

# Bullying Prevention - Processes & Procedures Review



April 21, 2025

Presented by Cliff Hill, Director of Safety & Security

LA VERNIA INDEPENDENT SCHOOL DISTRICT

# History of Current Policies & Practices

- Current Bullying Policies were adopted for 2023-2024 school year based on the TEA Minimum Bullying standards released January 2023.
- LVISD Bullying Checklist and reporting is adapted from TEA requirements and Texas School Safety Center recommendations.
- Policy requires staff and administrators to report all forms of bullying
- Campus Administrators or counselors are responsible for documenting bullying investigations through completion of the checklist, which populates a spreadsheet for each campus.

# History of Current Policies & Practices

**Attached in Boardbook are the following documents connected to our practices:**

- La Vernia ISD Anti-Bullying Policies and Procedures (PK-12)
- Sample Bullying Report Form utilized by our Campus Administrators and Counselors
- The TEA Minimum Standards for Bullying Prevention
- LVISD Minimum Standards for Bullying Prevention (PK-5)
- LVISD Minimum Standards for Bullying Prevention (6-12)

# Current LVISD Bullying Policy

## ***Employee Report:***

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or Director of Safety & Security.

## **REPORT FORMAT**

A report may be made orally, electronically or in writing. The principal or designee shall reduce any oral reports to electronic or written form.

## **PROHIBITED CONDUCT**

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

## **INVESTIGATION OF REPORT**

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

## **CONCLUDING THE INVESTIGATION**

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the campus principal and Director of Safety & Security.

## **NOTICE TO PARENTS**

If an incident of bullying is alleged or confirmed, the campus principal shall promptly notify the parents of the victim and of the student who engaged in the bullying.

# **Process Refinements for 25-26 - Report Format**

## **2024-2025**

A report may be made orally, electronically or in writing. The principal or designee shall reduce any oral reports to electronic or written form.

## **2025-2026**

Any report of bullying made orally or in writing to any LVISD staff member must be immediately reported to the campus assistant principal through email and must include the campus principal and the Director of Safety and Security. A campus administrator or counselor must then complete the Bullying Report form for documentation and record.

# Further Process Refinements for 25-26

- Quarterly reviews of documentation on each campus reporting form by Director of Safety & Security to ensure that all reports have been addressed and follow-up has occurred with students and parents.
- Update the campus reporting forms to include date, method of contact, and who the administrator contacted to follow up and close the communication loop.
- Beginning of Year training for staff and admin on updated policies and procedures to ensure fidelity of processes and accountability.