

# Bullying Procedures

Bullying is a single act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power. Cyberbullying means bullying that is done using any electronic communication device. For examples of bullying and for the complete definition please see FFI (REGULATION), FFI (LOCAL), and FFI (LEGAL). The District prohibits bullying, including cyberbullying.

Below is the process for reporting, investigating and documenting bullying.

## Reporting Procedures

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, administrator, or employee.

Log into Student Discipline System (SDS) and click on the **Bullying Tab** in a timely manner to complete the bullying incident report and conduct a thorough investigation before assigning the alleged bully an offense and action in SPBS. Please remember, the bullying reports are used for Texas Education Agency (TEA) purposes and these reports should be closed within ten District business days with accurate student information.

The Principal/Campus Behavior Coordinator should provide a (**Bullying Notification Allegation letter that is generated within SDS**) within three business days to the parent/legal guardian for any student that has been identified as participating in an alleged bullying incident.

When the bullying report has been completed the Principal/Campus Behavior Coordinator should provide a (**Bullying Notification Allegation letter that is generated within SDS**) to the parent/legal guardian for any student that has been identified as participating in an alleged bullying incident.



<http://sds.dallasisd.org/Login.cfm?Mode=Dolt>

For information on professional development and training regarding bullying contact JoAnn Jackson Powell, Director of Counseling Services, via email at [jojackson@dallasisd.org](mailto:jojackson@dallasisd.org) or by phone at 972-925-8989.

**To report bullying incidents and/or other illegal activity parents and students may contact the district's 24-hour hotline at 1(800) 530-1608.**