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To: All Staff

From: Charity Buller, Routing & Scheduling Analyst

CC: Damon Evans, Transportation Director

Brad Duhon, Transportation Assistant Director

RE: Bullying Survey

If you have taken the Bullying Prevention & Intervention Course in the past you will need to complete the 2 Hour Refresher Course Bullying Module. New employees will need to do the 4 hour training.

Bullying Prevention & Intervention Training Link:

<http://www.lpssonline.com/bullying>

New Employees:

View Modules #1 through 7 and complete the survey at the end. Once you have completed the survey, you must complete the acknowledgement form. Print the form, sign your name, and fax or submit to the Transportation Department.

All Other Employees: (everyone who completed the 4 Hour Bullying Training.)

*Read through the 2 Hour Refresher Course Bullying Module, click on the 2 Hour Bullying Refresher Course Survey. Fill in the information requested and print the form. **You will not be able to go back to this screen so make sure you print before you click done.** If you forget you might have to use a different computer and log in again. I attached an example of what the form looks like. Submit the completed form to the Transportation Department.*

*** 1. Employment Classification**

- School Administrator
- Teacher
- Counselor
- Social Worker
- Paraprofessional
- School Support Staff (clerical, custodial, cafeteria, etc)
- District Administrator/Supervisor
- Central Office Staff
- Substitute Employee
- Other

*** 2. Name**

*** 3. School**

*** 4. School District**

*** 5. Email Address**

*** 6. What did you like most about the presentation?**

Done