



Bullying Prevention District and Campus Requirements Checklist

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Bullying Definition

Bullying is a *single significant act* or a *pattern of acts* by one or more students directed at another student that:

- ☐ Exploits an imbalance of power;
- ☐ Involves written or verbal expression, expression through electronic means, or physical conduct;
- ☐ Has or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm;
- ☐ 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;
- ☐ Infringes on the rights of the victim at school.

Cyberbullying means *bullying 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;
- ☐ Any other Internet-based communication tool.

Policy

- ☐ **The board of trustees of each school district *shall adopt a policy* concerning bullying that:**
 - ☐ Prohibits the bullying of a student;
 - ☐ Prevents and mediates bullying incidents between students that:
 - ☐ interferes with a student's educational opportunities;
 - ☐ substantially disrupt the orderly operation of a classroom, school, or school-sponsored or school-related activity.
 - ☐ Prohibits retaliation against any person, who in good faith, provides information concerning an incident of bullying;
- ☐ **The board of trustees of each school district *shall adopt a policy* concerning providing notice of bullying which:**
 - ☐ Establishes a procedure for providing notice of an incident of bullying to:
 - ☐ a parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
 - ☐ a parent or guardian of the alleged bully within a reasonable time after the incident.
- ☐ **The board of trustees of each school district *shall adopt a policy* that:**
 - ☐ Establishes the actions a student should take to obtain assistance and intervention in response to bullying;
 - ☐ Sets out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;
 - ☐ Prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, based on that student's use of reasonable self-defense in response to the bullying;
 - ☐ Requires that discipline for bullying a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act.
- ☐ **5. The agency *shall adopt minimum standards* for a school district's policy, which must:**
 - ☐ Include an emphasis on bullying prevention by focusing on school climate and building healthy relationships between students and staff;
 - ☐ Require each district campus to establish a committee to address bullying by focusing on prevention efforts and health and wellness initiatives;
 - ☐ Require students at each grade level to meet periodically for instruction on building relationships and preventing bullying, including cyberbullying;
 - ☐ Include an emphasis on increasing student reporting of bullying incidents to school employees by:
 - ☐ increasing awareness about district reporting procedures; and
 - ☐ providing for anonymous reporting of bullying incidents;
 - ☐ Require districts to:
 - ☐ collect information annually through student surveys on bullying, including cyberbullying;

- ☐ use those survey results to develop action plans to address student concerns regarding bullying, including cyberbullying;
- ☐ Require districts to develop a rubric or checklist to assess an incident of bullying and to determine the district's response to the incident.

Legal Citation – [TEC 37.0832 \(1\)\(A\)-\(f\)](#)

Committees

The LEA campus shall establish a campus committee to address bullying, including cyberbullying. The campus committee *may* include, but *need not be limited to*,

- ☐ Social workers
- ☐ School psychologists
- ☐ Counselors
- ☐ Members of the threat assessment team required by TEC 37.115
- ☐ Teachers
- ☐ School resource officers
- ☐ Administrators
- ☐ Parents and
- ☐ Students as developmentally appropriate.

Committee Responsibilities

The committee must address bullying by focusing on prevention efforts and health and wellness initiatives and should:

- ☐ Meet within the first 20 school days of the beginning of each school year and at least once every reporting period of the school year thereafter using a consistent meeting process, including agendas and meeting minutes;
- ☐ Promote a positive school climate as defined by TEC, §38.351(d);
- ☐ Consistently monitor implementation of evidence-based bullying prevention and intervention strategies and health and wellness initiatives aimed at enhancing interpersonal and emotional skills, including communication, problem-solving, conflict management, empathy, restorative practices, and teamwork at the respective campus;
- ☐ Collaborate with each other, other school staff, students, and families, as well as utilize available community resources, as appropriate, to address student concerns regarding bullying, including cyberbullying;
- ☐ Post the LEA's established bullying reporting procedures, including how to report anonymously, on the LEA's website as well as in a conspicuous place reasonably likely to be viewed by all persons entering each LEA campus; and

- ☐ Assist the LEA with its annual student survey data collection on bullying, including cyberbullying, as required by Subsection 2.
- ☐ **The committee *should* meet**
 - ☐ Within the first 20 school days of the beginning of each school year and
 - ☐ at least once every reporting period of the school year thereafter using a consistent meeting process, including agendas and meeting minutes

**Legal Citation – [TEC 37.0832 \(C-1\)](#) &
TEA Proposed Bully Standards**

District and Campus Responsibilities

Each district campus is *required* to:

- ☐ Establish a committee to address bullying by focusing on prevention efforts and health and wellness initiatives.
- ☐ Districts *shall* focus on the school climate as a method of bully prevention.
- ☐ Each LEA campus *shall* establish a committee to:
 - address bullying, including cyberbullying.

An LEA shall conduct an annual student survey:

- ☐ An LEA shall conduct an age-appropriate annual student survey to collect data on bullying, including cyberbullying. The survey should assess student impressions of the
 - ☐ Frequency
 - ☐ Severity, and
 - ☐ location of bullying incidents that have occurred or been witnessed,
 - ☐ whether witnessed incidents were reported and how, and
 - ☐ if incidents solicited bystander action.

