# Bullying Prevention and Education Grant Implementation Guide

**Purpose:** The Bullying Prevention and Education Grant (BPEG) Implementation Guide provides schools and districts with a structured set of activities that support effective implementation of the BPEG program. This guide is framed around the Stages of Implementation as defined by the National Implementation Research Network (NIRN).

**Who Uses the BPEG Implementation Guide**: The BPEG Implementation Team (BIT) should be the group completing the Implementation Guide. The BPEG Implementation Coach may serve as a facilitator to ensure that all perspectives are included when completing the Implementation Guide.

**How to Use**: BPEG program grantees may use this document to guide their implementation of the grant program. The BPEG Implementation Guide provides a scope and sequence for effectively putting into place the core components of the BPEG program. Please note that even though the Implementation Guide includes specific months and years, every school is unique and thus may move more slowly or quickly through activities.

**Acronyms/Abbreviations**

* **BIT**: BPEG Implementation Team
* **BPEG**: Bullying Prevention and Education Grant
* **EB**: Evidence-based
* **IC**: Implementation Coach
* **PD**: Professional Development
* **RFA**: Request for Applications
* **SCAP:** Short-Cycle Action Plan

## Year 0: Fall Semester

**Semester Goals**

* Submit BPEG application.
* Get accepted into Phase 2 of the BPEG program application.

## Year 0: Spring Semester

**Semester Goals**

* District/school leaders schedule initial contact meeting with Statewide Bullying Prevention Manager to lead to a mutually informed decision to proceed with implementing the grant.
* Phase 2 applicants complete the BPEG Readiness Assessment.
* A student survey is completed for each school applying to be part of the BPEG program.
* Phase 2 applicants submit the BPEG Readiness Assessment and student survey data to CDE.

## Year 1: Fall Semester

**August Goals**

* BPEG IC is prepared to lead first BIT meeting.

**September Goals**

* A representative team is finalized to lead the BPEG.
* School admin publicly supports the BPEG program to all staff.
* First BIT meeting occurs and the BIT begins engaging in teaming best practices.
* All BIT members have an initial understanding of the BPEG, its goals, and processes.
* Evidence-based bullying prevention curriculum is purchased.

**October Goals**

* The BIT understands areas of success and growth in implementing the BPEG program.
* BIT members begin completing training associated with the selected curriculum.

**November Goals**

* BIT improves knowledge of data-based decision making.
* BIT begins creating a SCAP for the EB curriculum.
* BIT begins creating a SCAP to improve identified priority best practices.

**December Goals**

* BIT completes creation of a SCAP for the EB curriculum.
* BIT completes creation of a SCAP to improve identified priority best practices.
* Appropriate staff receive communication on the training and coaching schedule.

## Year 1: Spring Semester

**January Goals**

* Training and coaching infrastructure for EB bullying prevention curriculum is outlined.
* Training and coaching infrastructure for priority best practices is outlined.
* Begin implementation of PD plan for the EB curriculum.
* Begin implementation of PD plan for the priority best practices.

**February Goals**

* BIT members have knowledge of and are able to utilize a data-based decision-making process.
* BIT understands data systems for bullying prevention.
* Develop student survey protocols.
* All staff understand the process for surveying students.
* Continue implementation of PD plan for the EB curriculum.
* Continue implementation of PD plan for the priority best practices.

**March Goals**

* Review of SCAPs completed.
* Revised SCAPs created to improve the implementation of the EB curriculum and prioritized best practices.
* Clear communication processes and messages are developed.

**April Goals**

* BIT members begin understanding the current state of bullying prevention efforts at the school.

**Spring Semester Goals**

* Continue implementation of PD plan for the EB curriculum.
* Continue implementation of PD plan for the priority best practices.
* Student survey administered to 60% or more of students.
* Behavior and bullying data are used to action plan for next school year.
* Clear communication processes and messages are developed.
* BIT members know the current state of bullying prevention efforts at the school.

## Year 2: Fall Semester

**August Goals**

* Begin implementation of PD plan for the EB curriculum and priority best practices.
* EB curriculum and bullying prevention best practices begin to be implemented.
* Bullying data are communicated to all stakeholders.
* First BIT meeting takes place.

**September Goals**

* The BIT understands areas of success and growth in implementing the BPEG program.

**October Goals**

* Review of SCAPs completed.
* Revised SCAPs created to improve the implementation of bullying prevention best practices.

**Fall Semester Goals**

* Continue implementation of EB curriculum with fidelity.
* Continue implementation of priority best practices.
* Continue implementation of PD plan for the EB curriculum.
* Continue implementation of PD plan for the priority best practices.
* Clear two-way communication is in place and utilized by all stakeholders.

## Year 2: Spring Semester

**Spring Semester Goals**

* Continue implementation of PD plan for the EB curriculum.
* Continue implementation of PD plan for the priority best practices.
* Continue implementation of EB curriculum with fidelity.
* Continue implementation of priority best practices.
* Review of SCAPs completed one or two times during the spring.
* Revised SCAPs created to improve the implementation of the EB curriculum and prioritized best practices.
* Student survey administered to 60% or more of students.
* Behavior and bullying data are used to prioritize goals for next school year.

## Year 3: Fall Semester

**August Goals:**

* Begin implementation of PD plan for the EB curriculum and priority best practices.
* EB curriculum and bullying prevention best practices begin to be implemented.
* Bullying data are communicated to all stakeholders.
* First BIT meeting takes place.

**September Goals:**

* Review of SCAPs completed.
* Revised SCAPs created to improve the implementation of bullying prevention best practices.

**October Goals:**

* Review of SCAPs completed.
* Revised SCAPs created to improve the implementation of bullying prevention best practices.

**Fall Semester Goals:**

* Continue implementation of EB curriculum with fidelity.
* Continue implementation of priority best practices.
* Continue implementation of PD plan for the EB curriculum.
* Continue implementation of PD plan for the priority best practices.
* Clear two-way communication is in place and utilized by all stakeholders.

## Year 3: Spring Semester

**Spring Semester Goals:**

* Continue implementation of PD plan for the EB curriculum.
* Continue implementation of PD plan for the priority best practices.
* Begin planning for sustainability of bullying prevention efforts after the end of the BPEG program.
* Continue implementation of EB curriculum with fidelity.
* Continue implementation of priority best practices.
* Review of SCAPs completed.
* Revised SCAPs created to improve the implementation of bullying prevention best practices.
* Student survey administered to 60% or more of students.
* Behavior and bullying data are used to prioritize goals for next school year.