



WELCOME!

Hello, I am Brad Tassell and this is the *I'm Gonna Write That Down*, program component workbook. The entire title is:

I'm Gonna Write That Down: Research on bullying and recognition of perception toward initiation of intervention a whole-school approach to bringing all stakeholder's perceptions on bullying in line and training students to distinguish tattling from reporting.

I know you are thinking, "That is a long title," and you would be correct. The point of the title is to literally, explain all the things this program will do for your school, students, and parents without even cracking the text, and to hope that every school will be excited to implement a program that creates the best chance for an atmosphere where student relational problems never reach bullying and victimization.



WELCOME!

The most important things to recognize in the title are:

1. This program will create 100% stakeholders. We get everybody on the same page. Students, teachers, administration, counselors, bus drivers, cafeteria staff, janitorial staff, will all be involved in student guidance, and everyone will be glad to see the positive change in all areas of the school.

2. We will learn how easy it is to recognize everyone's perceptions of bullying as real, and create interventions that make sense. This is not a punishment, one size fits all, program. The interventions will make total sense to all stakeholders, and more importantly are clear and understandable.

3. Students will learn and are guided in simple ways to run their school and social lives in a more mature manner. Matter of fact, there is only one thing to remember for them! They will also feel supported by staff.

4. This is just the tip of the iceberg of the wonderful benefits the program can bring to your school and district.



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The program also fulfills these ideals in three simple ways:

- ⇒ Impossible to misunderstand steps
- ⇒ Protocol that puts everyone on notice when a student's perception is bullying
- ⇒ Recognizing perceptions and initiating interventions

Please, go through the steps and components of this program. If you are in charge of implementation, I hope you find this an easy and pleasing process.

I Am Changing the Definition of Bullying for Students in School

The Olweus definition of bullying has been around since 1993, and is fine for the dictionary, but it has done nothing to help students understand bullying or its effects on them or others. It has also done nothing to make their perceptions clear as to when they see bullying, and has been a source of confusion for most as to when victimization is the real issue. For this program the definition of what constitutes bullying for students and everyone in the school setting, including cyber issues that effect education, has been simplified and made personal.

Bullying for Students in School = Something is happening to me (anyone for bystanders) that I do not like. It hurts me (them), and I (they) want it to stop.

What interventions and protocol are used to fix such problems are spelled out in the program, but the above definition for any student is the key to recognizing perception, making it real for them, and finding a solution. Plus, all students will understand this simple definition, as it takes out motivation of the bully and other factors that are not germane to a solution.

The background is a solid yellow color. It is decorated with a border of handprints in white, red, and blue. The handprints are arranged in a roughly rectangular pattern around the central text area. The top row has four handprints (white, red, blue, white). The right side has four handprints (blue, white, blue, red). The bottom row has four handprints (blue, red, blue, white). The left side has four handprints (red, blue, white, blue).

OVERVIEW I'M GONNA WRITE THAT DOWN STEPS OUTLINE

1. Train teachers, staff, and administration

2 Beginning of the year kick off program

- ⇒ Students read and sign declarations
- ⇒ Send home parent's letters and information
- ⇒ administer surveys

3. Create bystanders group

4. Train students

- ⇒ Bullying program for each grade
- ⇒ Training in use of *I'm Gonna Write that Down*
- ⇒ Don't Feed the Bully program component instruction

5. Counselor

- ⇒ Answers questions
- ⇒ Coordinates forms
- ⇒ Keeps everyone on protocol
- ⇒ Records all complaints and follows up



IMPLEMENTATION STEPS: A LITTLE MORE IN DEPTH

Choose your leader!

This person will be in charge of all coordination, administering surveys, sending home letters, training, and collecting of incident reports usually the counselor, but can also be a teacher leader, or other administrator.

Let everybody know we are going to learn to say, “I’m Gonna Write that Down.”

Create and distribute announcement about coming program implementation. This can be accomplished in a letter home, announcement at school, newsletter, and/or with a parade! Make sure to inform everybody in a fun and inclusive way from bus drivers to coaches, secretaries to students. Hang a banner that says, “We will learn how to say, “I’m Gonna Write that Down!” All samples are included.

Send home parent forms

They will be asked to sign that they have read the letter. Sample letter included.

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IMPLEMENTATION STEPS A LITTLE MORE IN DEPTH

Students fill out first survey

Take the pulse of the school and administer the survey to all students. Survey is included for paper form and survey monkey sample.

Train the teachers and staff!

Get everybody together, have a buffet, and explain how the program works, and discuss each stakeholder role. I mean everybody. Especially bus drivers and other important personal that work directly with students.

Train the students

Trained by counselor or person selected to coordinate program with teachers present
Done in small groups or by class
Not whole school at once or in gym or cafeteria
Pertinent teachers in attendance to help assure students all protocols will be followed

Make forms available and start encouraging!

Incident reports for middle school and upper elementary and primary school