

School Bullying Prevention and Education Grant Year 1 Timeline

Instructions

The School Bullying Prevention and Education Grant (BPEG) Year 1 Timeline is designed to support BPEG grantees in prioritizing grant responsibilities. After grantees receive funding, the following timeline may be used to begin developing the infrastructure for the grant work. While this list 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: _____

January	
Bullying Prevention Committee (BPC)	
<input type="checkbox"/>	Develop strategies for getting parent, student, and community members to be on the BPC
<input type="checkbox"/>	Solicit parents for the BPC
<input type="checkbox"/>	Solicit a student representative as a member for the BPC
<input type="checkbox"/>	Solicit community members for the BPC
<input type="checkbox"/>	Send CDE Grant Coordinator, Adam Collins (Collins_A@cde.state.co.us) the lead contact information for each <i>school</i>
<input type="checkbox"/>	
Survey	
<input type="checkbox"/>	If you did not budget for a survey in Year 1, you must adjust your budget to include the survey in Year 2 and Year 3
<input type="checkbox"/>	Make contact with survey administrators to ensure survey can be administered in the Spring of the current school year <ul style="list-style-type: none"> • Snapshot/Peer Relations Survey Contact: rrwest@tetraanalytix.com
<input type="checkbox"/>	Begin implementing best strategies to ensure 60% of students take the annual survey
<input type="checkbox"/>	
Evidence-Based Program	
<input type="checkbox"/>	Contact the program publisher and order the curriculum materials and training. For more information see http://www.cde.state.co.us/mtss/bullying/bpegprogramtraining
<input type="checkbox"/>	Contact the program publisher and schedule dates for training of staff
<input type="checkbox"/>	Ensure staff do not begin implementing the curriculum prior to the 2017-2018 school year
<input type="checkbox"/>	Review strategies for building student leadership teams that will inform the bullying prevention efforts in the school
<input type="checkbox"/>	

February	
Bullying Prevention Committee	
<input type="checkbox"/>	Hold first BPC meeting
<input type="checkbox"/>	Review BPEG Self-Assessment in BPC meeting
<input type="checkbox"/>	Determine who will be attending the BPC Kickoff in early March, including one administrator, and plan accordingly
<input type="checkbox"/>	Once the Implementation Coach is hired, he or she contacts CDE Grant Coordinator, Adam Collins (Collins_A@cde.state.co.us)
<input type="checkbox"/>	
Survey	
<input type="checkbox"/>	Schedule dates, times, and locations of the annual survey
<input type="checkbox"/>	

March	
Bullying Prevention Committee (BPC)	
<input type="checkbox"/>	If not already completed, create or have an existing committee subsume the responsibilities of the BPC
<input type="checkbox"/>	If not already completed, solicit parents, teachers, students, and a community member for the BPC
<input type="checkbox"/>	If not already completed, schedule recurring, monthly meetings for the BPC
<input type="checkbox"/>	
Survey	
<input type="checkbox"/>	Make contact with survey administrators to ensure survey can be administered in the spring of the current school year <ul style="list-style-type: none"> • Snapshot/Peer Relations Survey Contact: rrwest@tetraanalytix.com
<input type="checkbox"/>	Begin reaching out to families to sign a permission form to opt their children in to the survey
<input type="checkbox"/>	Schedule dates, times, and locations of the annual survey
<input type="checkbox"/>	
Evidence-Based Program	
<input type="checkbox"/>	If not already completed, contact the program publisher and order the curriculum materials and training. For more information see http://www.cde.state.co.us/mtss/bullying/bpegprogramtraining
<input type="checkbox"/>	Contact the program publisher and schedule dates for training of staff
<input type="checkbox"/>	Ensure staff do not begin implementing the curriculum prior to the 2017-2018 school year
<input type="checkbox"/>	Review strategies for building student leadership teams that will inform the bullying prevention efforts in the school
<input type="checkbox"/>	

April	
Bullying Prevention Committee	
<input type="checkbox"/>	If not already completed, hold first BPC meeting
<input type="checkbox"/>	Discuss roles and responsibilities / Self-Assessment / Action Planning in BPC meeting
<input type="checkbox"/>	Hire Implementation Coach and have the coach contact CDE Grant Coordinator, Adam Collins (Collins_A@cde.state.co.us)
<input type="checkbox"/>	
Survey	
<input type="checkbox"/>	Continue collecting family opt-in permission forms
<input type="checkbox"/>	
Student Voice	
<input type="checkbox"/>	Student focus groups / leadership team is being formed/adopted into current group to assist in bullying prevention efforts
<input type="checkbox"/>	
Policy	
<input type="checkbox"/>	School policy on bullying prevention has been reviewed by the BPC
<input type="checkbox"/>	

May

Bullying Prevention Committee

- Hold BPC meeting
- A measureable goal for the school to reduce bullying in the next year has been developed
- Implementation Coach attends May 12 Kickoff from 8:30 – 3:30 at:
Lowry Convention Center
Room 100A-C
1061 Akron Way, Building 697
Denver, CO 80230
- Implementation Coach has contacted CDE Grant Coordinator with questions about the required annual report

Survey

- If not already completed, at least 60% of students take the annual survey
- A plan for the distribution of survey results in the next school year has been developed

Evidence-Based Program

- A basic schedule for the implementation of the bullying prevention program has been developed
- Families have been educated on the work of the grant
- A plan for the distribution of survey results in the next school year has been developed

Before the Start of the Next School Year	
Bullying Prevention Committee	
<input type="checkbox"/>	BPC has clearly defined roles and responsibilities
<input type="checkbox"/>	BPC members have attended the BPC Kickoff and followed up with the BPC team on activities and lessons
<input type="checkbox"/>	The Implementation Coach has attended the CDE Implementation Coach training
<input type="checkbox"/>	BPC has a measureable goal for the next school year to reduce bullying
<input type="checkbox"/>	BPC has regularly scheduled meetings at least once per month
<input type="checkbox"/>	BPC includes at least one parent, community member, and student as appropriate
<input type="checkbox"/>	The annual report to CDE has been finalized and submitted
<input type="checkbox"/>	
Survey	
<input type="checkbox"/>	60% of students (grade 3 and up) have taken the annual survey
<input type="checkbox"/>	Sustainable strategies are in place to ensure 60% of families opt their children in to the survey
<input type="checkbox"/>	Results of the survey have been analyzed and are planned to inform the following year's bullying prevention efforts
<input type="checkbox"/>	A plan for the distribution of survey results in the next school year has been developed that includes the use of students
<input type="checkbox"/>	
Evidence-Based Program	
<input type="checkbox"/>	Staff are invested in the effort to prevent bullying in the upcoming years
<input type="checkbox"/>	All staff have been trained on the evidence-based bullying prevention program
<input type="checkbox"/>	A schedule for the implementation of the bullying prevention evidence-based program has been created and shared with staff
<input type="checkbox"/>	Families have been educated on the bullying prevention evidence-based program and have been informed of the implementation schedule
<input type="checkbox"/>	
Student Voice	
<input type="checkbox"/>	Bullying prevention efforts have been informed by students through focus groups and/or student leadership groups
<input type="checkbox"/>	A student leadership group has been developed or adapted to serve the purpose of informing and actively participating in bullying prevention efforts
<input type="checkbox"/>	
Policy	
<input type="checkbox"/>	Each member of the BPC has read and reviewed the school's anti-bullying policy
<input type="checkbox"/>	Potential revisions to the school policy have been discussed with input from parents and staff
<input type="checkbox"/>	