

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT**  
**Student Incident Report Instructions for reporting BULLYING,**  
**SEXUAL HARASSMENT, DATING VIOLENCE and SEXUAL VIOLENCE**

A counselor or administrator who receives a report of bullying, sexual harassment, dating violence, or sexual violence will address the following issues with the student who was the victim of the reported behaviors in a private meeting before assisting the student in completing the Incident Report.

*Your Right to File an Incident Report*

The policy of Birdville ISD is that all students and employees be free from bullying, sexual harassment, dating violence, and sexual violence. All charges of bullying, sexual harassment, dating violence, and sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. The District will make every reasonable effort to handle and respond to every charge and incident filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged offenders.

**Instructions:** Use this form to report bullying, sexual harassment, dating violence, and sexual violence so that school officials may investigate and take appropriate actions to increase your safety.

Complete the form, providing as much detailed information as possible so that the incident may be properly investigated.

It is important that you report the facts as accurately and completely as possible and that you cooperate fully with the persons designated to investigate the incident.

**Where to file:** Incident Reports will be available from any counselor or administrator, online at [www.birdvilleschools.net/safetyzone](http://www.birdvilleschools.net/safetyzone), by calling 817.469.8477, or by texting TIP117 plus your message to CRIMES (274637).

**Confidentiality:** To conduct this investigation in a confidential manner, the school will disclose the contents of your incident only to those persons who have a need to know of your incident. In signing the incident report, you authorize the school to disclose as needed the information you have provided, and may in the future provide, regarding your incident. Your incident report will **not** be shown to the alleged offender.

**Retaliation prohibited:** Retaliation against a person who files an incident report is strictly prohibited and is grounds for disciplinary action, including but not limited to detention, suspension, and placement in DAEP.

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT**  
**Student Incident Report**  
**BULLYING, SEXUAL HARASSMENT,**  
**DATING VIOLENCE and SEXUAL VIOLENCE**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ School: \_\_\_\_\_

*Please answer the following questions about the most serious incident:*

List the name of the alleged offender(s) of bullying, sexual harassment, dating violence, or sexual violence:

\_\_\_\_\_

Relationship between you and the alleged offender:

\_\_\_\_\_

Describe the incident (For additional space, use the back):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where did it happen? \_\_\_\_\_

Why do you think this happened? \_\_\_\_\_

Were there any witnesses?  yes  no

If yes, who? (Student and/or adult)

\_\_\_\_\_

Is this the first incident?  yes  no

If no, how many times has it happened before? Describe the incident(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student or parent declines to complete this form:

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

*Current Schedule New Schedule*

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Lunch: \_\_\_\_\_

Locker: \_\_\_\_\_

Extracurricular Activities: \_\_\_\_\_

Other disciplinary actions: \_\_\_\_\_

**Violations of this agreement and acts of retaliation directly or indirectly toward the victim or the victim's friends or family members will be taken seriously and will result in further disciplinary actions. Your compliance will be monitored by**

*(name and staff title):* \_\_\_\_\_.

Agreement is valid from \_\_\_\_\_ (date) to \_\_\_\_\_ (date)

This agreement will be reviewed on \_\_\_\_\_.(date)

*Signatures*

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

*cc: Principal \* Assistant Principal \* Counselor \* School Resource Officer*

**Birdville Independent School District**  
**NOTICE OF PARENT AND STUDENT RIGHTS:**  
**BULLYING, SEXUAL HARASSMENT,**  
**DATING VIOLENCE, and SEXUAL VIOLENCE**

The Birdville Independent School District (BISD) is committed to providing a positive learning environment for all students that enhances personal safety and promotes respect, dignity, and equality among students. High standards are expected for both academic achievement and for behavior.

BISD strives to ensure that all of its students and employees are free from bullying, sexual harassment, dating violence, and sexual violence. All charges of bullying, sexual harassment, dating violence, and sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. BISD will make every effort to handle and respond to every charge and incident filed by students and employees in a fair, thorough, and just manner. Every effort will be made to protect the due process rights of all victims and all alleged offenders.

**Bullying** is defined as written or verbal expression or physical conduct that school personnel determine: 1) To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or 2) To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

**Harassment** is defined as conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint or maliciously and substantially harms another student's physical or emotional health or safety.

**Sexual harassment** is conduct that is severe, pervasive, and objectively offensive in such a manner that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. It is a form of harassment that includes touching someone in ways that are not wanted, sexual jokes, pressuring someone to have sex, threats or intimidation from a dating partner, or any other form of harassment of a sexual nature that would make a reasonable person uncomfortable.

**Dating violence** is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

**Sexual violence** is defined as sexual assault, sexual abuse, or sexual stalking of a minor child or teenager, including sexual violence committed by offenders who are strangers to the victim and by offenders who are known or related by blood or marriage to the victim.

Students who believe they have been harassed, bullied, or otherwise victimized by fellow students or BISD employees are encouraged to promptly report such incidents to the campus principal or other campus professional. To the greatest extent possible, incidents shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Incidents will be documented and investigated in accordance with BISD policy and guidelines. Any staff member who observes an incident that involves physical or sexual assault or threats will report the incident immediately to the principal. Any staff member who learns of an incident or threat may submit an incident report on behalf of the victim.

Once an incident report has been filed, a campus administrator/counselor will complete and document the investigation utilizing the BISD procedures.