

## School-wide Bullying Prevention & Intervention Implementation Check-list (SY 2011-2012)

### PLAN

1. Gather your team of stakeholders who are committed to addressing bullying & harassment in your school. Identify team lead or 'go-to' for school programming support and district contact
2. Gather data:
  - a. Look at discipline data for bullying infractions (quantitative); evaluate for patterns including age, grade, location, time, issues of concern
  - b. Gather stories from students, staff and families about situations that have been reported but not recorded (qualitative)
  - c. Look at what is already happening in your building to prevent & address bullying
  - d. Look at what was done in the past—what worked, what didn't and why
  - e. Administer student, staff, and parent surveys on bullying
3. Get stakeholders (all staff, families, students, co-located services, community partners) all on same page through staff development, parent nights and introductory classroom sessions: district policies, educational law, common definitions, data sharing, myth-busting, first responses, best practices

### IMPLEMENT

4. Develop school-wide "no bullying " rules( *see sample below adapted from the Olweus Program\**):
  - a. We do not bully other students.
  - b. We help students who are bullied.
  - c. We include students who are left out.
  - d. We tell an adult at school and an adult at home when somebody is being bullied.
5. All staff need to be trained on the 4 A's of immediate response to a student who is being bullied: Affirm, Ask, Assess, Act
6. All staff need to be trained on the 4 R's of immediate response to a student who is bullying:
  - a. Recognize, Respond, Reduce, Restore
7. Identify staff "go-to's" for bullying prevention interventions: insure best practices are in place to support individual students who may be the targets, the aggressors and the by-standers
  - a. Train coaches who will work with targets, aggressors, and bystanders
  - b. Identify (purchase and train on, if necessary) intervention curriculum
8. Respond to survey results: be sure to use data to guide implementation for areas of greatest concern—ex. increase active supervision in common difficult locations, focus on empowering bystanders in classroom of concern, be sure adjunct staff are included in training if issues are more prevalent in lunchroom, bus etc.
9. Implement a comprehensive social skills curriculum (MPS SSS supports Second Step E-8<sup>th</sup> grade). Additional lesson plans can be found on the SSS SEL moodle.
10. Implement additional activities like pledge cards, poster contests, student produced PSA's or other arts activities, peer to peer SEL education

### EVALUATE

11. Develop plan to regularly look at outcome and process data, annually survey students, staff and parents, and evaluate impact of implementations. Include means to measure fidelity of implementation (accountability) and plans on how to bring new students, staff and families up to speed on the building plans and commitments.
12. Remain committed to keeping efforts in place year round, year after year. Bullying & harassment prevention is about what we all do together every day.