

The Olweus Bullying Prevention Program Frequently Asked Questions

WHAT IS THE *OLWEUS BULLYING PREVENTION PROGRAM*?

The *Olweus Bullying Prevention Program (OBPP)* is the most researched and best-known bullying prevention program available today. With over 35 years of research and successful implementation in many different countries, *OBPP* is a whole-school program that has been proven to prevent or reduce bullying throughout a school setting.

OBPP is used at the school, classroom, and individual levels and includes methods to reach out to parents and the community for involvement and support. School administrators, teachers, and other staff are primarily responsible for introducing and implementing the program. These efforts are designed to improve peer relations and make the school a safer and more positive place for students to learn and develop.

WHAT ARE THE GOALS OF THE PROGRAM?

The goals of the program are:

- to reduce existing bullying problems among students
- to prevent the development of new bullying problems
- to achieve better peer relations at school

WHAT ARE THE COMPONENTS OF THE PROGRAM?

OBPP is not a classroom curriculum. It is a whole-school, systems-change program at four different levels. Here are the program components for each of these levels.

General Requirements

- generate awareness and involvement on the part of the adults in the school

School-Level Components

- establish a Bullying Prevention Coordinating Committee
- conduct committee and staff trainings
- administer the Olweus Bullying Questionnaire schoolwide
- hold staff discussion group meetings
- introduce the school rules against bullying
- review and refine the school's supervisory system
- hold a school kick-off event to launch the program
- involve parents

Classroom-Level Components

- post and enforce schoolwide rules against bullying
- hold regular classroom meetings
- hold meetings with students' parents

Individual-Level Components

- supervise students' activities
- ensure that all staff intervene on the spot when bullying occurs
- hold meetings with students involved in bullying
- hold meetings with parents of involved students
- develop individual intervention plans for involved students

Community-Level Components

- involve community members on the Bullying Prevention Coordinating Committee
- develop partnerships with community members to support your school's program
- help to spread anti-bullying messages and principles of best practice in the community

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WHAT ARE THE EFFECTS OF THE *OLWEUS BULLYING PREVENTION PROGRAM*?

OBPP has been more thoroughly evaluated than any other bullying prevention/reduction program so far. Six large-scale evaluations involving more than 40,000 students have documented results such as⁹:

- Average reductions of 20 to 70 percent in student reports of being bullied and bullying others. Peer and teacher ratings of bullying problems have yielded roughly similar results.
- Marked reductions in student reports of general antisocial behavior, such as vandalism, fighting, theft, and truancy.
- Clear improvements in the classroom social climate, as reflected in students' reports of improved order and discipline, more positive social relationships, and more positive attitudes toward schoolwork and school.

For students in grades 4–7, most of these positive results can be seen after only eight months of intervention work, given reasonably good implementation of the program. For students in grades 8–10, it may take somewhat more time, maybe two years, to achieve equally good results.

Within the United States, a large-scale study of the program's effects on middle school children resulted in positive though somewhat weaker outcomes. Since then, hundreds of schools in most every state in the United States have used the program. Additional studies of these efforts are being conducted. For the most current information about specific research findings, see the Olweus Web site at www.clemson.edu/olweus.

FOR WHOM IS *OLWEUS BULLYING PREVENTION PROGRAM* DESIGNED?

OBPP is designed for students in elementary, middle, and junior high schools (students ages 5 to 15 years old). All students participate in most aspects of the program, while students identified as bullying others, or as targets of bullying, receive additional individualized interventions.

With some adaptation, the program can also be used in high schools, although research has not measured the program's effectiveness beyond tenth grade. In addition, classroom

support materials are not currently available for high school students. Chapter 17 of the program's Schoolwide Guide talks about adapting the program for use in a high school setting. If your school is interested in using the program for high school audiences, please contact Marlene Snyder, Ph.D., at 1-864-710-4562, to identify specific challenges in implementing the program at the high school level.

Because *OBPP* is not a curriculum, its core principles, rules, and supportive materials could be adapted for use by any program that children and youth attend on a regular basis, such as after-school programs, camps, or community youth programs. The core principles and rules could be integrated into these existing program's policies and routines.

