



CHAPEL HILL

INDEPENDENT SCHOOL DISTRICT

Chapel Hill ISD Bullying Response Steps

1. Have reporting person complete [Initial Safety Incident Report](#).
 - a. Administrator investigates initial claims within 2 school days of receipt.
2. Consult the [Texas School Safety Bullying Checklist](#) to determine if incident could be bullying.
 - a. If the incident may be considered bullying, then proceed to Step 3.
 - b. If the incident is not considered bullying, then the reported behaviors are addressed based on administrator discretion and the Student Code of Conduct.
3. Complete [CHISD Bully, Harassment, or Intimidation Reporting Form](#).
 - a. Notify parents of alleged aggressor and parent of target indicating the opening of a bully investigation.
 - b. Provide parents with copy of [CHISD Bullying Prevention Policy](#).
4. Conduct Bully Investigation within 5 school days.
 - a. Interview Alleged Aggressor, Target, Teachers and Bystanders.
 - b. Compile all investigation data.
 - c. Determine if the action(s) of the alleged aggressor is bullying according to the CHISD Student Handbook definition of bullying.
5. Complete [Investigation Findings Form](#).
 - a. Place completed investigation Form on Campus Letterhead.
 - i. Ensure that student names are redacted and that FERPA is not violated.
 - b. Meet with parents of the Target & provide copy of Investigation Form.
 - c. Meet with parents of the Alleged Aggressor & provide copy of Investigation Form.
6. Apply appropriate consequences based on severity of incident and developmental level of the student. Refer to CHISD Student Code of Conduct to determine appropriate consequences that may be assigned.
7. [Stay Away Agreement](#):
 - a. Schedule Change for the Bully.
 - b. Communicate Stay Away Agreement to parents, teachers, and any other staff necessary.
 - c. Follow up on condition of Stay Away Agreement and monitor periodically.