

Bullying Regulations

Reporting Regulations

A comprehensive program must involve interventions at all levels, school wide, classroom and individual.

LEARN's program:

1. Permits anonymous reports of bullying by students and/or written reports by parents or guardians;
2. Requires teachers and other school staff to notify school administrators of bullying acts they witness and students' reports they receive;
3. Requires school administrators to investigate parents' reports and review students' anonymous reports;
4. Requires school administrators to complete a Harassment/Bullying Incident Record form for each verified harassment/bullying incident;
5. Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there;
6. Requires each school to have an intervention strategy for school staff to deal with bullying, including language about bullying in student codes of conduct;
7. Requires notice to parents or guardians of students involved in a verified act of bullying and an invitation to meet with the school administration;
8. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual; and
9. Requires students to be notified annually of the process by which they may make reports of bullying.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The Principal of each school and or his/her designee is responsible for handling all complaints of alleged bullying.

8/27/10

LEARN INVESTIGATIVE REPORT

[School]
[Town, State]

COMPLAINT REPORT

Name of Complainant: _____ School Relationship/Grade: _____
Home Address: _____ Phone: _____
Sending School District: _____
Date of Incident(s): _____ Time: _____ Date Reported: _____
Location(s) of Incident: _____
Complaint Filed Against: _____ Grade: _____
Details of complaint: _____

Witnesses:

1. _____ Grade: _____
2. _____ Grade: _____
3. _____ Grade: _____

Have there been previous incidents? (circle one) YES NO

If "YES", did you report it? YES NO How did you report it? WRITTEN VERBAL

To whom was it reported? _____ Date of Report: _____

Signatures:

I certify that the above information and events are accurately depicted to the best of my knowledge.

Complainant: _____ Date: _____

Safe School Climate Specialist: _____ Date: _____

District Safe School Climate Coordinator Email Notification Date: _____

LEARN INVESTIGATIVE REPORT

[School]
[Town, State]

SAFE SCHOOL CLIMATE SPECIALIST INVESTIGATIVE REPORT

Name of Complainant: _____ School Relationship/Grade: _____

Parents/Guardians: _____ Sending School District: _____

Date of Incident(s): _____ Time: _____ Date Reported: _____

Location(s) of Incident: _____

Complaint Filed Against: _____ Sending School District: _____

Details of Investigation ****List of Events/Notifications/Procedures****:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____

Decision Rendered: () Unfounded () Unsustained () Sustained

Findings/Recommended Interventions/Action Taken:

- _____
- _____
- _____
- _____

Signatures of Complainant: _____ Date: _____

Subject of Investigation: _____ Date: _____

Safe School Climate Specialist: _____ Date: _____

***** Submit Completed Forms and Documentation to the District Safe School Climate Coordinator *****

Key:

Subject of Investigation:

Complainant:

Witness 1: Student A –

Witness 2: Student B –

Witness 3: Student C –

Witness 4: Student D –

Witness 5: Student E –

LEARN Safe School Climate Plan

Introduction
 There is a growing appreciation in Connecticut that school climate is an integral component of the learning environment and essential for school improvement. Connecticut has defined school climate as “the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.” The National School Climate Standards provide a vision and framework for a positive and sustainable school climate. Through the implementation of appropriate prevention and intervention strategies LEARN will sustain school environments where all members are welcomed, supported and feel safe in school; socially, emotionally, physically and intellectually. In response to the need to establish these positive school climates, LEARN has developed the following Safe School Climate Plan.

Component	Actions	Person(s) Responsible	Timeline
Bullying Policy	Continue to implement and enforce already approved Anti-Bullying Policy which includes: <ul style="list-style-type: none"> • Student codes of conduct that are defined and prohibit bullying in accordance with state law. • A prohibition against bullying on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a LEARN van, school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by LEARN or a local or regional board of education • A prohibition against bullying outside of the school setting if such bullying results in any of the following: (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. • A prohibition against any form of discrimination and retaliation directed toward an individual who reports or assists in the investigation of an act of bullying is also strictly prohibited. 	Board of Directors and Executive Director	Ongoing