Although research has not measured the program's effectiveness in these settings, with appropriate staff training these nonschool programs may help prevent bullying and help students understand that bullying is not just a school issue, but one that spills over into all areas of their lives and into their communities as well.

Program Materials and Cost

WHAT ARE THE *OLWEUS BULLYING PREVENTION PROGRAM* MATERIALS?

Schoolwide Guide (Order No. 0542)

The approximately 130-page Schoolwide Guide, with accompanying DVD and CD-ROM, provides step-by-step instructions on how to implement the program in the entire school setting. The Schoolwide Guide is used mainly by your school's Bullying Prevention Coordinating Committee (BPCC), the group that is established to guide schoolwide implementation. Ideally, every person in leadership at a school and all members of the school's BPCC should have their own copy of this guide.

Teacher Guide (Order No. 0541)

The approximately 150-page Teacher Guide, with accompanying DVD and CD-ROM, serves as the primary program implementation tool for teachers and other classroom support staff. It highlights the important role teachers play both in the classroom and schoolwide efforts in

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preventing and addressing bullying. All the resources teachers need to implement the program, except for the Olweus Bullying Questionnaire, are provided in this guide or on the accompanying DVD and CD-ROM.

Ideally, every teacher should have a copy of the Teacher Guide. If this is not possible, we recommend that each Teacher Guide be shared among no more than three teachers. School leadership and each member of a school's BPCC will also need to have a copy of the Teacher Guide, because it includes much more in-depth information about bullying and the various components of *OBPP*.

Olweus Bullying Questionnaire

The Olweus Bullying Questionnaire is administered to all students in grades 3–12 before the program begins and at regular intervals (ideally each year) from then on. The questionnaire is available in both English and Spanish. School leadership and members of the BPCC oversee the implementation of this questionnaire. The questionnaire is available in two options:

- Option 1: Scannable questionnaire with reports
Order No. 292130—Package of thirty questionnaires with scanning services
Order No. 292330—Package of thirty Spanish questionnaires with scanning services

A scannable questionnaire can be administered to students, and then shipped to Hazelden Publishing for processing. The resulting data is presented in reports with graphs/tables and narrative text explaining the results. A comparison of the data to a national database and graphs that can be inserted into PowerPoint slides for use in school presentations are also included. The scannable questionnaires are sold in class sets of thirty. Current pricing is \$1.00 per student. For an additional cost, schools can obtain a Trends Report that shows changes in a school's data over two administrations of the questionnaire.

- Option 2: Reproducible questionnaire with manual entry
Order No. 7301

Schools photocopy the questionnaire for use. Then they must hand-enter the results into the CD-ROM reporting software. This option is most often chosen by small schools, where hand-entry of data would not be difficult. An estimate of time taken to enter one child's data is approximately one and a half to two minutes. In this option, you will not receive narrative text, the graphs for PowerPoint slides, or the comparison to a national database.

HOW MUCH WILL MATERIALS COST FOR OUR SCHOOL?

The greatest costs are incurred during initial start-up, but you will need to budget for ongoing training and other activities that will keep your staff's commitment to the program running high. As you consider these costs, keep in mind that implementing *OBPP* will most likely cut down on lost teaching time and staff burnout, protect your school from potential legal actions related to bullying, and in the long term reduce the costs to society caused by the effects of bullying on both the student who is bullied and the students who bully others.

Depending upon the size of your school, purchasing the program materials (the Schoolwide Guide and Teacher Guide) can range from \$1,500 to \$3,200. The Olweus Bullying Questionnaire will be a separate cost that ranges from \$250 for a single school using the manual entry CD-ROM format and somewhat higher for schools using the scannable version. As was mentioned earlier, it is recommended that all school leaders and every member of your Bullying Prevention Coordinating Committee (BPCC) have a copy of the Schoolwide Guide and the Teacher Guide. Every teacher (or at a minimum, every three teachers) should have a copy of the Teacher Guide. (Check with a Hazelden sales representative to determine possible discounts for large-order purchases at 1-800-328-9000 or 1-651-213-4000.)

