

Proposed Steps to Address Support Group Method Interventions



- I. Bullying situation referred to the Support Group Method (SGM) team
 - A. Have referring individual fill out SGM Referral Form and invite to team meeting where possible intervention will be discussed/assigned if time allows
 - B. If individual is a SGM team member, consult with target and describe SGM, obtain consent to proceed with intervention, and identify names of possible SGM participants (aggressors, supporters, bystanders), send email notice of possible SGM along with referral to team to be discussed at next meeting
 - C. If individual is a student coming forward on behalf of a peer that is being targeted, the SGM team member that was contacted will complete the referral form, arrange to speak with the “target” or email other team members looking for a volunteer to speak with the target
- II. Possible SGM intervention is put on agenda for next SGM team meeting if time allows/no safety issues
- III. Possible SGM is discussed at SGM team meeting
 - A. Team decides whether or not issue is appropriate to be handled using SGM
 1. If team elects that SGM is NOT appropriate, this should be noted on referral form, and the issue should be referred to appropriate school staff and referral source
 2. If team elects that SGM is appropriate, two staff/faculty members and one alternate staff/faculty member is assigned to the intervention with forms
 - (1) Following meeting the assigned staff/faculty members and alternate decide upon a date and time for the intervention
 - (2) Assigned staff/faculty members note any interventions conducted on the District’s specified electronic data collection system
 - (3) Assigned staff/faculty members contact front office staff, or guidance to obtain participants’ class schedules and requesting that office aides send passes to the students near the end of the period prior to the scheduled meeting time
- IV. Hold SGM intervention following the outline published by “Lucky Duck” *NOTE: At this point “target” has given permission, provided any artwork, and names for possible support group members*
 - A. Start meeting by discussing some rules for an “effective” meeting: i.e., listening, one person speaks at a time (can use object for speaker to hold), confidentiality, etc.
 - B. Remember that the goal of the meeting is to get participants to commit to doing something to make “target” feel more comfortable
 - C. At conclusion of meeting, let participants know they will be contacted again in approximately one week to check progress in helping target feel safe and happy
- V. Assigned staff/faculty members complete SGM Intervention form (to be kept with referral form, any additional meeting notes, artwork, etc.)
- VI. Assigned staff/faculty members email SGM team regarding outcome of the SGM intervention
- VII. After a few days and again at one week (and at regular intervals thereafter), assigned staff/faculty member(s) meet with the “target” to evaluate the success of the intervention
- VIII. After meeting with the “target” the assigned staff/faculty members meet with the SGM group individually to find out how well they followed through with their commitments (may be repeated)
- IX. Assigned staff/faculty members complete “follow-up” section of SGM Intervention form
- X. Assigned staff/faculty members email SGM team and the “target’s” teachers/relevant school staff regarding outcome of the SGM intervention after the follow-up
- XI. Permanent written record and data system entries are completed as well as original documentation maintained by SGM team coordinator