

BULLYING EDUCATION PROGRAM APPLICATION/CONTRACT

Cover Sheet

SCHOOL: _____

ADDRESS: _____

_____ ZIP CODE: _____

PHONE: _____

GRADES: _____

NUMBER OF STUDENTS: _____

NUMBER OF STAFF: _____

STAFF SPONSOR: _____

POSITION: _____

WORK PHONE: _____ EMAIL: _____

Does the school currently have a school policy that includes standards of conduct?

YES _____ NO _____

Has the school administered a bullying survey in the school?

YES _____ NO _____

The Bullying Education Program requires the full support of the school administration and staff. Please review the outline with your school administrators and discuss it with the school staff. If the energy is there, complete this form, obtain the signatures, and return to:

**Pam Anderson, Co-Director
Maine Law & Civics Education
University of Maine School of Law
246 Deering Avenue
Portland, ME 04102**

Phone: 780-4159

Fax: 780-4239

Email: pamelaa@usm.maine.edu

I. The School

We, of _____ (school name), agree to support the Bullying Education Program for the 2002-2003 academic year and, if successful, continue the program as a permanent part of our school life and curriculum. Specifically, we agree to:

1. Provide a staff awareness session on bullying (2 hours).
2. Provide a staff in-service day (6 hours) for the Bullying Education Workshop.
3. Provide a parent/community workshop event to introduce the information on bullying prevention to parents. The event can be an evening meeting.
4. Establish and support a Coordinating Committee that includes administrators, teachers, and counselors; or incorporate these responsibilities into a standing committee.
5. Conduct a survey of bullying in the school to establish baseline data regarding the nature and prevalence of bullying behavior. The survey can be school-designed, or the survey provided by Maine Law & Civics Education.
6. Demonstrate a commitment from the majority of the school staff to actively participate in the bullying education program through a staff survey, vote, or other appropriate means.
7. Adopt a school policy that includes standards of conduct; reinforce it through bullying education; and apply it consistently by using positive reinforcement and appropriate consequences.
8. Document incidents of bullying behavior on an ongoing basis. Provide appropriate interventions for both bullies and victims (called targets in the program).
9. Maintain program records and evaluate the program, including administering the bullying survey again to assess changes in the nature and prevalence of bullying after a pre-determined period of time with the bullying education program in place.

II. Maine Law & Civics Education

MLCE agrees to work with the School to implement a Bullying Education Program in the 2002-2003 academic year. In particular we will:

1. Present a 2-hour staff awareness session on bullying and bullying prevention.
2. Present a staff development workshop to train staff on bullying education and prevention - 6 hour workshop.

3. Provide coordinator training to the Coordinating Committee, covering planning the educational program, selecting curriculum materials, documenting and evaluating the program, developing the school policy, and coordinator responsibilities - one half day.
4. Provide materials on bullying and bullying prevention to be used with parents & community members.
5. Provide the pre-program and post-program bullying survey and assist with interpreting the results.
6. Recommend curriculum resources appropriate for the grade levels involved in the bullying education program.
7. Provide consultation and technical assistance, including up to four hours of reflective practice and/or program meetings at the school during the year.

III. Costs

Contract Services are based on \$350 per day per trainer plus planning, preparation, consulting and administrative time. Costs are partially offset by our grant with Maine Department of Human Services, Bureau of Health, Division of Community Services.

Total program cost to the school is **\$750.00**

The school agrees to pay the fees promptly upon receipt of an invoice.

SIGNATURES:

Principal _____

Staff Advisor _____

Date _____

Please keep a signed copy for your files and return the original to Maine Law & Civics Education at the address on the cover page. This form serves as a contract if the application is approved.