

School Bullying Prevention and Education Grant Year 2 Timeline

Instructions

The School Bullying Prevention and Education Grant (BPEG) Year 2 Timeline is designed to support BPEG grantees in prioritizing grant responsibilities. In the second year of the grant, it would be beneficial to refer back to the BPEG Self-Assessment to ensure your school(s) is moving forward with the work of the grant. This timeline is meant to be a guide. Each school should consider where it is related to grant activities and if additional items should be added to their timeline.

District: _____

School: _____

Date: _____

August	
Bullying Prevention Committee (BPC)	
<input type="checkbox"/>	Hold first BPC meeting
<input type="checkbox"/>	Define roles, responsibilities, and norms for the BPC
<input type="checkbox"/>	Discuss membership attrition and additions
<input type="checkbox"/>	Calendar for meetings (at least monthly)
<input type="checkbox"/>	Review progress from last year and goals developed for current year
<input type="checkbox"/>	
School Climate and Culture	
<input type="checkbox"/>	Review/Define school-wide behavioral expectations
<input type="checkbox"/>	Post/review posted behavioral expectations in all school settings
<input type="checkbox"/>	Establish/review common responses to problem behaviors
<input type="checkbox"/>	Establish/review common area supervision staff's supervision techniques
<input type="checkbox"/>	
Bullying Prevention Curriculum	
<input type="checkbox"/>	Ensure that training of staff on the bullying prevention curriculum has been implemented or planned
<input type="checkbox"/>	Inform staff of the procedures for two-way communication with the BPC about implementation of the curriculum
<input type="checkbox"/>	Provide staff with an implementation schedule for the bullying prevention curriculum
<input type="checkbox"/>	Establish/review plan for measuring implementation fidelity
<input type="checkbox"/>	
Surveys and Data	
<input type="checkbox"/>	Establish/review procedures for the documentation of incidents of bullying for review at BPC meetings
<input type="checkbox"/>	Establish/review procedures for reporting results from annual survey to stakeholders
<input type="checkbox"/>	Consider additional strategies for increasing parent/guardian opt-in form signatures
<input type="checkbox"/>	
Family, School, and Community Partnering	
<input type="checkbox"/>	Develop/review procedures for informing parents and community members about bullying prevention efforts at beginning of the year school events
<input type="checkbox"/>	
Student Voice	
<input type="checkbox"/>	Develop process for student leadership to partner with adults for informing bullying prevention efforts, analyzing survey results, and partnering with staff to deliver bullying prevention best practices
<input type="checkbox"/>	Designate/Volunteer an adult leader to obtain student voice
<input type="checkbox"/>	
Bullying Prevention Policy	
<input type="checkbox"/>	Review with staff the district and school bullying prevention policy
<input type="checkbox"/>	

September	
Bullying Prevention Committee (BPC)	
<input type="checkbox"/>	Hold BPC meeting
<input type="checkbox"/>	Solidify BPC membership and meeting dates
<input type="checkbox"/>	Review problem-solving process and action planning
<input type="checkbox"/>	Monitor and review bullying prevention efforts
<input type="checkbox"/>	
School Climate and Culture	
<input type="checkbox"/>	Ensure procedures for supporting targets and perpetrators of bullying are in place
<input type="checkbox"/>	Ensure procedures and consequences for bullying behavior are in place
<input type="checkbox"/>	
Bullying Prevention Curriculum	
<input type="checkbox"/>	Ensure curriculum lessons are being implemented
<input type="checkbox"/>	Provide technical assistance for program implementation
<input type="checkbox"/>	Ensure new students and staff are oriented to the program
<input type="checkbox"/>	
Surveys and Data	
<input type="checkbox"/>	Ensure that incidents of bullying are systematically recorded to provide data for problem solving
<input type="checkbox"/>	Solicit and collect parent/guardian opt-in forms
<input type="checkbox"/>	
Family, School, and Community Partnering	
<input type="checkbox"/>	Ensure continued two-way communication between family, school, and community members
<input type="checkbox"/>	
Student Voice	
<input type="checkbox"/>	Review bullying prevention data with student leaders
<input type="checkbox"/>	Ensure students partner with staff to engage in bullying prevention best practices
<input type="checkbox"/>	
Bullying Prevention Policy	
<input type="checkbox"/>	Solicit stakeholders (e.g., teachers, families, students) for review of bullying policy
<input type="checkbox"/>	