<p>Reporting Procedures</p>	<ul style="list-style-type: none"> Orally notify the Safe School Climate Specialist or school Administrator after being witness to acts of bullying or receiving reports of bullying File a written report with the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying Any student who believes s/he has been the victim of bullying/cyberbullying may report the matter to any school employee, either in writing or anonymously. Parent(s)/guardian(s) may file written reports of Suspected bullying/cyberbullying. 	<p>All school employees</p> <p>All school employees</p> <p>All Students</p> <p>All Parents</p>	<p>Within one school day after witnessing or receiving report</p> <p>Within two school days of oral notification</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Notification Requirements</p>	<ul style="list-style-type: none"> Provide all school employees with a written or electronic copy of LEARN’s Safe School Climate Plan. Notify students and the parents or guardians of students of the process by which students may make reports of bullying. Provide students with notice of the definition of bullying, cyberbullying and the potential consequences of engaging in such acts by the inclusion of language in student codes of conduct concerning bullying. Publish Safe School Climate Plan on LEARN’s Internet web site and ensure that such plan is included in LEARN’s publication of the rules, procedures and standards of conduct for schools and in all student handbooks. 	<p>LEARN Safe School Climate Coordinator</p> <p>LEARN Safe School Climate Coordinator</p> <p>LEARN Safe School Climate Coordinator and Specialists</p> <p>LEARN Safe School Climate Coordinator</p>	<p>annually and upon hire</p> <p>annually and when newly enrolled</p> <p>annually</p> <p>By Feb 1, 2012 and annually</p>

<p>Investigation</p>	<ul style="list-style-type: none"> • Develop and disseminate investigation procedures for use by safe school climate specialists. • Investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. • Review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report. • Determine whether the alleged conduct occurred & whether such conduct constitutes bullying as defined in the district policy. 	<p>LEARN Safe School Climate Coordinator LEARN Safe School Climate Coordinator and Specialists</p> <p>Safe School Climate Specialists</p> <p>LEARN Safe School Climate Coordinator and Specialists</p>	<p>Ongoing</p> <p>Upon receipt of report</p> <p>Promptly</p> <p>Upon completion of investigation</p>
<p>Response to Verified Acts of Bullying</p>	<ul style="list-style-type: none"> • Take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior, if it is determined that bullying has occurred. • Notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. This notification shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying • Invite the parent(s)/guardian(s) of students who engage in any verified acts of bullying after the completion of the investigation to a meeting at which the following will be shared: <ol style="list-style-type: none"> 1. A description of the verified act(s). 2. A description of the school’s interventions in response to the act(s). 3. Any consequences that may result from the commission of any further acts of bullying. • Invite the parent(s)/guardian(s) of any student against whom an act of bullying was verified after the completion of the investigation at which the following information will be shared: 	<p>LEARN Safe School Climate Coordinator and/or Safe School Climate Specialists</p> <p>LEARN Safe School Climate Coordinator and/or Safe School Climate Specialists</p> <p>LEARN Safe School Climate Coordinator and/or Safe School Climate Specialists</p> <p>LEARN Safe School Climate Coordinator and/or Safe School Climate Specialists</p>	<p>Upon determination that bullying has occurred</p> <p>48 hours after the completion of the investigation</p> <p>Upon determination that bullying has occurred</p> <p>Upon determination that bullying has occurred</p>

	<ol style="list-style-type: none"> 1. A description of the verified act(s). 2. A description of the school’s interventions designed to keep the student safe & prevent any further acts of bullying. 3. The content of the student safety support plan. <p><i>Except in rare circumstances, such meetings with parents and guardians should be held separately.</i></p> <ul style="list-style-type: none"> • Develop a student safety support plan for any student against whom an act of bullying was directed. The plan shall address safety measures the school will take to protect such students against further acts of bullying. • Develop case-by-case interventions to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline. • Notify the appropriate local law enforcement agency when principal, or designee, believes that any acts of bullying constitute criminal conduct. 	<p>Safe School Climate Specialists</p> <p>Safe School Climate Specialists</p> <p>LEARN Safe School Climate Coordinator and/or Specialists</p>	<p>Upon determination that bullying has occurred</p> <p>Upon determination that bullying has occurred</p> <p>As appropriate</p>
<p>Safe School Climate Committee</p>	<ul style="list-style-type: none"> • Appoint District Safe School Climate Coordinator • Appoint Safe School Climate Specialist in each school • Establish Safe School Climate Committee in accordance with the law, (including at least one parent/guardian of a student at the school) • Establish roles, responsibilities and procedures for Safe School Climate Committee including: <ul style="list-style-type: none"> • Receive copies of completed reports following investigations of bullying; • Identify and address patterns of bullying among students in the school; • Review and make recommendations to amend school policies relating to bullying; • Review and make recommendations to the district safe school climate coordinator regarding the 	<p>Executive Director</p> <p>Executive Director or designee</p> <p>LEARN Safe School Climate Coordinator and Specialists</p> <p>LEARN Safe School Climate Coordinator and Specialists</p>	<p>By July 1, 2012</p> <p>By July 1, 2012</p> <p>By July 1, 2012</p> <p>By July 1, 2012</p>

