

PAISD Bullying Prevention Action Plan

updated 2018

Reporting Bullying

- On campus by filling out a campus level **Bullying Incident Report Form** (forms can be found be obtained in the school office or be printed from www.paisd.net)
- Form or written report can be mailed or delivered to school office anonymously.

Investigation of a Bullying Report

- The investigation process will be overseen by the campus principal.
- The following procedures will be followed for each reported incident of bullying:
 - a. Log all incidents in the **Bullying Prevention Log** and follow all PAISD policies in regards to bullying.
 - b. Get statements from and interview all persons involved.
 - c. Consult, once all statements and/or interviews are complete, the Texas School Safety Center checklist to determine if the incident being investigated is considered bullying or not.
 - i. If incident is not determined to be a bullying incident, document and involve a counselor if conflict resolution or other forms of support are necessary to help prevent further issues. File all necessary documentation.
 - ii. If incident is determined to be a bullying incident, continue to next step.
 - d. Complete the documentation. Remember to complete a discipline referral in TxEIS for any disciplinary actions taken. Make sure the victim, bully, and bystanders are all part of the process and have a documentation form. **Bully Prevention Contract** will be completed with/for the bully.

Follow-Up

- Follow-up within ten days with the victim and the bully.

Possible Interventions (after administrative investigation) (not an all-inclusive list)

- Mediation
- Individual counseling for social and emotional support/guidance
- Group counseling for social and emotional support/guidance
- Mentor Assigned (if applicable)

*All interventions will be handled through the campus counseling office. Counselors' will keep records of their interventions and outcomes. Reports of completed intervention will be given to the respective campus principal.

Possible Disciplinary Actions

- Contract
- ISS
- OSS
- Referral to Law Enforcement (when applicable)
- DAEP
- Expulsion
- Other (as determined by the respective campus administrative team)

*All disciplinary action will be decided on a case-by-case basis.

Staff Awareness

Bullying prevention procedures will be reviewed annually with campus staff.

Progress Monitoring

- Bullying incident(s) report log audit

Documentation Storage

- All original documentation/paperwork will be stored in the principal's office until the end of the school year.