# Investigating and Reporting Bullying Behavior Education Code 48900(r) Checklist

## Step 1. Act / Conduct Directed Toward One or More Students?

- □ If YES, proceed with Step 2.
- □ If NO, proceed to Step 7.

## Step 2. What Type of Bullying is It?

- □ Conduct Investigation - Investigating Bullying Worksheet and Is this Bullying rubric.
- □ If YES to any type of bullying, proceed to step 3
- □ If YES to Electronic document, proceed with Step 3.
    - Obtain copies of communications / content. If pornographic in nature call SRO to obtain evidence.
- □ If NO, proceed to Step 7.

## Step 3. Severe or Pervasive Act / Conduct?

- □ If YES, document how the act is severe and/or pervasive, and proceed with Step 4. The act can be a one-time act is severe enough.
- □ If NO, proceed to Step 7.

## Step 4. Act / Conduct Meet EC 48900.2, 48900.3, and/or 48900.4 Definitions?

- □ If YES to Sexual Harassment, proceed with Step 5.
- □ Does Title IX apply? If so, proceed to Step 5.
- □ If YES to Hate Violence, proceed with Step 5.
- □ If YES to Harassment, Threats, or Intimidation, proceed with Step 5.
- □ If NO to above but the bullying behavior is sufficiently severe or pervasive, proceed with Step 5.
- □ If NO, proceed to Step 7.

## Step 5. Actual or Reasonable Prediction of Harm / Effect?

- □ If YES to placing a reasonable student in fear of harm to himself /herself or his/her property, proceed to Step 6.
- □ If YES to causing a reasonable student to experience a substantially detrimental effect on his/her physical or mental health, proceed to Step 6.
- □ If YES to placing a reasonable student to experience substantial interference with his/her academic performance, proceed to Step 6.
- □ If YES to placing a reasonable student to experience substantial interference with his/her ability to participate in or benefit from the services, activities, or privileges provided by a school, proceed to Step 6.

- □ If NO, proceed to Step 7.

## Step 6. Jurisdiction to Discipline. **If Title IX, stop and discuss it with the District Office. Do not proceed with discipline until Title IX determination is made.**

- □ School may proceed with discipline, whether suspension or expulsion, as may be appropriate under the circumstances as called for by the student's discipline record if any of the following 5 facts support jurisdiction to discipline.
    - ○ Bullying behavior occurred on school grounds; or
    - ○ Bullying behavior occurred while going to or coming from school; or
    - ○ Bullying behavior occurred during the lunch period whether on or off campus; or
    - ○ Bullying occurred during, or while going to or coming from, a school sponsored activity; or
    - ○ Bullying occurred off campus but caused or is reasonably likely to cause a substantial disruption to school activity or school attendance.
- □ If NO, proceed to Step 7.

## Step 7. If Discipline for Bullying Behavior under EC 48900 (r) is Inappropriate.

- □ If school lacks jurisdiction to discipline and depend upon the seriousness of the act/ conduct, school officials should determine whether to contact law enforcement.
- □ Is Discipline appropriate under any other provision of Education Code or PVSD Policy?
    - ○ If YES, discipline and/ or intervention per PVSD policy and document in Q and student cum.
    - ○ If NO, are other non-disciplinary measures needed; including but not limited to conflict resolution meetings, parent conferences, support services, and social skills training?
        - □ If YES, provide intervention and document per PVSD policy.

## Step 8. Follow Up After Incident

- □ Parent contact for both students
  Meet with each party separately after they are calm to debrief them.
- □ Determine if any education of groups or witnesses involved needs to occur.
- □ Determine if there needs to be behavior or no contact contract.
- □ If necessary, assign cultural sensitivity training.
- □ Determine the staff that need to be notified for follow up - counselor, campus supervisor, etc.

- □ When recording incident in Q indicate bullying for student exhibiting bullying behavior and students who was bullied.