

STEPS FOR REPORTING INSTANCES OF BULLYING
SCHOOL FORMS

Steps for Reporting Instances of Bullying **at Nonnewaug High School:**

1. Student victims of bullying or a friend can report instances of bullying to any teacher, student teacher, substitute teacher, intern, para-professional or administrator at Nonnewaug High School.
2. Staff members will report suspected incidences of bullying to an administrator within 24 hours of the issue being brought to their attention.
3. Student victims of bullying or a friend can also report instances of bullying anonymously by leaving a note in the mailbox of the Principal, Assistant Principal, Dean of Students, School Psychologist, or counselor or by e-mailing any one of the above-named individuals. Alice Jones is the Safe School Climate Specialist at NHS.

- | | |
|----------------------------------|--|
| • Alice Jones – Principal | email ajones@ctreg14.org |
| • William Nemec—Asst. Principal | email wnemec@ctreg14.org |
| • Susan Green – Dean of Students | email sgreen@ctreg14.org |
| • Lisa Gagain – Psychologist | email lgagain@ctreg14.org |
| • Wendy Yatsenick – Counselor | email wyatsenick@ctreg14.org |
| • Sharon Gomes-Social Worker | email sgomes@ctreg14.org |

4. Parents of victims of bullying may report an incident, using the enclosed form, directly to the Principal on behalf of the student.
5. Voice mail messages can anonymously be left for any of the above named individuals.

Investigation:

Upon receipt of a complaint or report of bullying, school officials shall undertake or authorize an investigation. The appropriate school personnel responsible for taking the bullying report and investigating the complaint may include, but shall not be limited to the following: the building administrator, Director of Special Services, and Superintendent,

If upon investigation it is determined that bullying has occurred, the superintendent or his/her designee will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, or expulsion.

The parents or guardians of students who engaged in acts of bullying and the parents or guardians of students against whom such acts were directed shall be notified by the superintendent or his/her designee of the results of the investigation, and shall invite them to

attend at least one meeting with the building administrator and appropriate staff. The notification shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying.

Follow up:

1. Parents are immediately notified by telephone that their child has been the victim of bullying, teasing and/or exclusion. Written notification will be provided to the parent following telephone notification. Parents will be encouraged to report any additional acts of bullying, teasing, or exclusion against their child.
2. Victims are offered opportunities to talk with the principal, psychologist and/or counselor.
3. Victims will be offered an opportunity to participate in one-on-one self-esteem building activities pending availability.

Steps for Reporting Instances of Bullying **at Woodbury Middle School:**

1. Student victims of bullying or a friend can report instances of bullying to any teacher, student teacher, substitute teacher, intern, para-professional or administrator at Woodbury Middle School.
2. Staff members will report suspected incidences of bullying to an administrator within 24 hours of the issue being brought to their attention.
3. Student victims of bullying or a friend can also report instances of bullying anonymously by leaving a note in the mailbox of their Principal, school psychologist, or counselor or e-mailing their Principal, counselor, social worker or school psychologist.
 - a. Eric Bergeron—Principal email ebergeron@ctreg14.org
 - b. Pamela Sordi – Asst. Principal email psordi@ctreg14.org
 - c. Debra O’Leary – School Psych email doleary@ctreg14.org
 - d. Joy Geraci-Social Worker email jgeraci@ctreg14.org
 - e. Carol Tomkalski – Counselor email ctomkalski@ctreg14.org
 - f. Jennifer McGrath - Counselor email jmcgrath@ctreg14.org
4. Parents of victims of bullying may report an incident, using the enclosed form, directly to the Principal on behalf of the student.
5. Voice mail messages can anonymously be left for any of the above named individuals.

Investigation:

Upon receipt of a complaint or report of bullying, school officials shall undertake or authorize an investigation. The appropriate school personnel responsible for taking the bullying report and investigating the complaint may include, but shall not be limited to the following: the building administrator, Director of Special Services, and Superintendent.

If upon investigation it is determined that bullying has occurred, the superintendent or his/her designee will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, or expulsion.

The parents or guardians of students who engaged in acts of bullying and the parents or guardians of students against whom such acts were directed shall be notified by the superintendent or his/her designee of the results of the investigation, and shall invite them to attend at least one meeting with the building administrator and appropriate staff. The notification shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying.

Follow up:

1. Parents are immediately notified by telephone that their child has been the victim of bullying, teasing and/or exclusion. Written notification will be provided to the parent following telephone notification. Parents will be encouraged to report any additional acts of bullying, teasing, or exclusion against their child.
2. Victims are offered opportunities to talk with the principal, psychologist and/or counselor.
3. Victims will be offered an opportunity to participate in one-on-one self-esteem building activities pending availability.

