



School Name Houston Independent School District Student-on-Student Altercation Response Chart

Alleged Target(s):		
Alleged Offender(s):		
Incident Date Location	Time:	
All charges or reports of a student-on-student altercation (e.g., sexual harassment, harassment, bullying, inappropriate dating relationships) should be referred to the principal or the principal's designee. Principals are responsible for responding to incident reports. This checklist has been provided to assist the principal or designee in ensuring that necessary steps are taken when incidents have been brought to the principal's attention. To the greatest extent possible, confidentiality should be maintained when investigating reports.		
Steps:	Date:	
1. Take necessary steps to separate alleged offender and target.		
2. Call HISD police if appropriate. If the altercation is assaultive in nature, see reporting and discipline, as well as CPS requirements.	e legal and policy guidelines for	
 3. ALLEGED TARGET: Conference with the alleged target outside of the pre- every reasonable effort to protect the due process rights of the alleged offen student may be accompanied by a parent/guardian or other representative. a) Inform the student of his or her right to file a complaint alleging harass harassment directly with the principal, Title IX coordinator, or the Offi signature if possible. b) Assist the student in documenting the incident on a complaint form. If t document the incident, note this on the complaint form. c) Identify immediate actions that can be taken to increase the targeted stu participate in school without being subject to harassment. Refer the stu appropriate. d) Record your observations related to the student conference. 	nder. Contact parent/guardian. The ment, bullying, and/or sexual ce for Civil Rights. Obtain he student or parent declines to dent's safety and ability to	
 4. ALLEGED OFFENDER: Conference with the alleged offender out of the pevery reasonable effort to protect the due process rights of the alleged offent student may be accompanied by a parent/guardian or other representative. a) Allow the student an opportunity to respond in writing to the allegation b) Refer the student to a school counselor as appropriate. c) Record your observations related to the student conference. 	der. Contact parent/guardian. The	
5. Further investigate the complaint by interviewing any witnesses separately.	Document findings.	
6. Communicate in a confidential manner with any officer who may be involve principal or designee.	red and with the counselor and	

