

## ***Steps to Respect* Year-End Implementation Checklist Introduction**

**Description and purpose:** The Year-End Implementation Checklist summarizes implementation information and can function as a yearly record for both schools and districts. It may be completed by a member of the *Steps to Respect* steering team or an administrator involved in program implementation.

**Instructions for use:** Complete all items. Information from other process measures can be used to complete this form (such as the Lesson-Tracking Chart or the Year-End Staff Survey). It may be necessary to consult with others in the school to answer some questions fully (for example, why a literature lesson may not have been implemented in a classroom or ways in which skill lessons were reinforced outside the classroom).

**Scoring:** The minimal scoring required consists of calculating percentages of staff attending the All-Staff Training, receiving reports, and coaching students during the year. The remaining information should be summarized descriptively.

**Interpreting results:** The checklist provides a summary of *Steps to Respect* program implementation activities at year's end. The summary may be compared to checklists from previous and subsequent years of program implementation to assess progress toward implementation goals and suggest future directions in your school's bullying prevention efforts.

## Steps to Respect Year-End Implementation Checklist

Note: Use this checklist each year to assess the overall implementation of the program in your school. It is best to gather this information prior to beginning preparation for the next year's implementation.

We conducted the All-Staff Training.

Yes  No

If yes, list the facilitator: \_\_\_\_\_

We conducted the Coaching Training.

Yes  No

If yes, list the facilitator: \_\_\_\_\_

We conducted the Curriculum Orientation.

Yes  No

If yes, list the facilitator: \_\_\_\_\_

We conducted the Booster Trainings throughout the year.

Yes  No

We conducted additional trainings.

Yes  No

If yes, list the facilitator and topic(s): \_\_\_\_\_

Who attended the *Steps to Respect* All-Staff Training?

- |  |   |
|--|---|
| <input type="checkbox"/> Classroom teachers                    | <input type="checkbox"/> Specialists                |
| <input type="checkbox"/> Special education teachers            | <input type="checkbox"/> Nurse                      |
| <input type="checkbox"/> Instructional aides                   | <input type="checkbox"/> Lunchroom staff            |
| <input type="checkbox"/> Principal                             | <input type="checkbox"/> Office staff               |
| <input type="checkbox"/> Other administrators                  | <input type="checkbox"/> Custodial staff            |
| <input type="checkbox"/> Counselors                            | <input type="checkbox"/> Security staff             |
| <input type="checkbox"/> Playground supervisors                | <input type="checkbox"/> Daycare/extended day staff |
| <input type="checkbox"/> Social workers/family support workers | <input type="checkbox"/> Bus drivers                |
| <input type="checkbox"/> School psychologist                   | <input type="checkbox"/> Other (Please list) _____  |

What percentage of total school staff attended the All-Staff Training? \_\_\_\_\_ %

Which staff members still require training? \_\_\_\_\_

Who presented the skill lessons to students?

- Teachers
- Counselor
- Other (Please list) \_\_\_\_\_

How many teachers taught the *Steps to Respect* program, and what percentage?

Grade 3 \_\_\_\_\_ ( \_\_\_\_\_ %)

Grade 4 \_\_\_\_\_ ( \_\_\_\_\_ %)

Grade 5 \_\_\_\_\_ ( \_\_\_\_\_ %)

Grade 6 \_\_\_\_\_ ( \_\_\_\_\_ %)

Ways in which skill lessons are reinforced outside of the classroom: \_\_\_\_\_

Were *Steps to Respect* literature lessons presented?

- Yes     No

If yes, at what grade level and by how many teachers? \_\_\_\_\_

If no, why not? \_\_\_\_\_

Did the nonteaching staff receive reports from students and follow up according to the school's plan?

Yes     No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What percentage of the total school staff received reports this year? \_\_\_\_\_ %

Did the classroom teachers, counselor, and administrators coach students according to the school's plan?

Yes     No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What percentage of the total teaching staff coached students this year? \_\_\_\_\_ %

List ideas for expanding on the successes of the *Steps to Respect* program next year: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_