



Utah State Board of Education

LOCAL EDUCATION AGENCY (LEA) BULLYING POLICY CHECKLIST

A UTAH STATE BOARD OF EDUCATION (USBE) TECHNICAL
ASSISTANCE DOCUMENT

March 2026

THE LEA BULLYING POLICY:

- Is developed, updated, and implemented and regularly reviewed with input from stakeholders.
 - [Utah Code Section 53G-9-605\(2\)\(a\)](#)
- Complements existing school policies.
 - [Board Rule R277-613-4\(8\)\(a\)](#)
- Provides protection to a student regardless of the student's legal status.
 - [Utah Code Section 53G-9-605\(2\)\(b\)](#)
- Prohibits bullying, cyber-bullying, hazing, retaliation, abusive conduct, making a false report, creation or distribution of sexually explicit or nonconsensual intimate images and sharing a recording of an incident.
 - [Board Rule R277-613-4\(1\)\(a\)](#) and [Utah Code Section 53G-9-605\(3\)](#)
- Defines bullying, cyber-bullying, hazing, retaliation, and abusive conduct.
 - [Utah Code Section 53G-9-605\(3\)\(a\)](#)
- Includes language outlining response to students who shared recordings of bullying, cyber-bullying, hazing, abusive conduct, and retaliation.
 - [Utah Code Section 53G-9-605\(3\)\(e\)](#)
- Provides a grievance process for a school employee who has experienced abusive conduct.
 - [Utah Code Section 53G-9-605\(3\)\(g\)](#)
- Provides a requirement for a signed statement of receipt.
 - [Utah Code Section 53G-9-605\(3\)\(h\)](#)
- Includes a process for creating an action plan when an incident is verified.
 - [Utah Code Section 53G-9-605\(3\)\(h\)](#)
- Includes a communication process for updating parents regarding implementation of an action plan.
 - [Utah Code Section 53G-9-605\(3\)\(i\)](#)
- Does not permit disciplinary action based solely on an anonymous report.
 - [Utah Code Section 53G-9-605\(5\)](#)
- Is posted on the LEA website and included in student and employee handbooks.
 - [Board Rule R277-613-4\(1\)\(b\)](#) and [Utah Code Section 53G-9-605-4](#)

Beyond the mandatory policy requirements, LEAs must also establish processes for the following aspects of bullying prevention and response.

NOTIFICATION AND RECORDS:

- Designate an employee to provide parent notification and the designated format in which a parent is notified.
 - [Board Rule R277-613-4\(3\)\(b\)](#)
- Notify parents in a timely manner if the parent's student threatens suicide or is involved in an incident and the action plan to address the incident.
 - [Utah Code Section 53G-9-604\(1\)](#)
- Maintain a record that verifies parent notification and tracks implementation of an action plan.
 - [Utah Code Section 53G-9-604\(2\)](#)
- Provide parent with suicide prevention materials and information to limit the student's access to fatal means when a student threatens suicide.
 - [Utah Code Section 53G-9-604\(2\)\(a\)\(iv\)](#)
- Provide information and resources on the healthy use of social media and online practices when involved in a cyberbullying incident.
 - [Board Rule R277-613-4\(c\)\(ii\)\(C\)](#)
- At parent request, may provide information and make recommendations related to an incident or threat of suicide.
 - [Utah Code Section 53G-9-604\(3\)](#)
- At student request, provide the bullying records maintained and expunge these records if the student has graduated from high school.
 - [Utah Code Section 53G-9-604\(4\)](#)

INVESTIGATION:

- Investigate all allegations of incidents keeping interviews confidential to the extent allowable by law.
 - Board Rules [R277-613-5\(1\)\(a\)](#) and [R277-613-5\(2\)\(c\)\(i\)](#)
- Provide an individual who investigates with training on conducting an investigation.
 - [Board Rule R277-613-5\(1\)\(b\)](#)

- Determine if an incident will be investigated as a civil rights violation.
 - [Board Rule R277-613-5\(6\)](#)
- Interview the alleged subject and alleged offender.
 - [Board Rule R277-613-5\(2\)\(a\)](#)
- May interview parents, witnesses, school staff familiar with involved students, and other relevant individuals.
 - [Board Rule R277-613-5\(2\)\(a\)](#)
- May review disciplinary records, physical evidence consistent with search and seizure laws such as video, audio, notes, email, texts, social media, graffiti, etc.
 - [Board Rule R277-613-5\(4\)\(b\)](#)
- Report to law enforcement if applicable.
 - [Board Rule R277-613-5\(5\)](#)
- Inform parents when an investigation is concluded and appeal options.
 - [Board Rule R277-613-5\(11\)\(d\)](#)

