



# Bullying-Cyberbullying Disclosure Response Recommendations

*Disclaimer – The information contained in this incident flow chart is provided for informational purposes only. Crime Stoppers of Houston advises all educators to refer to, defer to, and become primarily familiar with your district rules and guidelines. This document is meant to create thoughtful and engaging questions and discussions but in no way and under no circumstances meant to trump school guidelines or district procedures, especially when it concerns safety or emergency situations.*

## 1. Listen and Collect the Report:

Whether you have received a report from a student, parent, staff member or anonymously, listen with an open mind and take notes if needed to ensure you have all relevant facts.

### 1A. Is it Cyberbullying?

#### Is it considered cyberbullying?

Determine if the incident constitutes as a crime such as:

- Suicide baiting
- Inciting violence against a student through group bullying
- Releasing or threatening to release intimate visual material of a minor (a student under 18).

### 1B. Is it Another Form of Bullying?

#### Is it considered bullying?

Determine if the incident

- is an action that is intentionally hurtful,
- serves to cause harm,
- is meant to insinuate fear,
- via physical contact, verbal expression, or written means.

## 2. Notify Your Administrator

- Once confirmed that your report is considered bullying under Texas law, notify your campus administrator so that the investigation of the claim can begin. **District or campus protocol should guide the investigation.**
- David’s Law empowers you to make a report with any school district police department or police department located in the municipality of the school. Consider filing a request for legal support through David’s Legacy Foundation: [DBM Project Form - David’s Legacy Foundation \(davidslegacy.org\)](http://DBM Project Form - David’s Legacy Foundation (davidslegacy.org))

## 3. Develop a Student Safety Plan

Work with the student to make a safety plan while the investigation is ongoing to offer immediate support. Listen with an open mind and identify trusted adults that the student has.

Did the investigation conclude that the report meets bullying criteria under Texas Law?

NO

YES

### 4A. Determine Disciplinary Action

Follow your district’s code of conduct for disciplinary action as it relates to the severity of the offense.

### 4B. Determine Disciplinary Action

- Notify campus principal.
- Notify parents of all the parties involved.
- Complete all necessary paperwork/ documents as required by your district.
- Determine consequences and intervention.
- Offer counseling to the students involved.
- Enact a revised safety plan, if needed, and implement a distancing agreement.

## 5. Follow Up With Those Involved

Continue to monitor the relationship and the wellbeing of the students who were involved in the incident. Support both the offender(s) and victim(s).



## CRIME STOPPERS OF HOUSTON SAFE SCHOOL INSTITUTE

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(713) 222-TIPS (to report)

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[ssi@crime-stoppers.org](mailto:ssi@crime-stoppers.org)



### HOW TO REPORT A TIP



Call 713.222.TIPS (8477)



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### HERE'S HOW IT WORKS



**STEP 1**  
Submit an anonymous tip



**STEP 2**  
Your tip leads to an arrest or disciplinary action



**STEP 3**  
Receive a cash reward  
(up to \$5,000)