

Bully Training Plan 2019-20

In conjunction with Florida's Bullying Law (1006.147, F.S.), CCPS students, parents and staff will receive training on identifying, preventing and responding to bullying and harassment.

Student Training:

Elementary and Middle School Students will receive bully training (including cyber-bullying), in a small group setting, from their school resource officer (SRO should ideally have an Assistant Principal/Guidance Counselor as co-facilitator).

High school students may receive bully training in traditional group settings with the exception of ninth grade students who will receive training in a small group setting from their school resource officer (SRO should ideally have an Assistant Principal/Guidance Counselor as co-facilitator).

Please note that each school will need to maintain "student bully training verification sheets" at the school site in a "dedicated" file cabinet that also contains your bully investigation reports (BUL, UBL, HAR and UHR).

Anti-Bully Training Materials/Curriculum is determined at each school site.

*Person responsible for implementation is the school principal (or designee).

Parent/Volunteer Training:

Please dedicate a portion of a PTO/SAC meeting to the issue of bullying. Another great time to advertise our bully policy is during open house.

Make sure to document all parental bully trainings on an official agenda and include a "sign-in sheet" (for documentation purposes).

*Person responsible for implementation is the school principal (or designee).

Bus Driver Training:

School bus drivers will receive professional development training during their Pre-School Professional Development In-service in August.

*Person responsible for implementation is Tony Conte, Director of Transportation.

School Support Staff/Teacher Training- School Based Instructional and Support Staff will receive training by their Assistant Principal/Principal at a professional development workshop during the beginning of the school year (time/date to be determined by individual schools).

Training will also include information related to the statutory rules/policies surrounding cyber-bullying.

Please make sure to offer bully training to support staff during their contractual time and be sensitive to their work schedule (custodians, champs café, paraprofessionals, etc).

Participants in the workshop will:

*Understand what bullying behavior is and is not.

*Understand what bullying behavior may look like in the classroom.

*Explore ideas for responding to bullying behavior.

*Become equipped with specific strategies for addressing and reporting bullying behavior when it occurs.

*Consider what a supportive classroom climate looks like and how it can prevent bullying.

Materials can be located at the Office of Safe Schools:
<http://fldoe.org/safe-schools/sesir-discipline-data/bullying.shtml>

Please note that the school will need to maintain the following documents in their dedicated bully filing cabinet:

1. Staff Meeting Agenda which includes bully training as a topic
2. "Staff bully training verification signature sheets"

* Person responsible for implementation is the school principal (or designee).

Administrator Training- School Based Administrators will receive bullying/harassment training in a series of Assistant Principal Meetings throughout the 2019-20 school year.

This will include any updates on new policies/procedures mandated by the DOE.

*Person responsible for implementation is Dr. Michael Desjardins, Executive Director of School Support.

School Based Documentation Plan:

All bully documentation is to be stored in a dedicated/locked file cabinet at the school site. Bully cabinets need to have the **following FIVE folders:**

Folder 1 includes all training materials. Parent training signature sheets (with PTO/SAC Agenda that include the topic of bullying in the agenda and any training materials), Staff training signature sheets (include copy of staff bully PowerPoint and staff meeting agenda) and Student training signature sheets (include training materials like PowerPoint, handouts, etc).

Folder 2 includes all bully advertisements to your school community. This folder will contain all materials that highlight exactly how you inform your students, parents, and staff about the dangers of bullying. Some possible examples of Bully advertisements are: school newsletters, SAC/PTO Agendas, special events/assemblies, etc.

Folder 3 includes all official Bully investigation packets (BUL). Any investigation which resulted in a sustained Bully charge (BUL) should be located in this folder along with all bully packet materials. All Bully (BUL) SESIR submissions should have investigative documentation in this folder.

Folder 4 includes all un-sustained Bully investigation packets (UBL). This folder also includes all Online Website Submissions, student incident reports and official investigation materials which resulted in an official UBL (unsubstantiated bullying) OR simply resulted in a quick investigation.

Folder 5 includes all Hope Scholarship Notification Forms that have been completed. The Assistant Principal should be able to match all SESIR related incidents to the number of completed Hope Scholarship Notification Forms (Battery, Harassment, Hazing, Bullying, Fighting, Kidnapping, Physical Attack, Robbery, Sexual Offenses, Threat/Intimidation, and Unsubstantiated Bullying).

PLEASE NOTE THAT THE LAW DOES NOT REQUIRE SUBSTANTIATION IN ORDER FOR THE DISTRICT TO NOTIFY THE PARENT OF THE PROGRAM.

*****Please make sure that your school websites include the "bully button" and verify that it actually links to the district website.

*****Additional information pertaining to Bullying/Harassment can be located in Section 11 of the **2019-20 Information Manual For Student Offenses.**