

OBPP Implementation Checklist for Continued Program Implementation

Use this checklist to evaluate your program’s status after the first year of implementation. Use this tool once a semester and share your findings with your BPCC.

Description of Task	Completed	Making Good Progress	Progress Needed
1. Do you have the continued commitment and active support of district and school leadership?			
2. Are you periodically consulting with your certified Olweus trainer?			
Bullying Prevention Coordinating Committee (BPCC)			
3. Is your BPCC continuing to meet on a monthly basis?			
4. Are you rotating membership on your BPCC and assigning a new person to be your on-site <i>OBPP</i> coordinator (optional) every two years?			
5. Do new members of the BPCC receive training and copies of the Schoolwide Guide and Teacher Guide?			
Staff Training			
6. Are you offering booster trainings for all of your staff, perhaps at the beginning of each school year?			
7. Are you training and mentoring all new staff?			

Description of Task	Completed	Making Good Progress	Progress Needed
8. Have you required that all new staff read their guides (and that all returning staff review them)?			
Olweus Bullying Questionnaire			
9. Are you continuing to administer the Olweus Bullying Questionnaire on an annual basis?			
10. Are you continuing to review your Olweus Bullying Questionnaire data to assess new "hot spots" or issues, and are you addressing them as they come up?			
Schoolwide Events			
11. Do you hold a student kick-off event at the beginning of each school year?			
12. Are you holding schoolwide parent meetings at least once a year?			
13. Are all staff still participating regularly (five times per year) in staff discussion groups?			
Classroom-Level Activities			
14. Are teachers still holding class meetings at least once a week?			
15. Are teachers still using role-plays and related follow-up discussions periodically to review bullying concepts?			

Description of Task	Completed	Making Good Progress	Progress Needed
16. Are teachers still holding classroom-level parent meetings at least two to three times a year?			
17. Have teachers continued to incorporate anti-bullying themes into their regular curriculum?			
School Rules and Individual Interventions			
18. Are the four anti-bullying rules still posted in all classrooms and throughout the school building?			
19. Are the four anti-bullying rules and consequences against bullying thoroughly explained and discussed with all new students and their parents, and reviewed with returning students and parents?			
20. Are all school staff still consistently enforcing negative consequences for students who do not follow rule 1 and bully other students?			
21. Are all school staff still consistently giving positive consequences for students who follow rules 2–4 and who help to stop or prevent bullying?			
22. Are all staff members continuing to intervene on the spot (where appropriate) every time they observe bullying inside or outside of the classroom?			
23. Are all staff members still investigating all incidents of bullying that are reported to them or that they suspect are happening?			

Description of Task	Completed	Making Good Progress	Progress Needed
24. Are all staff members still reporting (where appropriate) all incidents of bullying that they observe or suspect to appropriate school administrators/staff?			
25. Are staff continuing to conduct follow-up meetings with involved students and/or parents (where appropriate)?			
Celebrating and Enhancing Your Program			
26. Are you continuing to celebrate your successes and promote your accomplishments in the local media?			
27. Are you still looking for ways to enhance your program?			