

Title IV
Safe and Drug Free Schools
And Communities Program
2018-2019

Khristy Hulin, Coordinator

**TITLE IV
SAFE AND DRUG FREE SCHOOLS
AND COMMUNITIES PROGRAM**

Table of Contents

Calendar of Events and Deadlines.....3

Student Drug Education Guidelines.....5

Student Drug Education Plan of Action6

Teacher Drug Education Log.....7

Anti-Smoking Class Schedule.....8

Employee Alcohol/Drug Free Workplace Policy.....9

Employee Nonsmoking Policy.....10

Employee Nonsmoking Policy/Alcohol/Drug Policy Signature Page 11

Employee Drug Education Guidelines..... 12

Employee Drug Education Plan of Action13

Student Assistance Team Information.....14

Student Assistance Team Form15

Act 219 Suicide Prevention Plan of Action 16

Crisis Response Team Information.....17

Crisis Response Plan Update Form18

Crisis Response Team Form.....19

Crisis Response Accountability Form.....20

Crisis Response/Safety Committee Form.....23

Crisis Response/Safety Committee Meeting Dates.....24

Act 136 School Level Documentation form.....25

Employee Bullying Professional Development Plan of Action form.....26

Title IV
Safe and Drug Free Schools and Communities Program
2018-2019

Calendar of Events and Deadlines

August 31, 2018 (Items due-see included forms)

- . Student Drug Education Plan of Action
- . Employee Alcohol/Drug Free Workplace Policy/ Nonsmoking Policy Sign Sheet(s)
- . Employee Drug Education Plan of Action
- . Student Assistance Team Membership Form
- . Crisis Response Team Membership Form
- . Safety/Crisis Response Committee Member Form
- . Suicide Awareness Week Activities List
- . PBIS Team List
- . PBIS Action Plan for 2018-2019
- . BESE Model Master Plan for Discipline Update
- . Act 219 Plan of Action (approved 2hr training)
- . Red Ribbon Week Activities List
- . Bulling Professional Development Plan of Action
- . School Crisis Response Staff PD
- . Plan for Act 136 PD
- . Plan for two school initiated lockdown drills

September 9-15th, 2018

Suicide Awareness Week

September 7th, 2018

- . Crisis Plan Updates **Completed (Item Due)**
(School Crisis Plan Binder Completed and Central Office Electronic Copy Uploaded to J: Drive)

October 21st-27th, 2018

- . Red Ribbon Week; Theme- "Life is a Journey, Travel Drug Free"

December 31, 2018

- . St. Martin Parish School Board employees must have received one (1) hour of drug education.

May 3, 2019

- . All student drug education through scientific research based curriculum(s) must be completed. (Life Skills Training, Second Step, Too Good For Drugs & Violence)
- . Teacher Student Drug Education Log **(Items Due)**
- . Drug Awareness, Violence Prevention Activities List (Other than Red Ribbon Week)
- . Employee Drug Education Assurance Form, Student Drug Education Assurance Form, Crisis Response Plan Assurance Form must be signed, BESE Model Master Plan for Discipline Assurance Form, Act 219 Suicide Prevention Assurance Form **(Item Due)**
- . Act 136 documentation -Pre-Service, Ongoing, Intensive **(Item due)**



St. Martin Parish School Board

600 Corporate Blvd. Breaux Bridge Louisiana 70582

Telephone 337-394-6261
337-332-4501
337-232-2669
Fax 337-394-6387

LOTTIE BEEBE
SUPERINTENDENT

BURTON DUPUIS
PRESIDENT

RUSSEL FOTI
VICE-PRESIDENT

- DISTRICT 1
STEVE FUSELIER
- DISTRICT 2
WANDA VITAL
- DISTRICT 3
AARON FLEGENCE
- DISTRICT 4
JAMES BLANCHARD
- DISTRICT 5
RUSSEL FOTI
- DISTRICT 6
BURTON DUPUIS
- DISTRICT 7
RICHARD POTIER
- DISTRICT 8
FREDERIC STELLY
- DISTRICT 9
FLOYD KNOTT
- DISTRICT 10
MARK HEBERT

June 20, 2018

To: Principals

From: Khristy Hulin, Coordinator
Safe and Drug Free Schools and Communities

Topic: **Student Drug Education**

The State of Louisiana and the St. Martin Parish School Board mandate that all students in grades Pre K - 9 receive a minimum of sixteen (16) contact hours of drug education. All students in grades 10-12 must receive a minimum of eight (8) contact hours of drug education. **This must be accomplished by May 3, 2019.**

