**School Employee Training Overview**

**School Corporation Employee Training on School Policy**

One of the key components of P.L 285-2013 is for school administrators to train all employees and volunteers who have ongoing contact with students regarding the school corporation's bully prevention and intervention policy. The legislation states:

**Sec. 34.2. A school corporation shall provide training to the school corporation's employees and volunteers who have direct, ongoing contact with students concerning the school's bullying prevention and reporting policy adopted under IC 20-33-8-13.5.**

It is important for school employees and volunteers to understand accurate definitions of bullying and school procedures, timetables and expectations for the in-school reporting of observed bullying incidents. Increased employee and volunteer awareness will allow for compliance with the section of P.L 285-2013 that calls for school policy to include:

**Sec. 13.5(iv) timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary**

 **Sec. 13.5(v) discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident**

Additionally, research has shown that a trained and committed school staff is a key component to any effective comprehensive bully prevention and intervention program. Listed below and on the Staff Training Webpage is information to assist you in the training of employees and volunteers. Each overview provides some insight regarding various sub groups of the school staff.

Staff Training Tools offer separate PowerPoint presentations and can be found on the [Staff Training webpage](http://www.doe.in.gov/student-services/bullying-staff-training).

School Corporation Employee Training on School Policy

This PowerPoint helps explain components of a bully prevention and intervention policy. Please note: **the PowerPoint can and should be customized prior to presentation to include the specifics of your school corporation's policy.**

School Corporation Employee Training on Bully Prevention and Intervention

This PowerPoint focuses on bully prevention and intervention strategies for each sub group. This PowerPoint may also be customized to meet the needs of your school.

Each PowerPoint includes talking points in the notes section of the presentation.