Anti Bullying Policy Checklist

Step 1. Preparation. These items should be completed before beginning to formulate a policy.

Action item	Responsible Party	Completed Date
Identify an anti bullying policy writing team		
Conduct center self-assessment and data review		
Identify applicable state law(s) related to bullying		

Step 2. Write Policy. All items in the following table should be included in the center's policy.

Action item	Responsible Party	Completed Date
Describe the center's position on bullying, i.e., why the policy is being developed		
Define bullying		
Address applicable anti-bullying state law(s)		
Describe how the policy will be introduced and disseminated to center students and staff		
Outline responsibilities and rights of students and staff		
Describe sanctions for bullying behavior		
Describe rewards for inclusive behavior		
Identify procedures for reporting		
Describe how the center will respond and investigate to reports of bullying		
Identify the job title of the center official responsible for ensuring that policy is implemented		
Identify the job title of the center official who will complete significant incident reports for bullying		
Identify how the center will protect targets of bullying		
Identify how the center will increase positive behavior of bullies		
Include a statement that expresses your center's on-going commitment to prevent bullying and to support a positive center climate		

Step 3. Communicate Policy.

Action item	Responsible Party	Completed Date
Add this anti-bullying policy to the center's student handbook, web site and Introduction to Center Life presentation during CPP		
Send copy of this policy to the regional office		

Revised: September, 2007