Drug education does not include school assemblies, plays, rallies, parades or other related activities. They must be instructional hours only. If videos are used, follow-up activities such as class discussion must be utilized. **All curriculum materials used must be research based. In grades 3-8 Life Skills Curriculum must be utilized. Grades 9-12 Too Good For Drugs and Violence must be utilized.**

Each teacher teaching drug education in grades 1-2 must have a copy of the federal **curriculum guide** that is to be utilized. If you are lacking guides please contact me so that copies can be forwarded immediately. Second Step Violence Prevention Curriculum will also meet this mandate due to drug prevention component.

You must submit to me by August 31, 2018 a written plan of action regarding the specifics of teaching drug education to your students. Attached is a form to assist you.

A second form is provided which is to be given to the teacher(s) that are responsible for implementing the drug education lessons to the students. They should document the day, lesson, length of time and curriculum used on this form through out the school year. The information on this form should match lessons written on their lesson plans through OnCourse. Teachers are responsible to turn this into the Principals at the end of the school year. I am asking that you keep a copy for yourself and forward a copy to me by May 3, 2019.

If you have any questions please feel free to contact me. Thank you for your continued support of the Safe and Drug Free Schools Program.

STUDENT DRUG EDUCATION
PLAN OF ACTION

ST. MARTIN PARISH SCHOOL BOARD
SAFE AND DRUG FREE SCHOOLS PROGRAM
2018-2019

SCHOOL _____

DATE _____

PRINCIPAL
SIGNATURE _____

1. Who will teach drug education at each grade level?

Be specific (PE teachers, regular classroom teachers, English teacher, Etc.)

- Pre K _____
- K _____
- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____

2. What drug education teaching materials will be utilized?

(Check all that apply)

- _____ Federal Drug Education Curriculum Guide
- _____ State Drug Education Curriculum Guide
- _____ DARE Drug Education Curriculum Guide (Grade 6)
- _____ **Life Skills Curriculum (Grades 3-9)***
- _____ **Second Step Violence Prevention Curriculum (PreK- 8)***
- _____ **Too Good for Drugs and Violence (Grades 9-12)***
- _____ Videos/teaching aids from drug education program
- _____ Other (Please specify) _____

*** Denotes mandatory scientifically research based curriculums that must be utilized.**

Due: May 3, 2019

Teacher Drug Education Log

School _____

Teacher _____

Date	Lesson	Curriculum (Must include Second Step, Life Skills or Too Good For Drugs)	Length (Time)

**ANTI-SMOKING CLASS SCHEDULE
ST. MARTIN PARISH SCHOOL BOARD
TITLE IV SAFE AND DRUG FREE SCHOOLS PROGRAM
2018-2019**

***If funding is available.

Instructor: Earl Dundas, LPN

Time: 5:00 P.M. - 7:00 P.M.

Dates: Wednesday, October 24, 2018
March 27, 2019
May 8, 2019

Place: Juvenile Continuing Education Program (JCEP)
1120 S. Martin Luther King Jr. Dr.
St. Martinville, La. 70582

***Location will change once construction at JCEP begins. TBA at a later time

Contact Person: Khristy Hulin, Coordinator
Title IV Safe and Drug Free Schools
337-332-2105 Ext. 2836

ST. MARTIN PARISH SCHOOL BOARD

EMPLOYEE ALCOHOL AND DRUG FREE WORKPLACE POLICY

The St. Martin Parish School System is committed to providing a drug-free workplace for its employees and all students within its authority. Toward that end, the following policy statement is made and will govern all workplaces operated by the system.

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace operated by the St. Martin Parish School System, any controlled substance or alcohol as defined in schedule I-V of section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1308.11 through 1305.15: and/or any substances listed in schedule I-V of the Uniform Controlled Dangerous Substances Law of Louisiana at La. R.S. 40:961. et seq. Violation of this prohibition will result in disciplinary action as specified hereafter.

Upon the official charge of a violation of an employee with regard to manufacturing, distribution, dispensing, possession, or use of a controlled substance or alcohol in the workplace, the superintendent or a designee shall immediately conduct a complete investigation into the matter. During this investigation, the employee may be suspended. If the investigation determines that the employee is guilty of the charge, the superintendent shall recommend termination or other appropriate disciplinary action against the employee pending school board action on such recommendation. Nothing in this policy shall be construed as to deny any employee the right to due process under the law.

