

Related School Board Policy Number: 7-3.2

S. Reg 7-3.2 Bullying Prevention Programs and Investigations

Background: The school division has bullying prevention programs in all schools. When bullying occurs appropriate disciplinary action and counseling are provided to the students involved. Information related to discipline for bullying is contained in the Code of Student Conduct. The school division has a Bullying Prevention Coordinator in place to ensure that efforts are made to coordinate bullying prevention programs and to track data related to bullying.

Process/Procedures:

The bullying prevention coordinator oversees program planning and implementation that includes: (1) annual training for faculty, staff and students on how to prevent and identify bullying, how to report suspected bullying, and how to take developmentally appropriate steps to intervene with bullying; (2) procedures for receiving, reporting and investigating complaints; (3) parental involvement.

Students, parents and staff are encouraged to report bullying incidents to school based administrators. When reporting such incidents they are to complete a Bullying Incident Report which should be submitted to the appropriate school building administrator. Once the incident is reported, a building administrator will complete a Bullying Incident Investigation Form. The principal or designee will notify the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.

A copy of the completed Bullying Incident Investigation Form should be submitted to the Bullying Prevention Coordinator and the principal if he or she was not the investigator. Note the form may contain information about multiple students so may not be shared with students and parents.

The Bullying Prevention Coordinator will hold at least one Bullying Prevention Committee meeting annually to discuss changes needed to the bullying prevention program in the schools. Data collected from the investigation forms will assist in decision making about bullying prevention programming.

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Attachments/Links: [PCPS Bullying Report Form](#) , [PCPS Bullying Investigation Form](#)

Legal Reference: VA Code 22.1-279.6

Approval: Jennifer B. Parish, Ed.D., Superintendent