Survey results must be used to:

Survey results, in compliance with the Family Educational Rights and Privacy Act (FERPA), must be used to inform and develop actionable strategies that address identified student concerns regarding bullying, including cyberbullying.

**Legal Citation – [TEC 37.0832 \(C-1\)](#) &
TEA Proposed Standards**

Staff Training

The Staff training *must* be provided:

- ☐ On an annual basis, as part of new employee orientation, to all new school district educators;
- ☐ Be provided in accordance with the policy adopted under Section 21.4515;
- ☐ Use a best practice-based program recommended by the Health and Human Services Commission in coordination with the agency under Section 38.351.
 - the required staff training *may* include two or more listed topics together.

Staff training *must* include training on:

- ☐ Preventing, identifying, responding to, and reporting incidents of bullying.

Legal Citation – [TEC 21.451\(d\)\(3\)\(C\)](#)

Student Training

The Student training requires:

In addition to the required curriculum under TEC, §28.002, an LEA shall provide to students at each grade level at least twice per year age-appropriate instruction regarding:

- ☐ the definition of bullying, including cyberbullying, as defined by TEC, §37.0832;
- ☐ the negative effects of bullying;
- ☐ how to recognize, prevent, and respond to bullying;
- ☐ building healthy relationships with other students and staff and the student's personal role in fostering a positive school climate as defined in TEC, §38.351;
- ☐ how a student can obtain assistance and intervention in response to bullying;
- ☐ how a student can report an alleged incident of bullying using the LEA's established reporting procedures, including how to report anonymously; and
- ☐ the importance of reporting.

Legal Citation – [TEC 37.0832 \(C-1\)](#), [TEC 37.218](#) &
TEA Proposed Standards

Reporting

Student reports & Anonymous student reporting

- ☐ establishes procedures for reporting an incident of bullying, including procedures for a student to anonymously report an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred
- ☐ require students at each grade level to meet periodically for instruction on building relationships and preventing bullying, including cyberbullying; (4) include an emphasis on increasing student reporting of bullying incidents to school employees by (A) increasing awareness about district reporting procedures; and (B) providing for anonymous reporting of bullying incidents

- ☐ The procedure for reporting bullying established under Subsection (c) must be posted on the district's Internet website to the extent practicable.
- ☐ Post the LEA's established bullying reporting procedures, including how to report anonymously, on the LEA's website as well as in a conspicuous place reasonably likely to be viewed by all persons entering each LEA campus;

**Legal Citation – [TEC 37.0832 \(c\) \(7\) , \(C-1\) \(4\)](#) &
TEA Proposed Standards**

Reports to TEA

The commissioner by rule, shall require each school district and open-enrollment charter school to annually report through the Public Education Information Management System (PEIMS) the number of reported incidents of bullying that have occurred at each campus.

- ☐ The commissioner's rules shall require a district or school to
 - specify the Number of Bullying Incidents (E1727) and the Number of Cyberbullying Incidents (E1728) PEIMS Summer Submission.
- ☐ Establishes procedures for reporting an incident of bullying, including procedures for:
 - a student to anonymously report an incident of bullying;
 - investigating a reported incident of bullying;
 - determining whether the reported incident of bullying occurred.

Legal Citation – [TEC 48.009 \(b-4\)](#)

Checklist Forms

- ☐ [Bullying Identification and Prevention District Responses Checklist](#)
- ☐ Bullying District Responses Checklist
 - ☐ require districts to develop a rubric or checklist to assess an incident of bullying and to determine the district's response to the incident.

Legal Citation – [TEC 37.0832 \(C-1\) \(6\)](#) &

TEA Proposed Standards

Requires district responses in law and policy

Discipline

- ☐ 21 - Violation of Student Code of Conduct - TEC §37.001 - This category includes bullying, harassment, and making hit lists TEC §37.001 ISS, Detention, Discretionary DAEP Placement, or other discipline determined by district policy
- ☐ 61 - Bullying – TEC 37.0052(b) A student may be removed from class and placed in a disciplinary alternative education program as provided by Section 37.008 or expelled if the student: (1) engages in bullying that encourages a student to commit or attempt to commit suicide; (2) incites violence against a student through group bullying; or (3) releases or threatens to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent. Discretionary DAEP Placement or Discretionary Expulsion
- ☐ Prohibits discipline for a student found to be a victim of bullying for reasonable self-defense in response to bullying.
- ☐ Requires that discipline for bullying a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.)

Legal Citation – [TEC 37.0052 \(b\)](#), [TEC 37.0832 \(c\)\(8\)](#), [\(c\) \(9\)](#)

Counseling and Mediation

- ☐ Counseling - sets out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying [TEC 37.0832 \(c\) \(6\)](#)
- ☐ Mediation - Mediate bully incidents between students [TEC 37.0832 \(c\) \(2\)](#)

Transfer

- ☐ Transfer - On the request of a parent or other person with authority to act on behalf of a student who is a victim of bullying, the board of trustees of a school district or the board's designee shall transfer the victim to: another campus or classroom. The board of trustees of a school district may transfer the student who engaged in bullying to another campus or classroom [TEC 25.0342](#)

LEA & Campus Responses

- ☐ Responses created by the action plan based on the annual bully survey of students