



# Palo Alto Unified School District Bullying Intervention Flowchart

Incident may be reported by completing the Bullying Incident Reporting Form, reporting anonymously, or by speaking directly with school staff or the site administrator. District staff who witness or become aware of acts of bullying shall report all incidents to site administrator within 24 hrs. All complaints alleging bullying, based on a non-protected status, shall be investigated and resolved at the site level.

**Take steps to assure the safety of the target, as necessary.**  
**Initiate Investigation**

Bullying based on protected status\* Yes → Refer to Uniform Complaint Procedure\*

No  
Principal or designee documents and reviews bullying incident report for initial assessment. **Does this incident meet the standard of bullying?** No → Disciplinary action or intervention not appropriate OR other disciplinary action or intervention taken

**Investigation**  
Conduct interviews, gather information, preserve evidence and determine if allegations are substantiated. All complaints of bullying shall be investigated and resolved within (15) school days of the receipt of the complaint and provide the complainant and the alleged aggressor with notice of the decision.

- What specifically happened
- Who committed the alleged acts
- Who was present or may have information about the events
- When the events occurred (date / time of day / location)

**Action Steps**

- Complete incident report, Form A, and send copy of Form A to Student Services Coordinator at the district office.
- Inform parties of decision.
- Determine corrective actions, which may include intervention strategies, disciplinary action or referral to law enforcement, if appropriate.
- Inform all parties to legal requirements of confidentiality for students.
- Advise all parties regarding retaliation and any disciplinary action that may be taken.
- Take appropriate disciplinary action if false charges have been made.

If either party disagrees with the administrator's decision

Appeal decision to Student Services Coordinator within 15 calendar days of resolution of the initial complaint.

**Remediation and Consequence Interventions (If allegations are substantiated)**

- Monitor and assure the continued safety of all parties. Develop and implement a safety plan for the target and witnesses as needed, providing necessary supports.
- Require relevant educational activities for individual students or groups of students.
- Refer to psycho/social education groups or counseling.
- Develop an action plan or behavior contract, directed toward helping the aggressor recognize and correct behaviors.
- Conduct parent conference(s).
- Refer to Intervention groups and/or individual counseling for all parties as appropriate.
- Work with bystanders to empower them in becoming part of the solution.
- Enhance adult supervision on school premises.
- Limit or deny student access to a part or area of a school and/or to the students involved.
- Consider classroom transfers.
- Exclude aggressor from participation in school-sponsored or school-related functions, afterschool programs, and/or extracurricular activities.

\*All complaints alleging bullying based on protected status such as the actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristics identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based association with a person or group with one or more of these actual or perceived characteristics shall utilize the Uniform Complaint Process AR-1312.3. If such reports or complaints of bullying based on protected status are reported to the site level, they will be forwarded to the district within two days and investigated and resolved by the District Compliance Officer within 60 calendar days of the district's receipt of the complaint. gds/rev/10/08/14