

**Maryland State Department of Education
Sexual Harassment and Assault Prevention Program**

REPORTING FORM DIRECTIONS

**Please Note: Throughout the directions and reporting forms, the terms “exposures” and “sessions” are used interchangeably. The terms are defined as follows: when the same material is covered in a session that either 1) spans longer than one day or 2) is held a number of times to accommodate a large audience, it is considered just one exposure. For example, a two-day Olweus training is considered just one exposure. Similarly, three student assemblies conducted on the same material (more than one session is held simply to account for the number of students), is considered just one exposure.*

ACTIVITY REPORT FOR OUT-OF-CLASS SESSIONS

General Instructions: Please complete one Activity Report for each separate out-of-class session held on a given day. **This form is to assist school districts in tracking activities and should NOT be submitted with Semester Reports.**

- **SCHOOL NAME:** In most cases the name of just one school should be entered here. In cases of countywide staff trainings, be certain to avoid double counting schools when you transfer data from the Activity Report to the appropriate Semester Report.
- **TYPE OF ACTIVITY:** Include assembly, health fair, parent meeting, etc, and the topic area (found on page 2 of the Activity Report).
- **ACTIVITY(S) COVERED BY GRANT:** Indicate whether or not the topic(s) and activity(s) were covered under the grant.
- **TOTAL NO. OF STUDENTS:** If more than one grade is listed under “GRADE(S),” enter here the number of students in *each* grade (e.g. 6th – 200; 7th – 300).
- **STAFF GROUP:** Examples are faculty/staff; counselors; school nurses; psychologists; pupil service personnel; or other – specify.
- **TOTAL NO. OF STAFF:** As with “TOTAL NO. OF STUDENTS,” if more than one staff group is listed under “STAFF GROUP,” enter here the number of staff in *each* group.
- **PARENT GROUP:** Examples are PTA; parents of 6th graders, etc.
- **NO OF TIMES GROUP IS EXPOSED:** Please see description of “exposures” above. On the Activity Report form, this section is completed for you to assist you in adding your numbers for the Semester Report. Note that “group” refers to that which was listed above, that is, student group, staff group, or parent group.
- *For non-student groups only,* check “Y” or “N” to indicate whether a knowledge- and attitudes-based pre/posttest was administered. Note that it is not necessary to evaluate student assemblies; however, it is helpful to hold some form of a debriefing with students after an assembly to help them process the information they have heard.

Page 2, Informational Materials

- Indicate the medium of the health education information developed and the quantity of materials distributed, the target populations receiving the information, and the topic areas covered. Indicate all that apply.
- In the “Successes or Specific Accomplishments” box, indicate any specific information you would like to include in your report that has not been addressed in another area of the form.
- Indicate in the “Successes or Specific Accomplishments” box programs/initiatives occurring in your county that are related to sexual harassment, bullying, etc., that are not supported with SHAPP grant funds. Please make it clear, for our information, that SHAPP funds **are not** being used to support the efforts.

SEMESTER REPORT, PART I (CURRICULUM)

Sample Explanation

Across all participating schools in County X, 1050 students in the 6th grade received 4 sessions on bullying, 5 sessions on healthy relationships and 2 sessions on communication. The sessions were from Level 1 of the Second Step curriculum for middle school students. Approximately 70% of schools implementing the curriculum administered a pre/posttest with students.

- Follow the example to complete this form.
- After recording the type of curriculum used in the each session or activity, check the appropriate box, “Y” if activity was paid for within the grant cycle, “P” if activity was paid for by this grant within the previous cycle, or “N” if it was paid for through other funding.
- Include data on the number of schools participating in the program in your district.
- Include information on any pre/posttests administered to students. **If not administered, please indicate why.**
- If a school wide behavioral support program is in place, please indicate the program name as well as the number of schools implementing the program.

