



**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.

<b>Steps:</b>	<b>Date:</b>
1. Take necessary steps to separate alleged offender and target.	
2. Call HISD police if appropriate. If the altercation is assaultive in nature, see legal and policy guidelines for reporting and discipline, as well as CPS requirements.	
3. <b>ALLEGED TARGET:</b> Conference with the alleged target outside of the presence of the accused student. Use every reasonable effort to protect the due process rights of the alleged offender. Contact parent/guardian. The 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 harassment, bullying, and/or sexual harassment directly with the principal, Title IX coordinator, or the Office for Civil Rights. Obtain signature if possible. b) Assist the student in documenting the incident on a complaint form. If the student or parent declines to document the incident, note this on the complaint form. c) Identify immediate actions that can be taken to increase the targeted student's safety and ability to participate in school without being subject to harassment. Refer the student to a school counselor as appropriate. d) Record your observations related to the student conference.	
4. <b>ALLEGED OFFENDER:</b> Conference with the alleged offender out of the presence of the alleged target. Use every reasonable effort to protect the due process rights of the alleged offender. Contact parent/guardian. The student may be accompanied by a parent/guardian or other representative. a) Allow the student an opportunity to respond in writing to the allegations. b) Refer the student to a school counselor as appropriate. c) Record your observations related to the student conference.	
5. Further investigate the complaint by interviewing any witnesses separately. Document findings.	
6. Communicate in a confidential manner with any officer who may be involved and with the counselor and principal or designee.	

<p>7. Make determinations regarding alleged conduct, ordinarily within 5 (five) days. If extenuating circumstances delay the investigation, inform the alleged target or parent. Record determination and actions, as follows (check box):</p> <p><input type="checkbox"/> Findings indicate that a student-on-student altercation occurred.</p> <p>a) VICTIM: Conference with the alleged victim and parent/guardian. Possible interventions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify actions to increase the targeted student's safety and ability to participate in school without fear or intimidation.</li> <li><input type="checkbox"/> Inform the student and parent of support services.</li> <li><input type="checkbox"/> 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>)</li> <li><input type="checkbox"/> Inform the student of his or her right to request a "Stay Away Agreement."</li> <li><input type="checkbox"/> Encourage the target to report further incidences.</li> <li><input type="checkbox"/> Parent has right to pursue transfer as a victim of bullying. Share form and process as appropriate. Requires verification of harassment/bullying from administration.</li> <li><input type="checkbox"/> Bullying Task Force referral if appropriate.</li> <li><input type="checkbox"/> Document conference and action plans.</li> </ul> <p>b) OFFENDER: Conference with the alleged offender and parent. Possible interventions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Emphasize expectations for positive behavior.</li> <li><input type="checkbox"/> Identify and implement disciplinary consequences and other actions that will be taken to prevent further incidences.</li> <li><input type="checkbox"/> Inform the student and parent of support services.</li> <li><input type="checkbox"/> 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>)</li> <li><input type="checkbox"/> Address the seriousness of retaliation.</li> <li><input type="checkbox"/> If harassment was severe or repeated, a "Stay Away Agreement" may be issued.</li> <li><input type="checkbox"/> Depending on the nature of the offense, disciplinary action may be warranted or mandated.</li> <li><input type="checkbox"/> Increase supervision of the offending student as appropriate.</li> <li><input type="checkbox"/> Behavior contract.</li> <li><input type="checkbox"/> CSST Team referral if appropriate.</li> </ul> <p>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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> There are no findings of inappropriate behavior.</p>	
<p>8. After determination made:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Give notice of the outcome to the parties – follow FERPA guidelines.</li> <li><input type="checkbox"/> 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.</li> </ul>	
<p>9. If findings indicate that inappropriate behavior has occurred:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor the safety of the target</li> <li><input type="checkbox"/> Encourage the target to immediately communicate any safety concerns that may arise to an administrator or counselor or officer.</li> <li><input type="checkbox"/> Document subsequent follow-up actions and complaints in the space provided on the complaint form.</li> </ul>	
<p>10. Store complaint forms in a separate, confidential file.</p>	