



Utah State
Board of
Education

Prevention

BULLYING TOOLKIT: ACTION PLAN MODEL FORM

A UTAH STATE BOARD OF EDUCATION TECHNICAL
ASSISTANCE DOCUMENT

May 2026

ACTION PLAN FORM

ACTION PLAN: SUBJECT OF BULLYING

INCIDENT DETAILS

Date of Incident:

Location of Incident:

Description of Incident:

Actions Taken:

The action plan with respect to the student to whom the incident was directed includes a tailored response to the incident, accommodations such as decreased exposure/interactions, notification of consequences and a plan to address the behavior of the student who caused the incident, supportive measures to preserve access to educational services and opportunities, and access to other resources requested by the parent to the extent available.*

**The following responses are prohibited accommodations for the subject of bullying:*

- *Educational schedule or placement change.*
- *Change in participation in a school-sponsored sport, club, or activity.*

COMMUNICATION FOR IMPLEMENTATION OF PLAN:

Method of communication with parents:

Frequency of updates:

PARENT INVOLVEMENT

- ☐ Parent participated in the development and implementation of the action plan.
- ☐ School developed and implemented an action plan without parent involvement.

ACTION PLAN: OFFENDER

INCIDENT DETAILS

Date of Incident:

Location of Incident:

Description of Incident:

Actions Taken:

The action plan with respect to the student who caused the incident includes tailored and appropriate consequences, a process to determine and provide needed resources, supportive measures to preserve access to educational services and opportunities while protecting safety, and a process to remove the student in an emergency situation.

COMMUNICATION FOR IMPLEMENTATION OF PLAN

Method of communication with parents:

Frequency of updates:

PARENT INVOLVEMENT

- ☐ Parent participated in the development and implementation of the action plan.
- ☐ School developed and implemented an action plan without parent involvement.