NEW HAVEN PUBLIC SCHOOLS

Bullying

**Bullying** is defined as repeated acts by any student in the New Haven Public School district against another student in the district that causes physical or emotional harm to a student or such student’s property, places a student in reasonable fear of harm to himself or herself or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the educational process.

Bullying may include but is not limited to, acts based on actual or perceived differentiating characteristics: gender, gender identity and expression, ethnicity, national origin, race, sexual orientation, physical, mental, developmental or sensory capacity, academic status, physical appearance, or religion. Bullying extends to hostile written, verbal or electronic communication or physical acts or gestures against any student(s) associated with an individual or group who has or is perceived to have one or more of the above perceived differentiating characteristics, including physical appearance, gender identity and expression, socioeconomic status, academic status, developmental or sensory disability.

Cyberbullying is the use of technology, including but not limited to email, cellular mobile telephone, instant messaging, web pages, and digital photo, to harass or bully someone.

The New Haven Board of Education will not tolerate any form of bullying of members of the New Haven Public School community by students, parents, visitors or employees of the New Haven Public Schools, while on school grounds, school busses, at a school bus stop or school related activities. Bullying occurring outside of the school setting is also prohibited and will not be tolerated if such bullying creates a hostile environment at school for the targeted student, infringes on the targeted student’s rights at school, or substantially disrupts the educational process or the orderly operation of school.

The New Haven Public Schools requires students, staff and/or parents to report all cases of bullying immediately, to the school’s administrator, administrator’s designee, or director. Discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying are prohibited. Teachers and other school staff who witness or receive reports of bullying are required to notify the appropriate administrator immediately. The notification must be made in writing.

Language concerning this policy shall be included in the Student/Parent Handbook and Student Code of Conduct.

You may also contact: The Connecticut Commission on Human Rights and Opportunities (CHRO), 21 Grand Street, Hartford, CT 06106 (Tel: 860-541-3400 or 800-477-5737) Connecticut law requires that a formal complaint be filed with the Commission within 180 days of the date under which the alleged harassment occurred.

Board Approved: 11/11
NEW HAVEN PUBLIC SCHOOLS

Bullying Prevention Strategies

These strategies assume that the appropriate level of adult supervision occurs during school hours and at school sponsored activities.

PREVENTION STRATEGIES

1. Establish district Title IX/Safe School Climate Committee

2. Each school establishes a Safe School Climate Committee to identify and address bullying patterns, review bullying reports and school policies, advise the District SSCC on its plan, and educate the school community on issues related to bullying

3. Regular school-wide and classroom discussions with students about preventing and reporting bullying

4. Placement of district posters prohibiting bullying and encouraging reporting, in highly visible areas throughout each school

5. District, school and classroom rules against bullying

6. Implementation of bullying prevention curriculum (Social Development anti-bullying curriculum, school surveys) and training on bullying/harassment prevention

7. Principals will present the district’s bullying policy at school orientation sessions and first staff meetings. In addition, Principals or a designee will present the bullying policy at large school gatherings (parent group meetings, report card night and/or community forums). Principals must ensure that the district policy is reviewed with students, parents, and staff, a minimum of twice each school year

8. Bi-annual meeting with Title IX Coordinators/Safe School Climate Specialists to recommend plan improvements or changes

9. Annual Title IX/Safe School Climate Committee assessment of school surveys. Share survey results with principals

10. Quarterly monitoring by Committee of all bullying reports
NEW HAVEN PUBLIC SCHOOLS

Bullying Reporting and Investigation Procedures

The following procedures must be followed to implement the New Haven Board of Education's bullying policy:

1. Students may anonymously report acts of bullying to teachers, and school administrators. No disciplinary action shall be taken solely on the basis of an anonymous report.

2. Parents/guardians and all school personnel may file written reports of suspected bullying. Parents should be encouraged to provide as much substantial information as possible i.e., names, dates, possible witnesses, location, etc. No anonymous parent reports will be accepted.

3. School employees who witness acts or receive reports of bullying are required to verbally notify the Title IX Building Coordinator/Safe School Climate Specialist or principal within one (1) school day of witnessing or receiving a report, and to file a written report within three (3) school days after making such verbal report. See “Internal School Bullying Report” form. Title IX Coordinators/Safe School Climate Specialists are required to promptly investigate any written reports.