7. Make determination regarding alleged conduct, ordinarily within 5 (five) days. If extemating circumstances delay the investigation, inform the alleged traget or parent. Record determination and actions, as follows (check box): a) VICTIM: Conference with the alleged victim and parent/yaurdim. Possible intervention: a) victim form the alleged victim and parent of support services. b) Hordings inflate that a student's adapted of support services. c) Hordings with the student on carry and writes on the back: Please allow NAME is see no when requested.) c) Hording Task True terms that arget of support services. c) Bay and the student to carry and writes on the back: Please allow NAME is see no when requested.) c) Bay and the student to carry and writes on the back: Please allow NAME is see no when requested.) c) Bay and the student to carry and writes on the back: Please allow NAME is see no when requested. c) Bay and the student of the original is on points: c) Bay and the alleged victim has access to support when method (e.g., administrator or connector gives hicker barrisons for positive heative): c) Bay and the alleged victim and a parent of support services. c) Bay and the alleged victim and a parent of support services. c) Bay and the alleged victim and access to support when needed (e.g., administrator or connector gives hicker barrisons as appropriate.) d) OPFENDER: Conference with the alleged victim and action to any support and writes on the back: Please allow NAME is see to support whe			
 a) VICTIM: Conference with the alleged victim and parent/guardian. Possible interventions: Identify actions to increase the targeted student's safety and ability to participate in school without fear or initinàdation. Inform the student and parent of support services. Ensure the alleged victim has access to support when needed (e.g., administrator or counselor gives his/her business card to the student to carry and writes on the back: <i>Please allow NAME</i> to see new the requested.) Inform the student to report turbit nickiness. Parent has right to pursue transfer as a victim of bullying. Share form and process as a appropriate. Requires verification of harssment/bullying from administration. Bullying Task Force referal if appropriate. Document conference and action plans. IN OFTENDER: Conference with the alleged offender and parent. Possible interventions: Ensure the alleged offender and parent of support services. Inform the student and parent of support services. <li< td=""><td></td><td></td></li<>			
Identify actions to increase the targeted student's safety and ability to participate in school without fear or in minimidation. Inform the student and parent of support services. Inform the student of his or her right to request a "Stay Away Agreement." Encourage the target or toport Inthier incidences. Parent has right to parsace transfer as a victim of bullying. Share form and process as a appropriate. Requires written incidences. Parent has right to parsace transfer as a victim of bullying. Share form and process as a appropriate. Requires verification of harassment/bullying from administration. Bullying Task Force referral if appropriate. Document conference with the alleged offender has access to support when needed (e.g., administrator or conselor prive head in the first metal ending of the student's addition of support services. Emphasize expectations for positive helavior. Hortify and implement disciplinary consequences and other actions that will be taken to prevent further incidences. Extension for the student and parent of support services. Extension for super students are server or repeated, a "Stay Away Agreement" may be issued. Depending on the nature of the offense, disciplinary action may be warranted or mandated. Extension of the offending student as appropriate. CSST Team referral if appropriate. Index of the disciplinary action may be warranted or maddeted. Experimentation mudic: Contrast: appropriate behavior. Index of the disciplinary action may be warranted or maddeted. Experimentation mudic: Contrast: appropriate behavior. Index of the offending student as appropriate. Strast wave as a support and points. Strast wave as a support and the student or apparent wave as a support and the situation justifies the communication of wave associated or information regarding support services. There are no findings of inappropriate	□ Findings indicate that a student-on-student altercation occurred.		
b) OFFENDER: Conference with the alleged offender and parent. Possible interventions:	 a) VICTIM: Conference with the alleged victim and parent/guardian. Possible interventions: Identify actions to increase the targeted student's safety and ability to participate in school without fear or intimidation. Inform the student and parent of support services. Ensure the alleged victim has access to support when needed (e.g., administrator or counselor gives his/her business card to the student to carry and writes on the back: <i>Please allow NAME to see me when requested.</i>) Inform the student of his or her right to request a "Stay Away Agreement." Encourage the target to report further incidences. Parent has right to pursue transfer as a victim of bullying. Share form and process as appropriate. Requires verification of harassment/bullying from administration. 		
 Give notice of the outcome to the parties – follow FERPA guidelines. Advise the parents and students that they may appeal the decision of the principal or designee regarding the outcome of the. Inform the student or parent that he or she has 10 (ten) days to appeal. 9. If findings indicate that inappropriate behavior has occurred: Monitor the safety of the target Encourage the target to immediately communicate any safety concerns that may arise to an administrator or counselor or officer. Document subsequent follow-up actions and complaints in the space provided on the complaint form. 	 Document conference and action plans. b) OFFENDER: Conference with the alleged offender and parent. Possible interventions: Emphasize expectations for positive behavior. Identify and implement disciplinary consequences and other actions that will be taken to prevent further incidences. Inform the student and parent of support services. Ensure the alleged offender has access to support when needed (e.g., administrator or counselor gives his/her business card to the student to carry and writes on the back: <i>Please allow NAME to see me when requested.</i>) Address the seriousness of retaliation. If harassment was severe or repeated, a "Stay Away Agreement" may be issued. Depending on the nature of the offense, disciplinary action may be warranted or mandated. Increase supervision of the offending student as appropriate. Behavior contract. CSST Team referral if appropriate. c) REMINDER: If there is a finding that the altercation involved physical or sexual assault or threats, notify the police immediately and follow legal and policy guidelines for reporting and discipline, as well as CPS requirements. Unable to determine that inappropriate behavior occurred, but there has been a determination that the situation justifies the communication of warnings, recommendations, and/or information regarding support services. 		
 Monitor the safety of the target Encourage the target to immediately communicate any safety concerns that may arise to an administrator or counselor or officer. Document subsequent follow-up actions and complaints in the space provided on the complaint form. 	 Give notice of the outcome to the parties – follow FERPA guidelines. Advise the parents and students that they may appeal the decision of the principal or designee 		
10. Store complaint forms in a separate, confidential file.	 Monitor the safety of the target Encourage the target to immediately communicate any safety concerns that may arise to an administrator or counselor or officer. 		
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