

Checklist for school compliance of Florida Statute 1006.147 Prohibiting Bullying and/or Harassment

<p>1. A procedure for reporting an incident of bullying is in place.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Posters on reporting incidents are displayed. <input type="checkbox"/> Forms are readily available in the front office and other designated areas. <input type="checkbox"/> Drop boxes are located in designated areas of the school for anonymous reporting.
<p>2. Required steps during the investigation procedures.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All reports received (by form, verbal, online, anonymous) are investigated promptly. <input type="checkbox"/> Parents of all students are notified as soon as possible after an investigation of the incident has been initiated (by letter, email, documented phone call, or conference). <input type="checkbox"/> Investigation procedures and collection of facts follow the Gulf County School District Policy for Prohibiting Bullying and/or Harassment. <input type="checkbox"/> Law enforcement informed if incident is determined to be a criminal act. <input type="checkbox"/> Parents of all students are informed of outcome of the investigation (by letter, email, documented phone call, or conference) consistent with FERPA provisions. <input type="checkbox"/> Final Report Form is completed within 10 days for every incident received and investigated.
<p>3. Consequences to Perpetrators.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Student receives appropriate consequences as outlined by the Student Code of Conduct. Substantiated bullying incidents are Level III incidents.
<p>4. Procedures for regularly reporting to victim's parents including actions taken to protect the victim.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> After an investigation, parents are contacted (by letter, email, documented phone call, or conference) of all recommended actions in place for the victim for both substantiated and unsubstantiated incidents. <input type="checkbox"/> Safety Plan in place for substantiated incidents and recommended for unsubstantiated incidents. <input type="checkbox"/> Referral of Counseling is provided to both victim and perpetrator if deemed appropriate.
<p>5. Data Reporting Compliance.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Final Investigation Report Form is completed to meet statute requirements for a final written report and end of year compliance reporting to the state. <input type="checkbox"/> Schools report in the district discipline system both substantiated and unsubstantiated incidents including basis of incident if it was gender, race or disability related.
<p>6. Publicize the Policy, Curriculum Integration, and Annual Staff Training.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Process in place at school to publicize and discuss the policy to students and parents. (ex. tip sheet, in newsletter, Alert Now, posters, presentations). <input type="checkbox"/> Bullying prevention education is integrated within the school curriculum. <input type="checkbox"/> School-based staff view PowerPoint presentation on INSIDE SJCS D by end September each school year. <input type="checkbox"/> Bullying prevention information available to parents/guardians.