HOW MUCH DO THE MATERIALS COST PER STUDENT?

Because this program is a systems-change program as opposed to a curriculum, we are not able to give a cost per student. Costs for this program depend entirely upon the size of the school, the number of adults in the school system, and the number of Bullying Prevention Coordinating Committee members.

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DO WE HAVE TO PURCHASE NEW MATERIALS EACH YEAR?

Because this program is a systems-change program as opposed to a curriculum, there are no workbooks or materials that have to be purchased each year. Materials are a one-time cost. Some schools have found that they have to make a small order for materials that were lost or for teachers new to the system. The only exception is the scannable version of the Olweus Bullying Questionnaire, which must be purchased for every administration of the survey.

WHAT OTHER RELATED COSTS ARE THERE IN IMPLEMENTING THIS PROGRAM?

Other costs to consider include the following:

- a two-day training of the BPCC members by a certified Olweus trainer
- substitute teachers so teachers can attend an all-staff, full-day training (you may need to work with teacher unions to determine the rate of pay)
- supplies for your school kick-off event
- optional program promotional materials such as posters and so forth (reproducible templates are available on the Schoolwide Guide CD-ROM)
- supplies such as paper to reproduce handouts, transparencies, and so on
- ongoing program evaluation costs (processing and reporting questionnaire results on an annual basis)
- a “booster” training for staff
- supplemental materials for students (including bullying-related literature or videos)

If your school implements *OBPP* as part of a large-scale districtwide or statewide effort, you may wish to have a member of the BPCC become a certified Olweus trainer who can then head up all training of existing and new staff. To become certified, this person needs to attend a three-day Olweus Training of Trainers session, attend a two-day booster training, and take part in 18 months of telephone consultation with an Olweus Training Director.

Large schools or school districts may also choose to hire an *OBPP* coordinator who will coordinate the program throughout the year and also become a certified Olweus trainer. Information about training, training costs, and available certified Olweus trainers may be found at www.clemson.edu/olweus/training.html.

Because *OBPP* is a Blueprints Model Program, SAMHSA Model Program, and effective program for the Office of Juvenile Justice and Delinquency Prevention, federal funding is available to support schools in purchasing and implementing the program. Financial resources may also be available through school or local violence prevention programs and grants. Local law enforcement and county health departments have also financed some schools' programs. (Check with a Hazelden sales representative for assistance in obtaining funding at 1-800-328-9000 or 1-651-213-4000.)

Training Information

IS TRAINING RECOMMENDED FOR THE PROGRAM?

Yes. Training and ongoing consultation are available to schools. Training is important to help ensure that the Bullying Prevention Coordinating Committee at each school has the necessary information and strategies to successfully launch and sustain the *Olweus Bullying Prevention Program* with fidelity. The purpose of consultation by a certified Olweus trainer is to provide ongoing assistance in the implementation of program elements, with particular attention to troubleshooting problem areas that may arise and helping to maintain the program over time.

Below is an overview of the learning objectives for the training of the BPCC.

Participants will understand, based on current research:

- what bullying is and how it differs from other acts of aggression among children and youth
- the reasons why educators should be concerned about bullying
- facts and myths about the nature and prevalence of bullying

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- characteristics of students involved in bullying problems
- risk factors for bullying

They will also do the following:

- become familiar with
 - the research and philosophy behind *OBPP*
 - the goals of *OBPP*
 - components of the program at the schoolwide, classroom, individual, and community levels
 - ways to maintain fidelity to the program
- learn skills and strategies to
 - hold classroom meetings with students
 - effectively intervene on the spot to address bullying
 - follow up with students who are involved in bullying problems
 - work with parents of students who are involved in bullying problems
 - train members of the entire school staff in *OBPP*
 - understand current bullying problems at their school, using results from the administration of the Olweus Bullying Questionnaire
 - begin to develop a detailed plan to implement *OBPP* in their school

WHO SHOULD ATTEND THE TRAINING?

