



# BULLYING INTERVENTION PROCESS

Our schools are committed to providing a safe, respectful, and supportive learning environment for all students. This process outlines how PAUSD responds to reports of bullying in accordance with Board Policy, Administrative Regulation, and California Law.

## 1 REPORT



### See or experience bullying? You can report it.

A student, parent/guardian, witness, or other person may report possible bullying to a teacher, principal, District compliance officer, or any available school employee.

### What happens next?

School staff who receive a bullying report—or personally observe possible bullying—must report it to the principal or District compliance officer within **one (1) business day**.



## RIGHT TO FILE A UCP COMPLAINT

Students and parents/guardians have the right to file a Uniform Complaint Procedures (UCP) complaint if they believe bullying occurred based on a student's actual or perceived protected identity.

See the PAUSD UCP webpage for more information.  
(Education Code § 234.1)

## 2 IMMEDIATE ADMINISTRATIVE ACTIONS & NOTIFICATIONS



### Ensure Safety & Support

Administrator takes immediate steps to ensure the safety of all students involved and supportive measures as needed.



### Notify Families/Guardians

Administrator notifies the parents/guardians of all students involved when appropriate and consistent with student privacy laws.



### Notify District Office

Administrator notifies the District Office within **two (2) business days** of receiving the report.

## 3 INVESTIGATION



The administrator will conduct a thorough and impartial investigation. This includes:

- ✓ Interviewing the students involved and any witnesses
- ✓ Reviewing any relevant evidence
- ✓ Determining what happened, who was involved, when and where it occurred
- ✓ Keeping a written record of the investigation and decision

## 4 RESPONSE & CORRECTIVE ACTIONS



If bullying is confirmed, the school will take appropriate actions. These may include:

- Counseling and referrals to support services
- Safety planning and ongoing monitoring
- Social-emotional skills instruction
- Restorative practices or conflict resolution
- Parent/guardian conferences
- Increased supervision in areas of concern
- Classroom or schedule adjustments
- Behavior contracts or intervention plans
- Loss of privileges or participation activities
- Referral to law enforcement, if appropriate
- Other strategies to stop the behavior and support all students involved



**The goal is to stop the bullying, support student well-being, and help prevent future incidents.**



## CONFIDENTIALITY & NON-RETALIATION

Students have the right to privacy. Retaliation **against anyone who reports bullying or participates in an investigation is strictly prohibited.**

## 5 FOLLOW-UP



### Monitor & Support

Administrator monitors the situation, checks in with students, and adjusts supports as needed.



### Inform of Decision

Administrator informs the students and parents/guardians of the decision.



### Appeal (if applicable)

If either party disagrees with the decision, they may appeal in accordance with Board Policy 1312.3 – Uniform Complaint Procedures (UCP).



## IMPORTANT NOTES

- Bullying can occur in person or online, on or off campus, and during or outside school hours if it affects the school environment. (Education Code § 234.41)
- Off-hours cyberbullying may be addressed when it creates or threatens a hostile educational environment at school.