Steps for Reporting Instances of Bullying at Bethlehem Elementary School:

1. Student victims of bullying or a friend can report instances of bullying to any teacher, student teacher, substitute teacher, intern, para-professional or administrator at Bethlehem Elementary School.
2. Staff members will report suspected incidences of bullying to an administrator within 24 hours of the issue being brought to their attention.
3. Student victims of bullying or a friend can also report instances of bullying anonymously by leaving a note in the mailbox of their Principal, school psychologist, or counselor or e-mailing their Principal, counselor, social worker or school psychologist.
 - a. Susan Ruddock – Principal email sruddock@ctreg14.org
 - b. Erica Fradette – School Psych. email efradette@ctreg14.org
 - c. Amy Williams – School Social Worker email awilliams@ctreg14.org
4. Parents of victims of bullying may report an incident, using the enclosed form, directly to the Principal on behalf of the student.
5. Voice mail messages can anonymously be left for the principal, psychologist or counselor reporting bullying, teasing or exclusion.

Investigation:

Upon receipt of a complaint or report of bullying, school officials shall undertake or authorize an investigation. The appropriate school personnel responsible for taking the bullying report and investigating the complaint may include, but shall not be limited to the following: the building administrator, Director of Special Services, and Superintendent,

If upon investigation it is determined that bullying has occurred, the superintendent or his/her designee will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, or expulsion.

The parents or guardians of students who engaged in acts of bullying and the parents or guardians of students against whom such acts were directed shall be notified by the superintendent or his/her designee of the results of the investigation, and shall invite them to attend at least one meeting with the building administrator and appropriate staff. The notification shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying.

Follow up:

1. Parents are immediately notified by telephone that their child has been the victim of bullying, teasing and/or exclusion. Written notification will be provided to the parent following telephone notification. Parents will be encouraged to report any additional acts of bullying, teasing, or exclusion against their child.
2. Victims are offered opportunities to talk with the principal, psychologist and/or counselor.
3. Victims will be offered an opportunity to participate in one-on-one self-esteem building activities pending availability.

Steps for Reporting Instances of Bullying **at Mitchell Elementary School:**

1. Student victims of bullying or a friend can report instances of bullying to any teacher, student teacher, substitute teacher, intern, para-professional or administrator at Mitchell Elementary School.
2. Staff members will report suspected incidences of bullying to an administrator within 24 hours of the issue being brought to their attention.
3. Student victims of bullying or a friend can also report instances of bullying anonymously by leaving a note in the mailbox of their Principal, school psychologist, or counselor or e-mailing their Principal, counselor, social worker or school psychologist.
 - Holly Wrenn – Principal email hwrenn@ctreg14.org
 - Ilissa Karagus – School Psych email ikaragus@ctreg14.org
 - Doriene Wester – School Social Worker email dwester@ctreg14.org
 - Jodie Roden – Special Ed Team Leader /Lead Teacher email jroden@ctreg14.org
4. Parents of victims of bullying may report an incident, using the enclosed form, directly to the Principal on behalf of the student.
5. Voice mail messages can anonymously be left for the psychologist or counselor reporting bullying, teasing or exclusion.

Investigation:

Upon receipt of a complaint or report of bullying, school officials shall undertake or authorize an investigation. The appropriate school personnel responsible for taking the bullying report and investigating the complaint may include, but shall not be limited to the following: the building administrator, Director of Special Services, and Superintendent,

If upon investigation it is determined that bullying has occurred, the superintendent or his/her designee will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, or expulsion.

The parents or guardians of students who engaged in acts of bullying and the parents or guardians of students against whom such acts were directed shall be notified by the superintendent or his/her designee of the results of the investigation, and shall invite them to attend at least one meeting with the building administrator and appropriate staff. The notification shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying.

Follow up:

1. Parents are immediately notified by telephone that their child has been the victim of bullying, teasing and/or exclusion. Written notification will be provided to the parent following telephone notification. Parents will be encouraged to report any additional acts of bullying, teasing, or exclusion against their child.
2. Victims are offered opportunities to talk with the principal, psychologist and/or counselor.
3. Victims will be offered an opportunity to participate in one-on-one self-esteem building activities pending availability.

Incident Report Forms

These forms are available to students, staff members, parents and others who wish to report an incident both in hard copy in the school offices and online.

Regional School District 14 Incident Report Form
Potential Bullying, Cyberbullying, Sexual Harassment, Discriminatory
Harassment or other concerns

This form should be used for reporting any acts of bullying: physical violence/attack; taunting, teasing, name calling, put downs, racially or ethnically biased verbal remarks or threats and gender-based put downs; threats, intimidation or hitting another; extortion or stealing money or possessions; exclusion or social isolation from the peer group. Reports may be filed with your child's principal, school psychologist or school counselor/social worker.

Person Reporting the Incident: _____
(reports may be made anonymously)

Date of the Incident/s: _____ Location of the incident/s: _____

Person Being Reported for Bullying Behavior: _____

Victim/s of the Incident: _____

Describe the Incident/s:

Have there been any previous incidents or action taken?

Signature of Person Reporting the Incident: _____
(reports may be made anonymously)

Date That This Report Is Filed With Principal: _____

Record of Action Taken with Date: (to be completed by school personnel)

Region 14 Public Schools - iCARE

Grade: _____ Teacher's Name: _____

I am worried about someone named _____

I am worried because _____

Who is being mean? _____

Who else saw it happen?

Where did you see this happen? _____

You may write your name below or leave it blank.

