

**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): \_\_\_\_\_

- Have the Board perform a first and second reading of bullying policy at a regular or special meetings (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. Policies can be emailed to: [vfischer@nd.gov](mailto:vfischer@nd.gov).  
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 McClusky School District #19 Exhibit ACEA-E1**