**New Hampshire Department of Education**

**Checklist – Required Content of Written Policy Prohibiting Bullying and Cyber bullying as required under NH RSA 193-F**

This checklist is provided by the New Hampshire Department of Education for optional use. Some schools and districts may find it helpful to use when reviewing their policies for inclusion of all elements required by the New Hampshire statute, RSA 193-F, Pupil Safety and Violence Prevention as amended in July, 2010.

RSA 193-F requires that all public schools, including charter schools have a written policy prohibiting bullying and cyber bullying which acknowledges that bullying/cyber bullying can occur both in the school setting and out of school if it interferes with a student’s educational opportunities or disrupts a school day or event.

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| **Requirement** | **Key Elements** | **In the Plan? (Y/N)** |
| 1. Statement prohibiting bullying/cyber bullying | Bullying  Cyber bullying |  |
| 1. Statement protecting all students from retaliation and false accusations, and a process for developing a plan as needed to protect students from retaliation | Retaliation  False Accusations  Protection Plan |  |
| 1. Statement that all students are protected | All students |  |
| 1. Statement of consequences for bullying/cyber bullying behavior | Consequences of Behavior |  |
| 1. Statement about how policy is disseminated to the whole school/community | Dissemination Plan |  |
| 1. Clear procedure for students and others to report incidents | Clear Reporting Procedure  Incidents |  |
| Requirement | Key Elements | In the Plan? (Y/N) |
| 1. Internal procedure for reporting within the SAU/Charter Community | Internal Procedure  SAU/Charter |  |
| 1. Clear process for notification of parents/guardian of both the perpetrator and the victim within 48 hours of the report | Parent Notification  Perpetrator  Victim |  |
| 1. Procedure for the superintendent to grant a waiver, in writing from the notification requirement if the superintendent or designee deems the waiver to be in the best interest of the victim or perpetrator. Procedure shall state that granting of a waiver shall not negate the school’s responsibility to adhere to the remainder of its approved written policy | Waiver to notification requirement if deemed in best interest of victim or perpetrator  Does not negate responsibility to adhere to rest of policy |  |
| 1. Written procedure for investigation of reports (within five days)   Identification of the person responsible for the investigation and the manner and time period in which the results of the investigation shall be documented.  Procedure includes that the superintendent or designee may grant an additional 7 days and that all parties must be notified of the extension | Investigation Report  Person Responsible for Investigation  Additional 7 day extension may be granted  Notification of extension to all parties |  |
| 1. Response is required by principal or designee to remediate any substantial incident in order to reduce risk of future incidents. This includes retaliation protection | Remediate substantial incidents  Reduce risk of future incidents  Retaliation Protection |  |
| 1. Requirement that the principal or designee report all substantial incidents to superintendent or designee | Principal Report to Superintendents of Substantial Incidents |  |
| 1. Written procedure to communicate with parents of victim and perpetrator within 10 school days of completion of investigation regarding school’s remedies and assistance | Communicate with parents of victim and perpetrator within 10 days  Remedies and Assistance |  |
| 1. Policy must state clearly by job title who is responsible for implementing the approved policy | Policy Implementation Responsibility |  |
| 1. Policy must be displayed in a public and accessible setting | Public Access to Policy |  |