

Houston Independent School District Bullying Allegation Template

Allegation of bullying data entered into Chancery-Collection for the Office of the Civil Rights (OCR)

Chancery SMS™
Quick Search > Student Search > Allegations of Harrasment or Bullying > HISD ALLEGATIONS
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- PEIMS Reporting
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- Special Svcs
- Submission 4
- SSI Monitoring
- RTI/PGP
- Bullying**

Doe, John ← Enter the name of the student that is making the bullying allegation

Enter the effective date → Effective Date:

Allegations of Harrasment or Bullying

Allegation Number: 1

Identify Category of Incident

Sex

Race, Color, Natio. Orig.

Disability

Other

Identify Students alleged to have Harassed or Bullied

Alleged bully is unknown or a non-student

Search Results

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List Members

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Limit participant query to campus:

All HISD campuses

Last Name First Name

Incident Description:

Enter the exact allegation reported by the student

**Required

Data was entered by:

Date:

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Directions: Campus administrators should use this form to document each allegation of bullying. All forms should be maintained in a folder on the campus in the event of an audit.

Campus Name: _____

Name of Student Making the Allegation: _____ Student ID: _____
(Last Name, First Name)

Gender: _____ Grade: _____

Effective Date (Date of Allegation): _____

Category of Incident: Sex Race/Color/ National Origin Disability Other: _____

Identify students alleged to have harassed or bullied: _____

Alleged Bully is unknown or not a student

Incident Description (Be Specific) _____

Input Allegation of Bullying data into Chancery-See page 2 for directions

Name of Witness (es)

Name	Involvement	Date of Interview	Notes

Must meet all three criteria to be considered an act of bullying

1. Has the behavior occurred more than once/repeated over time? Y N
2. Does the behavior intentionally cause physical/mental or emotional harm? Y N
3. Is there an imbalance of power? Y N

Summary of Investigation-Was Bullying determined? Y N

If yes, campus disciplinary form must be completed and entered into Discipline Panel

Follow-Up Action:

Administrator	Date:
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