

BULLYING POLICY ADOPTION & DISSEMINATION CHECKLIST**Adoption Procedure**

Identify parents, school district employees, volunteers, students, school district administrators, law enforcement personnel, domestic violence sexual assault organizations as defined by subsection 3 of section 14-07.1-01, and community representatives to be involved in policy development. **NOTE: Law requires that each of the parties be involved in policy development.**

Identify method to involve the above groups in the bullying policy development. One suggested method would be to send the proposed bullying policy to these groups and ask for their written input by a specific deadline. Document the date that each group was contacted to participation in the bullying policy development and document any group that could not or did not participate.

Parents, date contacted: _____
Provided input: Yes No
If yes, date(s): _____

School employees, date contacted: _____
Provided input: Yes No
If yes, date(s): _____

Volunteers, date contacted: _____
Provided input: Yes No
If yes, date(s): _____

Students, date contacted: _____
Provided input: Yes No
If yes, date(s): _____

School administrators, date contacted: _____
Provided input: Yes No
If yes, date(s): _____

Law enforcement, date contacted: _____
Provided input: Yes No
If yes, date(s): _____

Domestic violence sexual assault organizations, date contacted: _____
Provided input: Yes No
If yes, date(s): _____

Community representatives, date contacted: _____
Provided input: Yes No
If yes, date(s): _____

EXHIBIT

Descriptor Code: ACEA-E1

- Have the Board perform a first and second reading of bullying policy at a regular or a special meeting (typically at two separate meetings depending on local policy).
Date of first reading: _____
Date of second reading: _____

After Adoption

- Send adopted policy to Department of Public Instruction, %Safe and Healthy Schools, 600 East Boulevard Avenue, Department 201, Bismarck, ND 58505-0340.
Date: _____
- Ensure that policy is explained to and discussed with district students.
Date: _____
- Make the policy available in student and personnel handbooks.
Date: _____

Review and revise policy as necessary and send a copy of any board adopted bullying policy revision to DPI using the address above.

End of Warwick School District #29 Exhibit ACEA-E1