October	
Bullying Prevention Committee (BPC)	
<input type="checkbox"/>	Hold BPC meeting
<input type="checkbox"/>	Review bullying incidents that have occurred since the start of the year
<input type="checkbox"/>	Problem solve and action plan implementation as appropriate
<input type="checkbox"/>	
School Climate and Culture	
<input type="checkbox"/>	Ensure continued review of behavioral expectations, support for bullying targets and perpetrators, and effective staff supervision
<input type="checkbox"/>	
Bullying Prevention Curriculum	
<input type="checkbox"/>	Ensure curriculum lessons are being implemented
<input type="checkbox"/>	Provide technical assistance for program as appropriate
<input type="checkbox"/>	Orient new students and staff to the curriculum
<input type="checkbox"/>	
Surveys and Data	
<input type="checkbox"/>	Ensure documentation of incidents of bullying are systematically recorded to provide data for problem solving
<input type="checkbox"/>	Solicit and collect parent/guardian opt-in forms
<input type="checkbox"/>	
Family, School, and Community Partnering	
<input type="checkbox"/>	Ensure continued two-way communication between family, school, and community members
<input type="checkbox"/>	
Student Voice	
<input type="checkbox"/>	Ensure students partner with staff to engage in bullying prevention best practices
<input type="checkbox"/>	
Bullying Prevention Policy	
<input type="checkbox"/>	Finalize stakeholders (e.g., teachers, families, students) for review of bullying policy
<input type="checkbox"/>	
Reports	
<input type="checkbox"/>	Implementation Coach Interim Report due October 6, 2017

November	
Bullying Prevention Committee (BPC)	
<input type="checkbox"/>	Hold BPC meeting
<input type="checkbox"/>	Review bullying incidents
<input type="checkbox"/>	Problem solve and action plan as appropriate
<input type="checkbox"/>	
School Climate and Culture	
<input type="checkbox"/>	Ensure use of positive reinforcement, support for bullying targets and perpetrators, and effective staff supervision
<input type="checkbox"/>	
Bullying Prevention Curriculum	
<input type="checkbox"/>	Ensure curriculum lessons are being implemented
<input type="checkbox"/>	Provide technical assistance for curriculum as appropriate
<input type="checkbox"/>	Orient new students and staff to the curriculum
<input type="checkbox"/>	
Surveys and Data	
<input type="checkbox"/>	Ensure documentation of incidents of bullying are systematically recorded to provide data for problem solving
<input type="checkbox"/>	Solicit and collect parent/guardian opt-in forms
<input type="checkbox"/>	
Family, School, and Community Partnering	
<input type="checkbox"/>	Ensure continued two-way communication between family, school, and community members
<input type="checkbox"/>	
Student Voice	
<input type="checkbox"/>	Ensure students partner with staff to engage in bullying prevention best practices
<input type="checkbox"/>	
Bullying Prevention Policy	
<input type="checkbox"/>	Schedule time to review bullying prevention policy with stakeholders
<input type="checkbox"/>	

December	
Bullying Prevention Committee (BPC)	
<input type="checkbox"/>	Hold BPC meeting
<input type="checkbox"/>	Review bullying incidents
<input type="checkbox"/>	Problem solve and action plan as appropriate
<input type="checkbox"/>	Update and complete BPEG Self-Assessment; Submit scores into Google Drive
<input type="checkbox"/>	
School Climate and Culture	
<input type="checkbox"/>	Ensure use of positive reinforcement, support for bullying targets and perpetrators, and effective staff supervision
<input type="checkbox"/>	
Bullying Prevention Curriculum	
<input type="checkbox"/>	Ensure curriculum lessons are being implemented
<input type="checkbox"/>	Provide technical assistance for curriculum as appropriate
<input type="checkbox"/>	Orient new students and staff to the curriculum
<input type="checkbox"/>	
Surveys and Data	
<input type="checkbox"/>	Ensure documentation of incidents of bullying are systematically recorded to provide data for problem solving
<input type="checkbox"/>	Solicit and collect parent/guardian opt-in forms
<input type="checkbox"/>	
Family, School, and Community Partnering	
<input type="checkbox"/>	Ensure continued two-way communication between family, school, and community members
<input type="checkbox"/>	
Student Voice	
<input type="checkbox"/>	Ensure students partner with staff to engage in bullying prevention best practices
<input type="checkbox"/>	
Bullying Prevention Policy	
<input type="checkbox"/>	Review bullying prevention policy with stakeholders
<input type="checkbox"/>	
Reports	
<input type="checkbox"/>	Interim Financial Report due December 1, 2017

