



DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

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Nerissa Bretania Underwood, Ph.D.
Superintendent of Education

November 3, 2010

Handwritten notes and stamps:
Date: 11/03/10
Time: 9:44
Received by: [Signature]
30-10-0975

Judith Won Pat, Ed.D.
Speaker
30th Guam Legislature
155 Hesler Place
Hagatña, Guam 96910

Re: FBLG Action Plan for Bullying

Dear Speaker Won Pat:

Hafa Adai! As you had requested, submitted herewith is FBLG Middle School's Action Plan relative to bullying.

Should you have questions, please contact me at 300-1547.

Sincerely,

NERISSA BRETANIA UNDERWOOD, PH.D.

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Attachment

FBLG Middle School Action Plan for Dealing with Bullying, Harassment, and Other Student Misconduct

Strategies, Actions, and Activities	Person(s) Responsible	Resources Needed	Measurement of Accomplishment	Timelines
Conduct orientation with students and parents, including but not limited to BP 409.	school administrators	informational brochure; handouts	completion of orientation; feedback from participants	week prior to 1 st day of classes
Conduct orientation with faculty and staff, including but not limited to BP 409.	school administrators	laptop, multimedia projector, and screen; handouts	completion of orientation; feedback from participants	Teacher Orientation Day
Review with faculty and staff BP 409 and other policies governing student conduct and reiterate their responsibility to enforce them.	school administrators	electronic and hard copies of BP 409	participation in scheduled training sessions; written reflections	Teacher Orientation Day; Support Staff Summer Training Day
Review school rules with students. Review Student Handbook during homebase.	teachers	Student Handbook; planners	lesson plans; evidence of student participation and learning; written reflections	first month of school
Review school rules with parents at the PTO.	school administrators	laptop, multimedia projector, and screen; handouts	parent participation; feedback from participants	first PTO meeting of the year
As the need arises, discuss bullying and other recurring infractions during School Climate Cadre meetings.	school level facilitator, school climate cadre, teacher leaders, school administrators	discipline reports; action plans; interventions; time for collaboration and problem solving	analysis of student discipline data; reflections on the effectiveness of behavioral interventions and proposed solutions	monthly

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As the need arises, discuss bullying during leadership meetings.	school level facilitator, school climate cadre, teacher leaders, school administrators	discipline reports; action plans; interventions; time for collaboration and problem solving	analysis of student discipline data; reflections on the effectiveness of behavioral interventions and proposed solutions	monthly
Encourage open door policy for reporting incidents of bullying, harassment, and other student misconduct.	school administrators	incident reports	analysis of student discipline data	ongoing
Teachers will teach the Positive Action curriculum.	teachers	Positive Action curriculum; matrix of behavior expectations; character education standards	lesson plans; evidence of student participation and learning; written reflections	at least twice a week beginning October
Teachers will create reward systems to recognize students who display appropriate behaviors consistently.	team leaders; teachers	incentives; prizes; rewards; guidelines for receiving incentives	incentive records; summary of how well these systems promoted positive behavior	by 1 st quarter
The school climate cadre will review student discipline data and develop action steps for resolving common problem issues.	school level facilitator; school climate cadre; discipline administrator	discipline reports; action plans; interventions; time for collaboration and problem solving	analysis of student discipline data; reflections on the effectiveness of behavioral interventions	at least once or twice a month
Quarterly assemblies will be held to celebrate or recognize outstanding behavior, or to reinforce expected behaviors.	administrators; school level facilitator ; teachers	PA system; tokens to express appreciation to students who meet expectations	student participation in quarterly assemblies	quarterly
During monthly faculty meetings, an interdisciplinary team will conduct a workshop or presentation Positive Action or PBIS.	team leaders; team members	laptop; multimedia projector; video clips; handouts; PowerPoint presentation; training materials	faculty participation in monthly faculty meetings; summary of monthly topics; written reflections	monthly

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Teachers will collaborate by grade level teams to find effective interventions for inappropriate student behavior.	team leaders; teachers	discipline reports; action plans; interventions; time for collaboration and problem solving; SMART goals	analysis of student discipline data; reflections on the effectiveness of behavioral interventions	weekly
Give updates/reports to parents and stakeholders at the PTO meetings	school administrators	summary of discipline data	reports from the school administration	monthly
Send home "tip sheets" or other information from counselors.	counselors	tip sheets; information brochures; handouts	analysis of student discipline data; reflections on the effectiveness of behavioral interventions	as soon as possible
Implement peer mediation.	school administrators and counselors	training for peer mediation	analysis of student discipline data; reflections on the effectiveness of behavioral interventions	as soon as possible
Provide counseling to students who may be victims of bullies or other students' misconduct.	counselors	training; support or resources from Central Office or other agencies or non-profit organizations	analysis of student discipline data; reflections on the effectiveness of behavioral interventions	as soon as possible
Discipline students who violate anti-bullying policies or other school rules.	parents, teachers, and school administrators	discipline reports; action plans; interventions; time for collaboration and problem solving; parental involvement	analysis of student discipline data; reflections on the effectiveness of behavioral interventions	ongoing
Provide training for the prevention and intervention against bullying and harassment.	school administration	laptop; multimedia projector; video clips; handouts; PowerPoint presentation; training materials	participation in schedule training sessions; written reflections	Professional Development Day