As a condition of employment, each employee shall notify the superintendent of his or her conviction or any criminal drug statute for violation occurring in the workplace no later than five (5) days after such conviction.

The St. Martin Parish School Board is committed to the establishment of an alcohol and drug free awareness program and toward that end, its employees will be informed about:

1. The dangers of alcohol and other drugs in the workplace;
2. Board policy of maintaining an alcohol/drug-free workplace;
3. Drug counseling, rehabilitation, and assistance and referral programs which are available locally; and
4. The penalties provided under this policy and under the provisions of the Louisiana Child Protection Act.

The St. Martin Parish School System shall in good faith make every effort to Continue to maintain an alcohol/drug-free workplace through the implementation of this policy.

Definition:

1. Controlled substance is any substance listed I Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 821), and as further defined by Regulation Act 21 CFR 1300.11 through 1300.15: and/or any substance listed in schedule I-V of the Uniform Controlled Dangerous Substance Law of Louisiana at La R.S. 40:961. et. Seq.
2. Conviction is a finding of guilt (including a place of nole contendere) or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
3. "Workplace" is defined as the site for the performance of work done in connection with any activity under the authority of the St. Martin Parish School Board. That includes any school building or other school premises and school owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities, off-school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction or the school board.
4. Official Charge refers to a charge brought by an official of the St. Martin Parish School Board to include, but not limited to the superintendent, central office staff member, principal, assistant principal, or law enforcement official.

NONSMOKING POLICY
ST. MARTIN PARISH SCHOOL BOARD

The St. Martin Parish School Board is dedicated to providing a healthy, productive environment for students, employees, parents and visitors. Moreover, the Board desires to discourage the use by its students of any harmful substance or drug.

Therefore, it is the policy of the St. Martin Parish School Board that smoking is hereby banned from all schools, administrative buildings and school buses owned or operated by the St. Martin Parish School Board. Signs shall be posted for employees and visitors at or near the entrance doors of all school and administrative buildings and on all school buses to indicate there is to be no smoking. Smoking is herein defined as the carrying or use of a lighted cigarette, cigar, pipe or any other lighted tobacco product. The use of smokeless tobacco and the use of the unlighted tobacco products are also prohibited.

Any violation of this policy by an employee of the St. Martin Parish School Board shall, in the first offense, be issued a written warning with a copy placed in his/her personnel file. Further violations shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures.

Visitors found in violation shall be asked to refrain from usage. If the individual fails to comply with the request, the principal shall make a decision on further action, which may include a directive to leave the property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering the school board property for a specified period of time.

This policy is not intended to supplant current policies, which prohibit the use/or possession of tobacco, by students.

EFFECTIVE DATE: 1-1-92



St. Martin Parish School Board

600 Corporate Blvd. Breaux Bridge Louisiana 70582

Telephone 337-394-6261
337-332-4501
337-232-2669
Fax 337-394-6387

June 20, 2018

LOTTIE BEEBE
SUPERINTENDENT

BURTON DUPUIS
PRESIDENT

RUSSEL FOTI
VICE-PRESIDENT

From: Khristy Hulin, Coordinator
Safe and Drug Free Schools and Communities

Topic: **Employee Drug Education**

• DISTRICT 1
STEVE FUSELIER

• DISTRICT 2
WANDA BABIN

• DISTRICT 3
AARON FLEGENCE

• DISTRICT 4
JAMES BLANCHARD

• DISTRICT 5
RUSSEL FOTI

• DISTRICT 6
BURTON DUPUIS

• DISTRICT 7
RICHARD POTIER

• DISTRICT 8
FREDERIC STELLY

• DISTRICT 9
FLOYD KNOTT

• DISTRICT 10
MARK HEBERT

The State of Louisiana and the St. Martin Parish School Board mandate that all employees receive a minimum of one (1) hour of drug education each school year. **This must be accomplished by December 2018.**

Topics may include drug education/prevention, dysfunctional families, gang/violence, child abuse, and other related topics. There are a wide variety of individuals in and out-of-parish that can provide such services to you at no cost. They include juvenile officers with the sheriff's department, local treatment center personnel and child protection personnel. You will need to contact them directly.

