

Appendix N
Site Visit Interview Protocol: Physical Education Teacher

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

Respondent Information	
Interview Questions	Open-Ended Elaboration
1. How long have you been a physical education instructor at this school? <input type="radio"/> Less than one year <input type="radio"/> 1-2 years <input type="radio"/> 3 -4 years <input type="radio"/> 5-9 years <input type="radio"/> 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. How much adult supervision is provided when students are in school locker rooms?	
3d. Where and when does bullying most frequently occur among your students (e.g., on the playing field, in the locker room)?	
3e. Are there individual students or groups of students in your school who are more vulnerable to bullying? If so, who are these students, and why are they more likely to be targeted?	

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? <ul style="list-style-type: none"> <input type="radio"/> Posted on the district website <input type="radio"/> Posted on school campuses <input type="radio"/> Published in the district employee manual <input type="radio"/> Discussed in staff meetings <input type="radio"/> Reviewed as part of in-service training <input type="radio"/> Other communications 	
4b. How familiar are you with the specific requirements in the policy? <ul style="list-style-type: none"> <input type="radio"/> Very familiar <input type="radio"/> Somewhat familiar <input type="radio"/> Not very familiar <input type="radio"/> Not at all familiar 	
4c. How clearly does the policy communicate expectations to school personnel, students, and families?	
4d. Have you ever discussed the bullying policy with students in your classroom? If yes, describe these discussions. <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No 	

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? <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No 	
5b. Was participation in training voluntary or required? <ul style="list-style-type: none"> <input type="radio"/> Training was mandatory <input type="radio"/> Training was voluntary 	
5c. How often are you required to participate in training?	

School Personnel Training

Interview Questions	Open-Ended Elaboration
5d. What was the content of the training that you received?	
5e. How useful was the training information when you were faced with an actual situation? What about it was helpful or not helpful?	

Reporting/Monitoring

Interview Questions	Open-Ended Elaboration
6. Tell me about how you respond to bullying situations among students at your school.	
6a. How do you respond to bullying that you witness first-hand ? <input type="radio"/> No immediate response, monitor future interactions <input type="radio"/> Intervene to stop the behavior, monitor future interactions <input type="radio"/> Intervene to stop the behavior and report the incident <input type="radio"/> Report the incident to a school administrator <input type="radio"/> Other: _____	
6b. How do you respond to bullying that is reported to you ? <input type="radio"/> No immediate response, monitor future interactions <input type="radio"/> Discuss the situation with the bully <input type="radio"/> Report the incident to a school administrator <input type="radio"/> Other: _____	
6c. If you would choose to intervene in a bullying situation, how would you intervene ?	
6d. Are you aware of any expectations for reporting by school personnel and students? Is reporting mandatory? <input type="radio"/> Yes, immediate, mandatory reporting by students and school personnel <input type="radio"/> Yes, immediate, mandatory reporting by school personnel <input type="radio"/> Yes, school personnel must intervene to stop bullying; if situation is unresolved, school personnel must report. <input type="radio"/> No, encouraged reporting only <input type="radio"/> Unaware of reporting requirements	
6e. Is there a designated person on campus who you would go to for reporting bullying situations? Who is that person?	

Reporting/Monitoring

Interview Questions	Open-Ended Elaboration
<p>6f. Describe the procedure for reporting bullying incidents.</p> <ul style="list-style-type: none"> <input type="radio"/> Must submit a standard reporting or complaint form <input type="radio"/> Must submit report in writing (no standardized form or structure) <input type="radio"/> May submit a verbal report to a school administrator <input type="radio"/> May submit an anonymous report. <input type="radio"/> Other: _____ 	

Investigations and Written Records

Interview Questions	Open-Ended Elaboration
<p>7. Tell me about a time when you were involved in reporting a bullying incident.</p>	
<p>7a. Have you personally ever reported an incident of bullying?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No 	
<p>7b. How did you make the decision to report or not report the incident? What did you use to determine it was a bullying situation?</p>	
<p>7c. What actions were taken by the school administration to follow-up on the bullying report?</p> <ul style="list-style-type: none"> <input type="radio"/> Teacher participated in a follow-up investigation <input type="radio"/> Teacher was formally notified (i.e., in writing) of the school administration's response (e.g., intervention plan, disciplinary action, student transfer) <input type="radio"/> Teacher was informally notified of the school administration's response (e.g., verbal feedback) <input type="radio"/> Teacher was provided formal guidelines for how to intervene if future incidents occur <input type="radio"/> Other 	
<p>7d. Are you aware of any specific steps taken by the school to safeguard victims or witnesses from further bullying or retaliation?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No 	

Policy Application and Effectiveness	
Interview Questions	Open-Ended Elaboration
<p>8. Tell me about some of the challenges associated with implementing the bullying policy in your school. [PROBES]</p> <ul style="list-style-type: none"> • What are the particular components or requirements of the policy that are most challenging to put into practice? • What is it about these components that makes them challenging? • How have you coped with these challenges? What have you done to resolve them in particular cases? • What (additional) steps would help you put the policy into practice in your district? 	
<p>9. 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?</p>	
<p>10. How effective are your school's bullying policies in reducing bullying problems? [PROBES]</p> <ul style="list-style-type: none"> • Which problems are most effectively addressed? • Which problems are least effectively addressed? • What specific policy components or requirements contribute most to effectiveness? • What specific policy components or requirements contribute the least to effectiveness? 	
<p>11. Have you observed any changes in the school environment since the bullying policy has been implemented?</p> <ul style="list-style-type: none"> <input type="radio"/> Increased awareness of bullying <input type="radio"/> Increased reporting of incidents <input type="radio"/> Increased consistency of enforcement <input type="radio"/> Improved school climate <input type="radio"/> Reduced frequency of bullying <input type="radio"/> Other: _____ 	
<p>12. What advice would you give to others schools that are developing bullying policies and programs?</p>	