Appendix M
**Site Visit Interview Protocol: Special Education Teacher**

**U.S. Department of Education State Bullying Laws and Policies Implementation Study**
**Field Interview Protocol**
Special Education Teacher


The U.S. Department of Education is sponsoring a study about bullying in schools. The purpose of the study is to find out how districts and schools are implementing state laws and policies related to bullying. We are asking you to share your observations about bullying among students on your school campus and your experiences responding to bullying situations. [SCHOOL NAME] has been randomly selected as one of 24 school sites nationally to participate in the bullying study. You have been invited to participate in this study because you may be knowledgeable about bullying practices in this district or on this school campus.

**POTENTIAL RISKS OR BENEFITS OF PARTICIPATION**
There are no anticipated risks involved in taking part in this study. Participation may not benefit you personally. However, the information gathered in this study may be valuable for developing effective policies for responding to bullying in schools.

**CONFIDENTIALITY**
We will not share information identifying you or your district with anyone outside of the study team except if required by law. No one in your school or district administration will be told of your responses to interview questions and your responses will not be tied to any review or evaluation of your professional performance. Responses will be summarized in individual case studies for districts and schools to provide examples of policy implementation in a manner that does not associate responses with a specific individual and does not identify a school or district by name.

**VOLUNTARY PARTICIPATION/WITHDRAWAL**
If you agree to complete the interview, you will be considered a participant in a research study on the implementation of state bullying laws and policies. Your participation in the research study is completely **voluntary**. You may decide not to join, to only answer some questions, or to leave the study at any time. There is no penalty for choosing not to participate.

**U.S. Department of Education State Bullying Laws and Policies School Implementation Study**
Special Education Teacher Interview

| Respondent Information | |
|---|---|
| **Interview Questions** | **Open-Ended Elaboration** |
| **1.** How long have you been a special education teacher at this school?<br>○ Less than one year<br>○ 1-2 years<br>○ 3 -4 years<br>○ 5-9 years<br>○ 10 years or more | |
| **2.** What are your **specific roles and responsibilities with regard to preventing or responding to bullying problems** on your school campus or in your school? | |

| Problem Definition | |
|---|---|
| **Interview Questions** | **Open-Ended Elaboration** |
| **3.** **Tell me about bullying that happens among students at your school.** | |
| **3a.** How do you **recognize a bullying situation** when you see one? What criteria do you use to determine when a conflict between students should be defined as bullying? What challenges do you encounter when determining whether or not an incident constitutes bullying behavior? | |
| **3b.** In what ways are bullying **behaviors disruptive?** | |
| **3c.** Where **and when does bullying most frequently occur**? | |
| **3d.** How are the **bullying experiences of students in your classroom** different from the experiences of other students? What are the specific challenges? | |

## Communication

| Interview Questions | Open-Ended Elaboration |
|---|---|
| **4.** **Tell me about the bullying policy at your school.** | |
| **4a.** How were you **informed about the school bullying policy**?<br>○ Posted on the district website<br>○ Posted on school campuses<br>○ Published in the district employee manual<br>○ Discussed in staff meetings<br>○ Reviewed as part of in-service training<br>○ Other communications | |
| **4b.** How **familiar are you with the specific requirements** in the policy?<br>○ Very familiar<br>○ Somewhat familiar<br>○ Not very familiar<br>○ Not at all familiar | |
| **4c.** Have you **ever discussed the bullying policy** with students in your classroom?<br>○ Yes<br>○ No | |
| **4d.** How **clearly does the policy communicate** expectations to school personnel, students, and families? | |
| **4e.** How well does your **school bullying policy provide protections for students with disabilities?** | |

## School Personnel Training

| Interview Questions | Open-Ended Elaboration |
|---|---|
| **5.** **Tell me about any training you received related to bullying issues.** | |
| **5a.** Have you **participated in bullying training**?<br>○ Yes<br>○ No | |
| **5b.** **Was** participation in **training voluntary or required**?<br>○ Training was mandatory<br>○ Training was voluntary | |

## School Personnel Training

| Interview Questions | Open-Ended Elaboration |
|---|---|
| **5c.** How **often are you required to participate in training**? | |
| **5d.** What was the **content of the training** that you received? | |
| **5e.** What **issues or topics** are covered in the training curriculum?<br>○ How to identify or recognize bullying behavior<br>○ How to appropriately intervene in bullying situations<br>○ How to implement or enforce bullying policies<br>○ How to promote positive school climate<br>○ Other: _____ | |
| **5f.** Does the **training curriculum address special concerns related to bullying for students with disabilities**? | |
| **5g.** How useful was the **training information** when you were faced with an actual situation? What about it was helpful or not helpful? | |