All employees include teachers, aides, cafeteria workers, bus drivers, administrators, janitors, secretary, counselor and other clerical persons. **You need to submit to me by August 31, 2018 a written plan of action regarding the above. Attached is a form to assist you. Once completed, please send agenda, and sign in sheet.**

If you have any questions or need any assistance please feel free to contact me.

EMPLOYEE DRUG EDUCATION PLAN OF ACTION
ST. MARTIN PARISH SCHOOL BOARD
SAFE AND DRUG FREE SCHOOLS PROGRAM
2018-2019

SCHOOL _____

DATE _____ PRINCIPAL SIGNATURE _____

1. When will the one hour of drug education for employees take place? (DATE)

- _____ Teachers
- _____ Administrators
- _____ Teacher Aides
- _____ Bus Drivers
- _____ Counselor
- _____ Janitors
- _____ Secretary
- _____ Cafeteria Workers
- _____ Other (Health Center Personnel, JCEP, PAC, Etc.)

2. Who will conduct the training(s)? (Sign-In Sheets Must Be Utilized)

Name _____

Position _____

Agency _____

3. What will be the topic of the workshop?

4. What make-up plan do you have in place for those not in attendance on the workshop date scheduled?



St. Martin Parish School Board

600 Corporate Blvd. Breaux Bridge Louisiana 70582

Telephone 337-394-6261
337-332-4501
337-232-2669
Fax 337-394-6387

June 20, 2018

LOTTIE BEEBE
SUPERINTENDENT

BURTON DUPUIS
PRESIDENT

RUSSEL FOTI
VICE-PRESIDENT

To: Principals

From: Khristy Hulin, Coordinator
Safe and Drug Free Schools and Communities

Topic: **Student Assistance Team**

- DISTRICT 1
STEVE FUSELIER
- DISTRICT 2
WANDA BABIN
- DISTRICT 3
AARON FLEGENCE
- DISTRICT 4
JAMES BLANCHARD
- DISTRICT 5
RUSSEL FOTI
- DISTRICT 6
BURTON DUPUIS
- DISTRICT 7
RICHARD POTIER
- DISTRICT 8
FREDERIC STELLY
- DISTRICT 9
FLOYD KNOTT
- DISTRICT 10
MARK HEBERT

Each school needs to have a Student Assistance Team whose main purpose is to create and implement alcohol/drug, violence and gang free programs that will directly impact the children, teachers and parents. All schools have teams in existence that have received extensive training. Some of you may need to reorganize your teams, create new teams or reactivate old teams. Attached is a form to assist you.

I would like to meet with you, your school counselor, and your SAT team leader to discuss your school alcohol/drug problems, gang problems and violence problems. The major focus of the meeting will be to examine solutions to problems your students may be having.

The alcohol/drug problem is not going away. Alcohol is the number one drug of our young people in America today. Violence is increasing as crime statistics demonstrate to us all. Education and counseling are the main solutions to the above problems for children.

I look forward to working with you on prevention programs for the coming school term.

Thank you for your continued support.

Due: August 31, 2018
To: Khristy Hulin, Coordinator
Safe and Drug Free Schools

STUDENT ASSISTANCE TEAM

2018-2019

SCHOOL _____

TEAM LEADER _____

TEAM MEMBERS

Teacher _____

Teacher _____

Counselor/Interventionist _____

Paraprofessional _____

Administrator _____

Parent _____

Student (Junior/Senior High Only) _____

**Act 219 Employee Suicide Prevention
PLAN OF ACTION**

**ST. MARTIN PARISH SCHOOL BOARD
SAFE AND DRUG FREE SCHOOLS PROGRAM
2018-2019**

SCHOOL _____

DATE _____

PRINCIPAL SIGNATURE _____

1. When will the two hour suicide prevention training for employees take place? (DATE)

- _____ Teachers
- _____ Administrators
- _____ Teacher Aides
- _____ Bus Drivers
- _____ Counselor
- _____ Janitors
- _____ Secretary
- _____ Cafeteria Workers
- _____ Other (Health Center Personnel, JCEP, PAC, Etc.)