ACTION PLAN INCLUDES:

- Communication plan to update parents.
 - [Utah Code Section 53G-9-605.5-2\(a\)](#)
- An LEA may offer accountability / restorative justice practice for students involved in an incident after receiving parental consent.
 - [Board Rule R277-613-5\(9\)](#)
- An LEA shall take strong responsive action against retaliation including assistance to students and their parents in reporting subsequent incidents.
 - [Board Rule R277-613-4\(5\)](#)

TO THE STUDENT SUBJECTED TO THE INCIDENT:

- A tailored response that addresses the student's needs including supportive measures to preserve access to educational services.
 - [Utah Code Sections 53G-9-605.5-2\(b\)\(i\)](#) and [53G-9-605.5-2\(b\)\(iv\)](#)
- Accommodations the student may need regarding decreased exposure with the student who caused the incident.
 - [Utah Code Section 53G-9-605.5-2\(b\)\(ii\)](#)

- Notification of plan to address the behavior of the student who caused the incident.
 - [Utah Code Section 53G-9-605.5-2\(b\)\(iii\)](#)
- Access to other resources that the parent requests.
 - [Utah Code Section 53G-9-605.5-2\(b\)\(v\)](#)
- The action plan may not change the student’s educational schedule, placement, or participation in school sponsored activities.
 - [Utah Code Section 53G-9-605.5-3](#)

TO THE STUDENT WHO CAUSED THE INCIDENT:

- Process to determine the cause of incident and any resources needed including tailored consequences and supportive measures that preserve educational access while protecting other student’s wellbeing.
 - [Utah Code Section 53G-9-605.5-2\(c\)\(ii\)](#)
- Process to remove the student from school in an emergency with description of what an emergency is.
 - [Utah Code Section 53G-9-605.5-2\(c\)\(iv\)](#)
- An appeals process for one or more of the consequences included in the action plan.
 - [Utah Code Section 53G-9-605.5-4](#)

TRAINING

- Assess the prevalence of bullying, specifically locations where students are unsafe and additional supervision may be required.
 - [Board Rule R277-613-4\(4\)](#)
- Designate an individual at the LEA level to provide training, supervise training, oversee action plans, monitor communication processes with a parent, act as a liaison to the state, and assist with case-specific needs.
 - [Board Rule R277-613-5\(1\)\(c\)](#)
- Train students, school employees, coaches, and volunteers on bullying, cyber-bullying, hazing, abusive conduct, retaliation, applicable civil rights laws, the right of free speech and safe digital citizenship, in addition to when student or school employee discipline may be considered.
 - [Board Rule R277-613-4\(6\)](#)

THE TRAINING WILL INCLUDE:

- How bullying, cyber-bullying, hazing retaliation and abusive conduct are different from discrimination and may occur separately from each other or in combination.
 - [Board Rule R277-613-6\(b\)\(i\)\(C\)](#)
- How bullying, cyber-bullying, hazing, retaliation, and abusive conduct are prohibited based upon race, color, national origin, sex, religion or disability. It will also include the right of free speech and how it differs for students, employees and parents.
 - [Board Rule R277-613-6\(b\)\(i\)\(D\)](#)
- Complement the suicide prevention program, school policies and school discipline plans which shall provide direction on dealing with bullying.
 - [Board Rule R277-613-4\(8\)\(b\)](#)
- Informing student athletes of prohibitions and consequences regarding bullying.
 - [Board Rule R277-613-7\(2\)](#)
- The training is offered before any student, employee, or volunteer participates in clubs and to new school employees, coaches, and volunteers within the first year of employment and all school employees, coaches, and volunteers at least once every three years following.
 - [Board Rule R277-613-7\(1\)](#)
- May implement programs and initiatives regarding bullying prevention, which may involve establishing a bullying task force or the involvement of employees, students, or law enforcement.
 - [Utah Code Section 53G-9-607-4](#)

ANNUAL REPORTING TO USBE

The LEA governing board's policy ([Utah Code Section 53G-9-606](#)), including:

- Proof of implementation of signed statement
- Proof of training of school employees
- Demographics of an individual who is subject to bullying
- Other information related to this part, as determined by the state board