ADDENDUM I

AN ACCOUNTABILITY CHECKLIST
for the Implementation and Procedural Guide

☐ Administration has read the specifics of their respective State Law on Bullying, Intimidation and Harassment and the Federal Harassment Law.

☐ Staff members agree to their commitment to students and staff health and safety and to reduce exposure to bully/victim behavior.

☐ A safety committee that represents each sector of the school community has been selected to maintain overall school protection to maintain a safe, learning environment.

☐ The safety committee has designated roles and responsibilities for each committee member.

☐ The principal has assigned a coordinator whose responsibility is to manage the safety committee and ensure compliance with the state bullying and federal harassment laws and the safety of students.

☐ The safety committee is scheduled to meet monthly with a proposed agenda.

☐ Staff members have read the Implementation and Procedural Manual in its entirety and understand roles that apply to each position.

☐ Certified and classified staff will attend on-going bullying prevention and intervention training in addition to other safety training as directed by the safety committee.

☐ Staff members are mandated to report disruptive and unsafe practices that interfere with student learning or impact student safety.

☐ The safety committee’s responsibility is to identify unsafe areas and make suggested corrections where bullying or unsafe practices may occur (hotspots) during the regular operational day (and elsewhere).

☐ Staff will complete a Staff Incident Report when a student’s behavior is observed to impact learning or cause disruption in the school environment.

☐ Grade Level/Department Heads will collect specific documentation (i.e. Student Log, Statement from Bullied Student, Statement from Student Bullying) when investigating suspected bullying.

☐ The safety committee will develop and execute on-going training for certified and classified staff regarding their mandated reporter responsibilities.

☐ A safety inspection is conducted quarterly.

☐ An outside certified bullying prevention consultant will collect data, offer on-going technical assistance, and conduct monthly evaluations to assess the success of this implementation and procedural plan.