2. Who will conduct the training(s)? (Sign-In Sheets must be utilized—turned in to SDFSC)

Name _____

Position _____

Agency _____

3. Which approved suicide prevention presentation will be utilized?

4. What make-up plan do you have in place for those not in attendance on the workshop date scheduled?



St. Martin Parish School Board

600 Corporate Blvd. Breaux Bridge Louisiana 70582

Telephone 337-394-6261
337-332-4501
337-232-2669
Fax 337-394-6387

June 20, 2018

To: Principals

LOTTIE BEEBE
SUPERINTENDENT

BURTON DUPUIS
PRESIDENT

RUSSEL FOTI
VICE-PRESIDENT

From: Khristy Hulin, Coordinator
Safe and Drug Free Schools and Communities

Topic: **Crisis Response Team**

- DISTRICT 1
STEVE FUSELIER
- DISTRICT 2
WANDA BABIN
- DISTRICT 3
AARON FLEGENCE
- DISTRICT 4
JAMES BLANCHARD
- DISTRICT 5
RUSSEL FOTI
- DISTRICT 6
BURTON DUPUIS
- DISTRICT 7
RICHARD POTIER
- DISTRICT 8
FREDERIC STELLY
- DISTRICT 9
FLOYD KNOTT
- DISTRICT 10
MARK HEBERT

The State of Louisiana and the St. Martin Parish School Board mandate that all schools develop a crisis response team. This team will be chosen by the principal to work collaboratively with other area teams, Mr. Wiltz and myself in forming crisis response plans. **The selection of team members must be completed by August 31, 2018.**

Each school is responsible for completing Crisis Plan updates by September 7, 2018. All updates/changes to plans must be completed in Crisis Binders and uploaded electronically to your school's Crisis Folder in the J: Drive by this date.

Each teacher must be informed of the crisis response plan and their duties and responsibilities in relation to the plan. Each teacher must be provided a written explanation of the school's crisis plan and an explanation of their duties. Each school is responsible for setting up routine safety drills such as fire, weather and school evacuation. Lock down procedures need to be practiced four times a year, 2 in the classroom and 2 in the cafeteria. All practice drills must be documented and kept on file in the Crisis Response Plan Binder.

Drill scenarios will be created by the Safety/Crisis Response Committee and will seek approval from the Superintendent prior to implementation.

More information will be provided once Crisis Response/Safety Committee has been selected. If you have any questions please feel free to contact me. Thank you for your continued support of the safe and drug free schools program. I look forward to working with you and your school personnel.

Due: September 7, 2018

CRISIS RESPONSE PLAN UPDATE

Updates/Changes (Other changes may be necessary and will vary with each plan. Please list any additional changes.)	place check if changes were not needed	Date	Principal Signature
Teacher(s)/ Staff Inserviced on Crisis Plan			
Personnel Information (phone numbers, contacts, address, medicine (optional))			
Crisis Response Team Job Assignments/Duties			
Special Training of Personnel			
Bus Driver phone list			
Staff phone tree			
Substitute Information Sheets			
Itinerant teacher list			
School Map			
check supplies for each site			
student alpha list			
student evacuation assistance form			
schedule routine practice drills (fire, evacuation, lock down)			
any procedural changes should be rewritten List:			
Contact owners of locations that have agreed to allow us to use their facility to reestablish communication and agreement.			
School Crisis Response Team			
All changes have been supplied to Khristy Hulin to place in copy of Crisis Response Plan			

Due: August 31, 2018
To: Khristy Hulin, Coordinator
Safe and Drug Free Schools

Crisis Response Team

2018-2019

School _____

Team Leader _____

Team Members _____

The principal, assistant principal(s), curriculum coordinator, interventionist, librarian, teacher knowledgeable about first aid/CPR, teacher, counselor, secretary, custodian, food service manager, school resource officer may all serve as members of the team. All team members must be present full time at the school.

Due August 31, 2018

**ST. MARTIN PARISH SCHOOL BOARD
CRISIS RESPONSE PLAN
FACULTY/STAFF
ACCOUNTABILITY FORM
2018-2019**

SCHOOL: _____ PRINCIPAL: _____

DATE OF CRISIS RESPONSE PLAN FACULTY/STAFF OVERVIEW _____

DESCRIBE INFORMATION TO BE PRESENTED: _____

LIST MATERIAL DISTRIBUTED: _____

(UPON COMPLETION SEND SIGN IN SHEET AND AGENDA)

LIST CRISIS COMMITTEE TEAM MEETING DATES/TIMES: _____

LIST PLAN FOR FACULTY/STAFF REVIEWS: _____

(UPON COMPLETION OF MEETING: SEND SIGN IN SHEET AND AGENDA)

DESCRIBE PLAN FOR SUBSTITUTE TRAINING IN CRISIS RESPONSE FOR YOUR SCHOOL:

**ST. MARTIN PARISH SCHOOL BOARD
CRISIS RESPONSE PLAN
CRISIS TEAM
ACCOUNTABILITY FORM
2018-2019**

CRISIS RESPONSE TEAM MEETING DATES: _____

CRISIS TEAM RECEIVED LIST OF DUTIES/RESPONSIBILITIES: _____

CRISIS TEAM KNOWS WHERE SUPPLIES/BINDER IS LOCATED: _____

SUPPLY INVENTORY COMPLETED/STOCKED: _____

STUDENT ALPHA LIST UPDATE (6 WEEKS): _____
(MEDICAL TRIAGE, PARENT CHECKOUT SITE)

CONTACTED OFF CAMPUS SITES: _____

TEACHERS HAVE COPIES OF PHONE TREE: _____

SCHOOL BINDER UPDATED: _____

SMPSB PARISH BINDER UPDATED: _____

FACULTY OVERVIEW: _____

SUBSTITUTE OVERVIEW: _____

PARENT OVERVIEW: _____

SITE ASSESSMENT: _____

OTHER: _____

OTHER: _____

CRISIS RESPONSE/ SAFETY COMMITTEE

Each school will have a representative serve on the Crisis Response /Safety Committee along with other representation from food service, transportation, SRO's, Central Staff Crisis Response Team and local agencies. The committee will be responsible for reviewing the Parish Crisis Response Policy. The committee representative will be responsible for providing principal/faculty/staff information discussed/changes made in regards to crisis response at the committee meetings. The committee representatives are expected to bring concerns from schools in regards to safety/crisis response to the committee meetings for discussion. The committee will also be responsible for creating drill scenarios that will be practiced at the school by engaging in "Table Top" Exercises. This will enable our parish to engage in safe and effective crisis exercises at the school level. More information will be given at a later time. Please submit the representative from your school by August 31, 2018.

School _____

Representative _____

Planning Period _____

**CRISIS RESPONSE/SAFETY COMMITTEE
MEETING DATES
2018-2019**

DATE: Friday, Aug 3, 2018 (Secretaries/Asst. Principals)
Thursday, Sept. 14, 2018 (Medical Triage)
Wednesday, September 21, 2018 (Team Leaders/New Team Members)
Thursday, October 17, 2018 (Team Leaders/Emergency Agencies-Policy
Review)

Time: 1:00 P.M. to 3:00 P.M.

Place: Dept. of Administration Building's Board Room
625 Corporate Blvd.
Breaux Bridge, La. 70582

ST. MARTIN PARISH SCHOOL BOARD
Act 136
SCHOOL LEVEL DOCUMENTATION FORM
2018-2019

A form must be completed for every training.

School: _____

Name of Training: _____

Please circle one: Pre-Service (Novice teachers or teachers new to the district)

On-going (Training may only cover a few components of Act 136)

Intensive (Training specifically designed to address the needs of the teachers based on surveys, feedback, walk-throughs, etc that offers additional support)

Give a brief description of the training content. _____

List the method used to deliver the training (ex; webinar, PD360, face to face training) _____

What date did the training occur? _____

If training was assigned, what was the completion date? _____

Who delivered the training? _____

How many people participated in the training? _____

What time did the training start? _____

What time did the training end? _____

Name the location the training was held. _____

Any additional comments: _____

**EMPLOYEE BULLYING PROFESSIONAL DEVELOPMENT
PLAN OF ACTION**

**ST. MARTIN PARISH SCHOOL BOARD
SAFE AND DRUG FREE SCHOOLS PROGRAM
2018-2019**

SCHOOL _____

DATE _____

PRINCIPAL SIGNATURE _____

- 1. When will the two hour bullying prevention training for all employees take place?
When will the additional two hour bullying prevention training for new employees take place?
DATE(s)**

_____ Teachers
_____ Administrators
_____ Teacher Aides
_____ Bus Drivers
_____ Counselor
_____ Janitors
_____ Secretary
_____ Cafeteria Workers
_____ Other (Health Center Personnel, JCEP, PAC, Etc.)

- 2. Who will conduct the training(s)? (Sign-In Sheets must be utilized—turned in to SDFSC)**

Name _____

Position _____

Agency _____

- 3. Which approved bullying prevention presentation will be utilized?**

- 4. What make-up plan do you have in place for those not in attendance on the workshop date scheduled?**
