

**Florida Department of Education
2012-2013 Monitoring for Compliance with Bullying Reporting Procedures**

Assurance Form PBSD - In-District Copy

To complete the Assurance Form, please refer to the Monitoring Workpapers which contain “Examples of Documents that Support Compliance” for each Compliance Item listed. Determine if the district has soundly met the requirements of each Item (“in compliance”) or has not met the requirements (“out-of-compliance”). If the district determines that a required Compliance Item has is “out-of-compliance”, a Correction Plan must be provided ensuring that the district will soon be in compliance. The Correction Plan should include the estimated date(s) when all aspects of the Correction Plan will be implemented and the estimated date of completion. Please use additional paper to describe the Correction Plan, if needed.

Compliance Item #1	Compliance Level	Correction Plan (if applicable)
<p>The district has a procedure for reporting an act of bullying or harassment, including provisions that permit a person to anonymously report such an act. <i>Florida Statute 1006.147(4)(f)</i></p>	<p><input checked="" type="checkbox"/> In-Compliance <input type="checkbox"/> Out-of-Compliance</p> <p><i>Student Mistreatment Form</i></p> <p><i>Bullying and Harassment Report</i></p> <p><i>Anonymous Reporting Form</i></p> <p><i>Hotline Posters</i></p> <p><i>Student Complaint Form</i> <i>PBSD Form 1615</i></p> <p><i>School Compliance Checklist</i></p>	<p>Description:</p> <p>Date of completion:</p>
Compliance Item #2	Compliance Level	Correction Plan (if applicable)
<p>The district has a procedure for the prompt investigation of a report of bullying or harassment and the persons responsible for the investigation. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an</p>	<p><input checked="" type="checkbox"/> In-Compliance <input type="checkbox"/> Out-of-Compliance</p> <p>Principal responsibility as</p>	<p>Description:</p>

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<p>act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at a school bus stop. <i>Florida Statute 1006.147(4)(g)</i></p> <p>The district has a process to investigate whether a reported act of bullying or harassment is within the scope of the district school system and, if not, a process for referral of such an act to the appropriate jurisdiction. <i>Florida Statute 1006.147(4)(h)</i></p>	<p>defined in the :</p> <p><i>Florida Principal Leadership Standards</i></p> <p><i>PBSD Code of Student Conduct</i></p> <p><i>Student Discipline Referral PBSD 0279</i></p> <p><i>Student investigation Toolkit: Bullying and Harassment Report and Investigation Summary</i></p> <p><i>Notify Area Superintendent Office</i></p> <p>Department of School Police</p>	<p>Date of completion:</p>
<p>Compliance Item #3</p>	<p>Compliance Level</p>	<p>Correction Plan (if applicable)</p>
<p>The district has a procedure for providing immediate notification to the parents of a victim of bullying or harassment and the parents of the perpetrator of an act of bullying or harassment, as well as notification to all local agencies where criminal charges may be pursued against the perpetrator. <i>Florida Statute 1006.147(4)(i)</i></p> <p>The district has a procedure for regularly reporting to a victim's parents the actions taken to protect the victim. <i>Florida Statute 1006.147(4)(m)</i></p>	<p><input checked="" type="checkbox"/> In-Compliance</p> <p><input type="checkbox"/> Out-of-Compliance</p> <p>Student Discipline Referral PBSD 0279 <i>Code of Student Conduct</i> <i>Student Safety Plan</i> <i>Student Stay Away Agreement</i></p> <p><i>School Police Report</i></p>	<p>Description:</p> <p>Date of completion:</p>
<p>Compliance Item #4</p>	<p>Compliance Level</p>	<p>Correction Plan (if applicable)</p>
<p>The district has a procedure to refer victims and perpetrators of bullying or harassment for counseling. <i>Florida Statute 1006.147(4)(j)</i></p>	<p><input checked="" type="checkbox"/> In-Compliance</p> <p><input type="checkbox"/> Out-of-Compliance</p>	<p>Description:</p> <p>Date of completion:</p>

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	<p><i>School Based Team (SBT)</i> <i>Initial Referral</i> PBSD 2106</p> <p><i>Parental Consent for Counseling</i> PBSD 2487</p>	
Compliance Item #5	Compliance Level	Correction Plan (if applicable)
<p>The district has a procedure for including incidents of bullying or harassment in the school's report of data concerning school safety and discipline required under s. 1006.09(6). The report must include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. The report must include in a separate section each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this section with recommendations regarding such incidents. The Department of Education shall aggregate information contained in the reports. <i>Florida Statute 1006.147(4)(k)</i></p>	<p><input checked="" type="checkbox"/> In-Compliance <input type="checkbox"/> Out-of-Compliance</p> <p>Student Discipline Referral PBSD 0279</p> <p>Discipline Dashboard</p> <p>TERMS SESIR Reports</p> <p>School Police Reports</p>	<p>Description:</p> <p>Date of completion:</p>
Compliance Item #6	Compliance Level	Correction Plan (if applicable)
<p>The district has a procedure for providing instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying or harassment. <i>Florida Statute 1006.147(4)(l)</i></p>	<p><input checked="" type="checkbox"/> In-Compliance <input type="checkbox"/> Out-of-Compliance</p> <p><i>Bullying Awareness and Intervention</i> website</p> <p><i>The Education Network (TEN)</i></p> <p>TRAINU</p> <p><i>Edline</i></p> <p><i>District Vodcast</i></p>	<p>Description:</p> <p>Date of completion:</p>

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	<p><i>Student County Council</i> <i>Parent County Council –</i> <i>Parent University</i></p> <p>Safe and Drug Free Schools Advisory Committee</p> <p>Community Outreach</p> <p>PTA Website</p>	
Compliance Item #7	Compliance Level	Correction Plan (if applicable)
<p>The district has a procedure for publicizing the policy, which must include its publication in the code of student conduct required under s. 1006.07(2) and in all employee handbooks. <i>Florida Statute 1006.147(4)(n)</i></p>	<p><input checked="" type="checkbox"/> In-Compliance <input type="checkbox"/> Out-of-Compliance</p> <p>School Board Public Notice and Readings</p> <p><i>District Bulletins</i></p> <p><i>Code of</i> <i>Student Conduct</i></p> <p><i>Student and Family</i> <i>Handbook</i> PBSB 1901</p> <p><i>Bullying Awareness and</i> <i>Intervention Website</i></p> <p>CAO Monthly Meetings</p>	<p>Description:</p> <p>Date of completion:</p>

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	Department of Public Affairs Alerts Single Schools Culture Stakeholders email	
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Optional
<p>We, in the Department of Single School Culture Initiatives, have aligned our bullying prevention efforts with local and state policy requirements, District initiatives, and to national anti-bullying campaigns. We have developed a website with resources that address our District’s broader mission to improve school and workplace climate for all employees and students. In alignment with our District’s <i>School-wide Positive Behavior Support (PBS)</i> mandate, the website organizes resources using the Multi-Tiered System of Supports (MTSS) approach by providing:1) templates and scripts which promote ethical expectations; 2) models for procedures that are aligned with policy; and 3) effective prevention/intervention strategies that are supported by evidence-based practices and programs for specific stakeholders, District and school-wide leadership, classroom teachers, support staff, individual students and parent and community. This site will serve to maintain a District–wide focus to prevent and/or reduce the issues that lead to bullying and violence</p>

Name of District Bullying Contact (Print)

Signature and Date

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