary in pursuing the investigation.

Name: _____

Signature: _____

Today's Date: _____

Office Use Only:

HISD School Official Receiving the Complaint: _____

Initial of School Official: _____

Today's Date: _____