January	
Bullying Prevention Committee (BPC)	
<input type="checkbox"/>	Hold BPC meeting
<input type="checkbox"/>	Review bullying incidents
<input type="checkbox"/>	Problem solve and action plan as appropriate
<input type="checkbox"/>	
School Climate and Culture	
<input type="checkbox"/>	Re-teach expected behaviors in specific settings
<input type="checkbox"/>	Ensure use of positive reinforcement, support for bullying targets and perpetrators, and effective staff supervision
<input type="checkbox"/>	
Bullying Prevention Curriculum	
<input type="checkbox"/>	Ensure curriculum lessons are being implemented and/or followed up on as appropriate
<input type="checkbox"/>	Provide technical assistance for curriculum as appropriate
<input type="checkbox"/>	Orient new students and staff to the curriculum
<input type="checkbox"/>	
Surveys and Data	
<input type="checkbox"/>	Ensure documentation of incidents of bullying are systematically recorded to provide data for problem solving
<input type="checkbox"/>	Solicit and collect parent/guardian opt-in forms
<input type="checkbox"/>	Schedule and develop process for annual survey
<input type="checkbox"/>	
Family, School, and Community Partnering	
<input type="checkbox"/>	Ensure continued two-way communication between family, school, and community members
<input type="checkbox"/>	
Student Voice	
<input type="checkbox"/>	Ensure students partner with staff to engage in bullying prevention best practices
<input type="checkbox"/>	
Bullying Prevention Policy	
<input type="checkbox"/>	Develop bullying prevention policy updates with stakeholders
<input type="checkbox"/>	
Reports	
<input type="checkbox"/>	Implementation Coach Interim Report due January 5, 2018

February	
Bullying Prevention Committee (BPC)	
<input type="checkbox"/>	Hold BPC meeting
<input type="checkbox"/>	Review bullying incidents
<input type="checkbox"/>	Problem solve and action plan as appropriate
<input type="checkbox"/>	
School Climate and Culture	
<input type="checkbox"/>	Ensure use of positive reinforcement, support for bullying targets and perpetrators, and effective staff supervision
<input type="checkbox"/>	
Bullying Prevention Curriculum	
<input type="checkbox"/>	Ensure curriculum lessons are being implemented and/or followed up on as appropriate
<input type="checkbox"/>	Provide technical assistance for curriculum as appropriate
<input type="checkbox"/>	Orient new students and staff to the curriculum
<input type="checkbox"/>	
Surveys and Data	
<input type="checkbox"/>	Ensure documentation of incidents of bullying are systematically recorded to provide data for problem solving
<input type="checkbox"/>	Solicit and collect parent/guardian opt-in forms
<input type="checkbox"/>	Communicate date and time for annual survey to stakeholders
<input type="checkbox"/>	
Family, School, and Community Partnering	
<input type="checkbox"/>	Ensure continued two-way communication between family, school, and community members
<input type="checkbox"/>	
Student Voice	
<input type="checkbox"/>	Ensure students partner with staff to engage in bullying prevention best practices
<input type="checkbox"/>	
Bullying Prevention Policy	
<input type="checkbox"/>	Develop bullying prevention policy updates with stakeholders
<input type="checkbox"/>	
Reports	
<input type="checkbox"/>	Interim Financial Report due February 28, 2018