SEMESTER REPORT, PART II (STUDENT)

General Instructions

- In general, when compiling student data from Activity Reports for Out-of-Class Sessions, group all Activity Reports by grade(s). This will assist you as you add your numbers.
- Beware of duplicate counting!
- Please remember to sign and date the form.

Sample Explanation

Across all participating schools in County X, 400 students in the 3rd grade received a total of four (4) sessions on bullying.

Across all participating schools in County X, 850 students in the 6th grade received a total of four (4) sessions on bullying. Out of 850 students, 300 received an additional two (2) sessions on bullying; specifically, 300 students received six (6) sessions on the topic.

- Find the box corresponding to the grade level receiving the educational activity and the topic covered.
- In the box, **include 3 pieces of information:**
 - 1) The number of students
 - 2) The number of sessions received by these students (in parenthesis)
 - 3) A “Y” if activity/topic/session was covered under the grant, “P” if it was paid for by this grant in a previous cycle, or “N” if the activity was paid for through other funding
- We are interested in capturing the number of exposures ‘X’ number of students received on a given topic. When students in the same grade received a different number of sessions on a given topic (for any reason, e.g., differing schools), **do not** add their numbers together. Instead separate the information out as indicated in the sample entry.
- The school district, person reporting, and reporting semester fields are contained in the footer of this document. To enter this information, double-click your cursor anywhere over the fields to bring the footer to the forefront. It is only necessary to complete this information on one page; it will then appear on remaining pages of the document where the footer is contained. **Please be sure to complete these fields.**

Page 3, Informational Materials

- Compile the data on educational material development and distribution from each second page of the Activity Report for Out-of-Class Sessions completed during the semester.
- Similarly, include a summary of successes and accomplishments from each second page of the Activity Report for Out-of-Class Sessions completed during the semester.
- Indicate in the successes and accomplishments section programs and initiatives occurring in your county that are related to sexual harassment, bullying, etc., that are not supported with SHAPP grant funds. Please make it clear, for our information, that SHAPP funds **are not** being used to support the efforts.

SEMESTER REPORT, PART III (PROFESSIONAL & MATERIALS)

General Instructions

- In general, when compiling professional/parent data from Activity Reports for Out-of-Class Sessions, group all Activity Reports by professional/parent group. This will assist you as you add your numbers.
- Beware of duplicate counting!
- Please remember to sign and date the form.

Sample Explanation

Across all participating schools in County X, 75 administrators received one (1) session on bullying. The session was evaluated.

Across all participating schools in County X, 400 faculty/staff received three (3) sessions on bullying. Two (2) of the three (3) sessions were evaluated (66%).

Across all participating schools in County X, 10 school psychologists received two (2) sessions on bullying. Of the 10 school psychologists, five (5) received an additional session on bullying; specifically, five (5) school psychologists received three (3) sessions on the topic. All sessions were evaluated.

Across all participating schools in County X, 65 bus drivers received two (2) sessions on bullying. Neither session was evaluated.

- Find the box corresponding to the professional/parent group receiving the educational activity and the topic covered.
- In the box, **include 4 pieces of information:**
 - 1) The number of individuals in the group.
 - 2) The number of sessions received by the group (in parenthesis).
 - 3) A percentage indicating (or, where necessary, estimating) the frequency at which a knowledge- and attitudes-based pre/posttest was administered. **If not administered, please indicate why.**
 - 4) A “Y” if activity/topic/session was covered under the grant, “P” if it was paid for by this grant in a previous cycle, or “N” if the activity was paid for through other funding.
- We are interested in capturing the number of exposures ‘X’ number of professionals/parents received on a given topic. When individuals from the same professional/parent group receive a different number of sessions on a given topic (for any reason, e.g., differing schools), **do not** add their numbers together. Instead separate the information out as indicated in the sample entry.
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- Indicate in the successes and accomplishments section programs and initiatives occurring in your county that are related to sexual harassment, bullying, etc., that are not supported with SHAPP grant funds. Please make it clear, for our information, that SHAPP funds **are not** being used to support the efforts.