	<p>district's safe school climate plan based on issues and experiences specific to the school;</p> <ul style="list-style-type: none"> • Educate students, school employees and parents and guardians of students on issues relating to bullying; • Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law; • Perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying for the school. 		
<p>Prevention and Intervention Strategy</p>	<ul style="list-style-type: none"> • Identify effective evidence-based prevention and intervention strategies approved by CSDE. Strategies may include, but are not limited to the following: <ul style="list-style-type: none"> ○ Students will participate in an evidence-based approach, program or process approved by the State Department of Education that is designed to ensure a positive school climate & prevent bullying. ○ Students will be made aware school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts; ○ Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur; ○ Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school; ○ Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees; ○ School-wide training related to safe school climate; ○ Student peer training, education and support; ○ Promotion of parent involvement in bullying prevention through individual or team 	<p>LEARN Safe School Climate Coordinator, Specialists and Safe School Climate Committee</p>	<p>By July 1, 2012</p>

	<p>participation in meetings, trainings and individual interventions.</p> <ul style="list-style-type: none"> • Implement the prevention and intervention strategies identified by the Safe School Climate Committee • Provide students with access to evidence-based prevention and intervention strategies 	<p>All School Employees</p> <p>All School Employees</p>	<p>Ongoing</p> <p>Ongoing</p>
Assessment of School Climate	<ul style="list-style-type: none"> • Complete an assessment using the school climate assessment instruments including surveys, approved and disseminated by the State Department of Education for each school • Submit assessment results for each school in the district to the State Department of Education • Review and analyze data obtained from climate surveys/ make necessary modifications to the district plan • Compare and contrast survey results with the National School Climate Standards and best practices 	<p>Safe School Climate Committee</p> <p>LEARN Safe School Climate Coordinator Safe School Climate Committee</p> <p>Safe School Climate Committee</p>	<p>By July 1, 2012, and biennially thereafter, By July 1, 2012 and according to CSDE guidelines</p> <p>Ongoing</p> <p>Ongoing</p>
Documentation and Record Keeping	<ul style="list-style-type: none"> • Establish a procedure for each school to: <ul style="list-style-type: none"> ○ Document and maintain records relating to reports and investigations of bullying in the school. ○ Maintain a list of the number of verified acts of bullying in the school and make such list available for public inspection. This public list must not contain any personally identifiable information about any student or information that might reasonably lead to the identification of any student. • Report the number of verified acts of bullying in the district's schools to the Department of Education in such manner as prescribed by the Commissioner of Education 	<p>LEARN Safe School Climate Coordinator & Specialists</p> <p>LEARN Safe School Climate Coordinator</p>	<p>By July 1, 2012</p> <p>Annually based on timeline established by CSDE</p>
Training	<ul style="list-style-type: none"> • Provide all certified school employees training on the prevention, identification and response to bullying and the prevention of and response to youth suicide. The training will be provided to teachers, administrators and 	<p>LEARN Safe School Climate Coordinator and Specialists</p>	<p>Annually</p>

	<p>pupil personnel who hold the initial educator, provisional educator or professional educator certificate via in-service training.</p> <ul style="list-style-type: none">• Provide all other school employees training provided by the State Department of Education.	<p>CSDE with LEARN Safe School Climate Coordinator and Specialists</p>	<p>Annually</p>
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Approved: December 8, 2011
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