This training is offered to members of a school's Bullying Prevention Coordinating Committee, which is typically composed of:

- a school administrator (principal or assistant principal)
- a teacher from each grade level
- a school counselor, school psychologist, or other school-based mental health professional
- a representative of the nonteaching staff (for example, playground monitors, bus drivers, cafeteria workers, or custodians)
- one or two parents

- a representative from the community (if possible), such as after-school or youth program staff or representatives from the business or faith community who might have a stake in the results of the program
- other school personnel (for example, a nurse or school resource officer) who may bring particular expertise to the committee

WHERE SHOULD THIS TRAINING TAKE PLACE?

The location of the two-day training should be given special consideration. If at all possible, it is recommended that this training not take place at the school during a school day when students are in the building. Administrators and teachers in such a situation may be tempted to leave the training for short periods of time to take care of arising issues. This is highly disruptive to an individual's understanding of all the program's elements and how the elements are dependent upon each other in implementation. All members of the Bullying Prevention Coordinating Committee should be invited to a comfortable training site, and their schedules should be cleared so that they are present for the entire two-day period. This training is critical to the success of the program.

WHAT IS INVOLVED IN THE ONGOING CONSULTATION BY A CERTIFIED OLWEUS TRAINER?

A certified Olweus trainer will provide at least 18 months of consultation to an on-site program coordinator at each school. (An on-site program coordinator is a "point person" at a school and may or may not be the chairperson of the Bullying Prevention Coordinating Committee.) This consultation is conducted by telephone or (wherever possible) in person and occurs once a month for approximately one hour.

CAN WE OPT OUT OF THE CONSULTATION AND JUST PARTICIPATE IN THE TRAINING?

No. Training is not offered without a commitment to engage in ongoing consultation with a certified Olweus trainer. We have found the consultation to be important to the success and sustainability of the program.

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WHAT ARE THE TRAINING/CONSULTATION COSTS?

Costs of training and consultation may vary by trainer, region of the country, and the number of sites being trained. Below are fee guidelines.

A single, certified Olweus trainer may charge no more than

- \$3,000 for a two-day training involving one or two schools' Bullying Prevention Coordinating Committees
- travel costs for the certified Olweus trainer, including airfare (if appropriate), lodging, meals, and local transportation
- \$1,500 (\$125/hour for twelve months) for telephone consultation for each school site for one year. This price includes the cost of the phone call (Check out consultation fees with each certified Olweus trainer; amounts charged for consultation may vary.)

HOW MANY SCHOOL COMMITTEES CAN BE TRAINED AT ONE TIME?

As the training involves much interaction between participants and the certified Olweus trainer, and building-level planning, no more than two schools' Bullying Prevention Coordinating Committees may be trained at one time by a certified Olweus trainer. If two trainers are present, they may train up to three committees at one time. If two trainers are present (required when three school committees are being trained), fees may increase accordingly, up to a maximum of \$4,500 for the two-day training.

Contracts for the training and consultation are made between the trainer and the schools. Aside from "capping" the training fees, neither the Olweus Program at Clemson University or Hazelden Publishing is involved in setting the fees for independent trainers. Some states have developed statewide networks of trainers that may be available at no charge or reduced fees to schools.

TO WHOM CAN I TALK TO ABOUT OUR SCHOOL'S SPECIFIC TRAINING NEEDS?

Please talk with Dr. Marlene Snyder at Clemson University (1-864-710-4562) for information about training and with your Hazelden sales representative (1-800-328-9000).

WHAT IF OUR SCHOOL DISTRICT WANTS TO HAVE A CERTIFIED OLWEUS TRAINER WHO CAN TRAIN COMMITTEES RATHER THAN BRINGING IN AN OUTSIDE TRAINER?

School districts with four or more buildings may find that it is economically reasonable to have a certified Olweus trainer for their school system. Currently we have more than 350 individuals certified in the *Olweus Bullying Prevention Program* in the United States. Periodically, Clemson University offers a Training of Trainers (TOT) for highly qualified individuals who are interested in becoming a certified Olweus trainer in the program. These trainers are certified to train school Bullying Prevention Coordinating Committees only—this training does not allow training of other trainers.