4. School employees who receive reports of bullying from individuals outside of the school (parents or visitors) should complete the bottom half of the district’s “External School Bullying Report” form. This form will serve as a receipt for the reporting party. WHEN COMPLETING THIS FORM, ONLY INFORMATION PERTAINING TO THE REPORTED TARGET SHOULD BE NOTED. SCHOOL STAFF SHOULD NOT INCLUDE IDENTIFIABLE INFORMATION ABOUT THE ALLEGED AGGRESSOR. The external form may be completed by parents, visitors or school staff. A completed copy of the bottom half of the external report must be given to the parent or visitor at the time of reporting. The original form remains on file in the school.

5. The Internal School Bullying Report form must be completed for reports from within the school building (students or staff). School employees must complete and submit the form to the Title IX Building Coordinator/Safe School Climate Specialist (SSCS) or principal within three (3) school days of witnessing or receiving reports of bullying.

6. If upon investigation the report of bullying is confirmed and the aggressor is a student, parents/guardians of both aggressor and target must be notified and are required to attend at least one meeting. Notification shall include a description of the school’s/district’s investigation, conclusion, based on the investigation, and/or action taken. Parents/guardians are notified within 48 hours after completing the investigation. Dates of contact or attempts to contact parents/guardians should be recorded.
7. If upon investigation, the report of bullying is confirmed and the aggressor is an adult (parent or visitor), the parents/guardians of both target and student associated with the aggressor must be notified and are required to meet with the school principal and/or district level staff. Notification shall include a description of the school’s/district’s investigation, conclusion, based on the investigation, and/or action taken. Parents/guardians are notified within 48 hours after completing the investigation. Dates of contact or attempts to contact parents/guardians should be recorded.

8. If upon initial investigation, the report of bullying is confirmed, and the aggressor is an employee of the New Haven Public Schools, the parents/guardians of the target as well as the Director of Human Resources must be notified. The Director of Human Resources shall further investigate and notify the relevant parties. Notification shall include a description of the district’s investigation, conclusion, based on the investigation, and/or action taken. Parents/guardians are notified within 48 hours after completing the investigation. The Director of Human Resources must fill out all forms and keep them on file with copies sent to the District Title IX Coordinator.

9. The bullying reports, investigation results and action taken must be kept on file in the principal’s office.

10. Title IX Building Coordinators/Safe School Climate Specialist must maintain a list of the number of verified acts of bullying in their school. The list must include a description of the bullying behavior for each verified incident. The Title IX District Coordinator/Safe School Climate Coordinator is responsible for ensuring this list must be available for public inspection.

11. Title IX Building Coordinators/Safe School Climate Specialists are required to complete the district’s Monthly Tracking Document for Verified Bullying Incidents form and forward a copy to the District Title IX Coordinator/SSCC by the fifth (5th) day of the following month.

12. The District’s Title IX Coordinator/Safe School Climate Coordinator will report, annually, to the State Department of Education, the number of verified acts of bullying reported by each school.
NEW HAVEN PUBLIC SCHOOLS

Verified Bullying Intervention Strategies

The following list of intervention strategies must be progressively implemented when bullying behavior is verified after a complaint and investigation:

CONSEQUENCE STRATEGIES FOLLOWING VERIFICATION

1. Conference with aggressor, administrator and teacher
2. Conferences with target, administrator and teacher
3. Separately scheduled parent conferences with aggressor and target, regarding the bullying incident
4. Referral of the confirmed aggressor for anger management or other counseling
5. Referral of aggressor to other appropriate community agencies
6. Suspension – determined based on the severity of the bullying
7. Modify school environment
8. Referral to Department of Police, Juvenile Division
9. Arrest
10. Recommendation for expulsion

CONSEQUENCE STRATEGIES FOR ADULT VISITORS

1. Banned from school building
2. Student(s) administratively withdrawn from school
3. Student(s) of adult aggressor administratively withdrawn from NHPS
4. Notification to Police Department
Bullying Grievance Procedures

Students should report any concerns of bullying or harassment to a teacher, principal or other school staff. Students who witness acts of bullying may report the incident to a teacher, principal or other school staff. The report may be verbal or written. The recipient of the report or the Title IX Building Coordinator/ Safe School Climate Specialists must complete the Internal School Bullying Report form. School employees who witness acts or receive reports of bullying are required to verbally notify the Title IX Building Coordinator/Safe School Climate Specialists or principal within one (1) school day of witnessing or receiving a report, and to file a written report within three (3) school days after making a verbal report. See Internal School Bullying Report form. Students may anonymously reports acts of bullying to teachers, and school administrators. No disciplinary action shall be taken solely on the basis of an anonymous report.