## Prevention

| Interview Questions | Open-Ended Elaboration |
|---|---|
| **6.** Tell me about any bullying prevention or education program for students at your school. Describe the program and its components. | |
| **6a.** Have there been any **challenges to implementing the school programs or approaches to address bullying** (prevention, intervention, and whole-school approaches to promote school climate)? If so, what are these challenges and how can they be resolved? | |
| **6b.** What have been the important impacts of the school program thus far? | |

| Reporting/Monitoring | |
|---|---|
| **Interview Questions** | **Open-Ended Elaboration** |
| **7.**     **Tell me about how you respond to bullying situations among students at your school.** | |
| **7a.**   How do you respond to bullying that you witness first-hand?<br>　○ No immediate response, monitor future interactions<br>　○ Intervene to stop the behavior, monitor future interactions<br>　○ Intervene to stop the behavior and report the incident<br>　○ Report the incident to a school administrator<br>　○ Other: _____ | |
| **7b.**   How do you respond to bullying that is reported to you?<br>　○ No immediate response, monitor future interactions<br>　○ Discuss the situation with the bully<br>　○ Report the incident to a school administrator<br>　○ Other: _____ | |
| **7c.**   If you would choose to intervene in a bullying situation, **how would you intervene**? | |
| **7d.**   Are you aware of any **expectations for reporting** by school personnel and students? Is reporting mandatory?<br>　○ Yes, immediate, mandatory reporting by students and school personnel<br>　○ Yes, immediate, mandatory reporting by school personnel<br>　○ Yes, school personnel must intervene to stop bullying; if situations is unresolved, school personnel must report.<br>　○ No, encouraged reporting only<br>　○ Unaware of reporting requirements | |
| **7e.**   Is there a **designated person on campus** who you would go to for reporting bullying situations? Who is that person? | |
| **7f.**   Describe the **procedure for reporting** bullying incidents.<br>　○ Must submit a standard reporting or complaint form<br>　○ Must submit report in writing (no standardized form or structure)<br>　○ May submit a verbal report to a school administrator<br>　○ May submit an anonymous report.<br>　○ Other: _____ | |

## Investigations and Written Records

| Interview Questions | Open-Ended Elaboration |
|---|---|
| **8.** **Tell me about a time when you were personally involved in reporting a bullying incident.** | |
| **8a.** Have you **personally ever reported** an incident of bullying?<br>○ Yes<br>○ No | |
| **8b.** How did you **make the decision to report** or not report the incident? | |
| **8c.** What actions were **taken by the school administration to follow-up on the bullying report?**<br>○ Teacher participated in a follow-up investigation<br>○ Teacher was formally notified (i.e., in writing) of the school administration's response (e.g., intervention plan, disciplinary action, student transfer)<br>○ Teacher was informally notified of the school administration's response (e.g., verbal feedback)<br>○ Teacher was provided formal guidelines for how to intervene if future incidents occur | |
| **8d.** Are there any **special modifications made for students with disabilities** to facilitate reporting or investigation of bullying incidents? | |
| **8e.** Are you aware of any specific **steps taken by the school to safeguard victims or witnesses** from further bullying or retaliation?<br>○ Yes<br>○ No | |
| **8f.** Were you **notified about how the bullying situation was resolved**?<br>○ Yes<br>○ No | |

| **Policy Application and Effectiveness** | |
|---|---|
| **Interview Questions** | **Open-Ended Elaboration** |
| **9.** **Tell me about some of the challenges associated with implementing the bullying policy in your school**.<br>[PROBES]<br>• What are the particular components or requirements of the policy that are most challenging to put into practice?<br>• What is it about these components that makes them challenging?<br>• How have you coped with these challenges? What have you done to resolve them in particular cases?<br>• What (additional) steps would help you put the policy into practice in your district? | |
| **10.** Are there components or requirements in your school's bullying policy that stand out as particularly effective in addressing bullying?  If yes, what are these components? What makes these components of the policy effective? | |
| **11.** How **effective** are your school's bullying policies in reducing bullying problems?<br>[PROBES]<br>• Which problems are most effectively addressed?<br>• Which problems are least effectively addressed?<br>• What specific policy components or requirements contribute most to effectiveness?<br>• What specific policy components or requirements contribute the least to effectiveness? | |
| **12.** Have you **observed any changes in the school environment** since the bullying policy has been implemented?<br>○ Increased awareness of bullying<br>○ Increased reporting of incidents<br>○ Increased consistency of enforcement<br>○ Improved school climate<br>○ Reduced frequency of bullying<br>○ Other: _____ | |
| **13.** What **advice would you give to others schools** that are developing bullying policies and programs? | |