HOW OFTEN ARE THE TRAINING OF TRAINERS (TOTS) SESSIONS HELD?

Historically, the *Olweus Bullying Prevention Program* has held several state-level TOTs and one national TOT each year. Dates for trainings are located at the Olweus Web site at www.clemson.edu/olweus. If a date has not yet been posted on the Web site and you are interested in notification of the next TOT, please send an email to Dr. Marlene Snyder at nobully@clemson.edu. Include all your contact information (name, school name, address, phone number, and email address). State clearly that you are interested in becoming a certified Olweus trainer and would like to have information about the next TOT when those dates become available.

HOW CAN WE APPLY FOR A TRAINING SEAT AT THE NEXT TOT?

Because of the large demand for this training, an application process is required. A packet of application materials can be found on the Olweus Web site at www.clemson.edu/olweus/training_trainers.html.

There are three required pieces for an application: (1) the completed application form, (2) a signed Requirements for Certification Form, and (3) the applicant's resume.

Applications should be submitted only when an upcoming TOT is available.

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HOW MUCH DOES IT COST TO BECOME A CERTIFIED OLWEUS TRAINER FOR THE *OLWEUS BULLYING PREVENTION PROGRAM*?

Presently, the Olweus Training of Trainers tuition is \$3,900. This price does not include the cost of travel, ground transportation, hotels, meals, and other related costs. The \$3,900 tuition cost does provide the following:

- Three full days of training that prepare trainers to be able to deliver training and consultation to school Bullying Prevention Coordinating Committees for program implementation.
- One copy of each of the materials required to implement the *Olweus Bullying Prevention Program*. This includes a Teacher Guide, a Schoolwide Guide, a sample of the scannable questionnaire and CD-ROM reporting software, and a TOT Trainer's notebook.
- Two days of "booster" training—held nine months to one year after the initial three-day training. The booster offers an opportunity for trainers to share their experiences, learn advanced skills, and learn consultations skills.
- Up to 18 hours of telephone consultation with a Training Director or Lead Trainer to provide support to the trainer to ensure implementation success.

CAN WE HOST A TOT IN OUR OWN STATE?

Several states have sponsored state-level TOTs. A dedicated TOT in your state can be conducted if you have a minimum of 15 qualified individuals ready to take the training. Please contact Dr. Marlene Snyder at nobully@clemsont.edu for information about potential state trainings.

HOW MANY SCHOOLS HAVE USED THE *OLWEUS BULLYING PREVENTION PROGRAM*?

At this time, hundreds of schools have been trained to use the *Olweus Bullying Prevention Program*. Those schools are located throughout the United States.

CAN WE TALK TO PERSONNEL IN SCHOOLS THAT HAVE USED THE PROGRAM?

School personnel that have used the *Olweus Bullying Prevention Program* are usually very happy to talk with others who are considering the program and are pleased to share their experiences. Because we want to protect the privacy (and the time) of school personnel, we do not share contact information for personnel from Olweus schools without their prior approval. If you are interested in talking with personnel who have implemented the program, please contact Dr. Marlene Snyder at nobully@clemsont.edu. She will be happy to seek permission from a site similar to yours and put you in touch with them.

Funding for the Program

WHERE CAN WE FIND FUNDING FOR THE *OLWEUS BULLYING PREVENTION PROGRAM*?

Schools that implement the *Olweus Bullying Prevention Program* have sought funding from many different sources, including:

- U.S. Department of Education, Office of Safe and Drug Free Schools
- U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention
- school district funds
- county health department funding

In some circumstances, Title I, Title IV, and Title V funds can be used for the program. City Block Grants are another possible funding source. Some schools have found eager sponsorship from local businesses. Concerned parents have often given financial support and manpower support for bullying prevention efforts in their schools through their local PTA organization.

Contact your Hazelden sales representative at 1-800-328-9000 for more information on possible funding sources.

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