Parents/ guardians and all school personnel may file written reports of suspected bullying. No anonymous parent reports will be accepted. The External School Bullying Report form may be completed by parents, visitors or school staff on behalf of parents. A copy of the external report should be given to the parent or visitor at the time of reporting. The original form remains on file in the school. School administrators or Safe School Climate Specialists are required to promptly investigate any written reports. Parents should be encouraged to provide as much information as possible i.e., names, dates, possible witnesses, location, etc.

Within 48 hours after completing the investigation, parents/guardians are notified of the outcome of the investigation. Parents will receive a copy of the External School Bullying Report – Outcome of Investigation form.

Parents and students may appeal the investigative findings by submitting a letter of appeal to the District Title IX Coordinator/Safe School Climate Coordinator or Superintendent of Schools, within five (5) school days of mailing date noted on the External School Bullying Report – Outcome of Investigation form. The District Title IX Coordinator/Safe School Climate Coordinator shall conduct a thorough and objective investigation. The investigator shall make a written report of the results of the investigation and recommendations for the disposition of the matter to the Superintendent of Schools. Copies shall be provided to the complainant and the individual accused in the complaint.
NEW HAVEN PUBLIC SCHOOLS
Internal School Bullying Report

To be completed and sent to District Coordinator after investigation, and within 5 school days of receiving written report

Date: ______________  Reported by: ________________________________  Phone: ______________

TARGET’S NAME: ___________________________________  D.O.B.: _________  Age: _______

Attending School: ___________________________________________  Grade: ___________

Address: ___________________________________________________  City: _________________  Phone: ______________

Race: ___White  ___Black  ___Hispanic  ___Native American  ___Other  Gender: ___M  ___F

Parent/Guardian: ___________________________________________  Phone: _______________________

Parent notified: ___No  ___Yes  Date: _______________  Meeting Date: _________________________

Environment: ___School  ___Day Care  ___Bus  ___ Other  City/Town: _______________________

Manner of offense: ___Verbal  ___Sexual  ___Physical  ___Racial bias  ___Cyber  ___Harassment

Previous incident as: ___aggressor  OR  ___target  When: ______________  Spec. or Reg. Ed: _______

Reporting Administrator/Staff: ___________________________________________  Date: ___________

ALLEGED AGGRESSOR: ________________________________________  D.O.B: _______  Age: ___  Grade: ___

Address: ___________________________________________  City: _________________  Phone: ______________

Attending School: ___________________________________________  Parent/Guardian: _________________

*Parent notified: ___No  ___Yes  Date: _______________  Meeting Date: _________________________

Previous incident as ___ aggressor  OR  ___target  When: ______________  Spec. or Reg. Ed: _______

*Disposition: ___ Unfounded  ___ Counseling Ref.  ___ Warning  ___ Detention  ___ ISS  ___ OSS  ___ law
enforcement referral  ___ modified school environment  ___ Arrest  ___ Expulsion  ___ School Banned

Description of Incident: _______________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Investigating Administrator/Staff: ___________________________________________  Date: ___________

Copy: District Title IX Coordinator

*Items for Public Viewing Reports
NEW HAVEN PUBLIC SCHOOLS
External School Bullying Report

Outcome of Investigation

To: _________________________________________ Regarding: ______________________________
(Parent/Guardian Name) (Son/Daughter’s Name)

Disposition: ___ Unfounded ___ Counseling Ref. ___ Warning ___ Detention ___ ISS ___ OSS
___Law Enforcement Referral ___ Modified school environment ___ Arrest ___ Expulsion
___ School Banned _____ days

School: _______________________________ Principal: ________________

Incident date: ______________________ Mailing date: ______________________

_____________________________________________________________________________________

Copy: District Title IX Coordinator
Parent/Guardian

-------------------------------------------------------------

External School Bullying Report

Date: ____________

Reported by: ___________________________ Received by: ___________________________ 

Student’s Name: _______________________________ D.O.B.: _______ Age: _____

Attending School: ___________________________ Grade: ______________

Parent/Guardian: ___________________________ Phone: ___________________________

Description: _______________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Reporter’s Signature __________________ Date __________________

Board Approved: 11/11