March	
Bullying Prevention Committee (BPC)	
<input type="checkbox"/>	Hold BPC meeting
<input type="checkbox"/>	Review bullying incidents
<input type="checkbox"/>	Problem solve and action plan as appropriate
<input type="checkbox"/>	
School Climate and Culture	
<input type="checkbox"/>	Ensure use of positive reinforcement, support for bullying targets and perpetrators, and effective staff supervision
<input type="checkbox"/>	
Bullying Prevention Curriculum	
<input type="checkbox"/>	Curriculum lessons are being implemented and/or followed up on as appropriate
<input type="checkbox"/>	Provide technical assistance for curriculum as appropriate
<input type="checkbox"/>	Orient new students and staff to the curriculum
<input type="checkbox"/>	
Surveys and Data	
<input type="checkbox"/>	Ensure documentation of incidents of bullying are systematically recorded to provide data for problem solving
<input type="checkbox"/>	Solicit and collect parent/guardian opt-in forms
<input type="checkbox"/>	
Family, School, and Community Partnering	
<input type="checkbox"/>	Ensure continued two-way communication between family, school, and community members
<input type="checkbox"/>	
Student Voice	
<input type="checkbox"/>	Ensure students partner with staff to engage in bullying prevention best practices
<input type="checkbox"/>	
Bullying Prevention Policy	
<input type="checkbox"/>	Develop bullying prevention policy updates with stakeholders
<input type="checkbox"/>	
Reports	
<input type="checkbox"/>	Final budget revisions due to CDE no later than March 31, 2018

April

Bullying Prevention Committee (BPC)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Hold BPC meeting |
| <input type="checkbox"/> | Review bullying incidents |
| <input type="checkbox"/> | Problem solve and action plan as appropriate |
| <input type="checkbox"/> | |

School Climate and Culture

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Ensure use of positive reinforcement, support for bullying targets and perpetrators, and effective staff supervision |
| <input type="checkbox"/> | |

Bullying Prevention Curriculum

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Curriculum lessons are being implemented and/or followed up on as appropriate |
| <input type="checkbox"/> | Provide technical assistance for curriculum as appropriate |
| <input type="checkbox"/> | Orient new students and staff to the curriculum |
| <input type="checkbox"/> | |

Surveys and Data

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Ensure documentation of incidents of bullying are systematically recorded to provide data for problem solving |
| <input type="checkbox"/> | Solicit and collect parent/guardian opt-in forms |
| <input type="checkbox"/> | |

Family, School, and Community Partnering

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Ensure continued two-way communication between family, school, and community members |
| <input type="checkbox"/> | |

Student Voice

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Ensure students partner with staff to engage in bullying prevention best practices |
| <input type="checkbox"/> | |

Bullying Prevention Policy

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Provide bullying prevention policy updates to school administration for inclusion in school handbooks |
| <input type="checkbox"/> | |

Reports

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Implementation Coach Interim Report due April 3, 2018 |
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May	
Bullying Prevention Committee (BPC)	
<input type="checkbox"/>	Hold BPC meeting
<input type="checkbox"/>	Review bullying incidents
<input type="checkbox"/>	Problem solve and action plan as appropriate
<input type="checkbox"/>	Complete BPEG Self-Assessment by end of May
<input type="checkbox"/>	
School Climate and Culture	
<input type="checkbox"/>	Ensure use of positive reinforcement, support for bullying targets and perpetrators, and effective staff supervision
<input type="checkbox"/>	
Bullying Prevention Curriculum	
<input type="checkbox"/>	Ensure curriculum lessons are being implemented and/or followed up on as appropriate
<input type="checkbox"/>	Provide technical assistance for curriculum as appropriate
<input type="checkbox"/>	Orient new students and staff to the curriculum
<input type="checkbox"/>	
Surveys and Data	
<input type="checkbox"/>	Ensure documentation of incidents of bullying are systematically recorded to provide data for problem solving
<input type="checkbox"/>	Solicit and collect parent/guardian opt-in forms
<input type="checkbox"/>	Administer annual survey by end of May
<input type="checkbox"/>	
Family, School, and Community Partnering	
<input type="checkbox"/>	Ensure continued two-way communication between family, school, and community members
<input type="checkbox"/>	
Student Voice	
<input type="checkbox"/>	Ensure students partner with staff to engage in bullying prevention best practices
<input type="checkbox"/>	
Bullying Prevention Policy	
<input type="checkbox"/>	Provide bullying prevention policy updates to school administration for inclusion in school handbooks
<input type="checkbox"/>	
Reports	
<input type="checkbox"/>	Interim Financial Report due May 5, 2018