Thank you for caring about each other!



**BULLYING, CYBERBULLYING, HARASSMENT AND RETALIATION INCIDENT
INVESTIGATION FORM**

REGIONAL SCHOOL DISTRICT 14

I. NOTICE TO PARENTS (or in the case of an adult complaint) both parties of Complaint:

Person notifying parents: _____ Method: _____
Date: _____

Mail or Email report to Christina Fensore, School Climate Coordinator at RSD 14 Central Office,
cfensore@ctreg14.org of incident to be investigated. Date: _____

II. INVESTIGATION

Investigator(s): _____ Position(s): School Climate Specialist

RESULTS OF INVESTIGATION BY PRINCIPAL OR DESIGNEE

Principal/designee has 10 school days to investigate the report of bullying.

2. Interviews:

Interviewed aggressor(s) Name: _____ Date: _____
Name: _____ Date: _____

Interviewed target(s) Name: _____ Date: _____
Name: _____ Date: _____

Interviewed witnesses Name: _____ Date: _____
Name: _____ Date: _____

3. Evidence collected and secured:

4. Any prior documented Incidents by the aggressor(s)? Yes No

If yes, have incidents involved target or target group previously? Yes No

5. Any previous incidents with findings of BULLYING, CYBERBULLYING, DISCRIMINATORY HARASSMENT,
SEXUAL HARASSMENT AND/OR RETALIATION?

Yes No

If yes, specify:

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of policy violation. YES Date: _____ NO

If yes, please check one or more of the following below (see definitions included):

- Bullying
- Cyberbullying
- Discriminatory Harassment (Identify "targeted group"): _____
- Retaliation
- Sexual Harassment

2. Contacts:

Report of the findings has been given to the administrator and the investigator. Using FERPA restrictions, findings are mailed to the parent(s)/guardian(s) of the alleged aggressor and alleged target (if those involved are minors) within 15 school days of the completion of the investigation. Verbal report must be followed by written notice.

Date: _____

- Target's parent/guardian (if a minor) Date: _____
- Aggressor(s) parent/guardian (if a minor) Date: _____
- Law Enforcement Date: _____

3. Action(s) Taken:

- Loss of Privileges Detention Positive Behavioral Interventions Education
 - Out of School Suspension In-School Suspension Community Service
 - Other: _____
-

4. Describe Safety Planning:

Follow-up with Target: scheduled for _____ Initial and date when completed: _____

Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to School Climate Coordinator Date: _____

Signature and Title: _____ Date: _____

Definitions:

“Bullying”, the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

“Cyber-bullying”, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Discriminatory Harassment is bullying behavior motivated by prejudice based on real or perceived characteristics:

1. Race
2. Color
3. Religion
4. Ethnicity or national origin
5. Disability
6. Gender/sex
7. Sexual Orientation
8. Gender Identity

Retaliation is conduct by directed against an individual for:

1. Reporting or filing a complaint,
2. Aiding or encouraging the filing of a report or complaint
3. Cooperating in an investigation under this policy
4. Taking action consistent with this policy

Sexual Harassment: Under both Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, sexual harassment is considered to be unlawful discrimination on the basis of sex.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance or creates an intimidating, hostile or offensive work or educational environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex. The harasser can be the victim's peer, supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Unlawful sexual harassment may occur without economic injury to or discharge of the victim. The harasser's conduct must be unwelcome.

Region 14 Student Safety Plan - Definitions & Guidance

Region 14's goal is to provide a safe and secure learning environment that is free from harassment, intimidation or bullying (HIB). Students who have been the alleged targets of HIB may need special protection to ensure their emotional and physical safety during investigations and/or after sanctions have been imposed on aggressor students. This sample document raises key issues for teams to consider as they craft safety plans to protect mistreated or socially isolated students. It is understood that each situation is different and that additional considerations may need to be included.

It is recommended that this Student Safety Plan be completed by the school's existing safety, discipline or student support team. Examples of such groups include a school's Student Consultation Team, the 504 Team, the Student Crisis Team, or the Safe School Committee. It is also recommended that the targeted student and a member of the targeted student's family be involved in the development of the plan. Once the plan has been developed by the team, the principal or his/her designee will see that it is implemented with the student and his/her family. The principal will also share this plan with all necessary school staff. Classroom teachers will leave a copy of the plan in their substitute folder to ensure that the plan continues in their absence. A copy of the plan will also be filed with the student's guidance counselor, school psychologist, and principal.

The plan involves two components: the actions school staff will engage in and the actions the student will engage in. The plan has a definite start date and a proposed end date. It is meant to cover the entire school day, from the time a student boards a bus in the morning until he/she disembarks from the bus at the end of the day. The targeted student needs to be safe during before-school and after-school activities. The student also needs to be protected from any new HIB done by others in support of the initial aggressor. Since students who are targets of HIB may experience social isolation among their peers, the plan includes actions to rebuild connectedness with positive peers, as needed, and to reestablish a sense of belonging within the school community which will ultimately help to lessen traumatic events of the HIB. A no contact contract may be part of this plan, in addition to other strategies designed to promote safety and healing.

The plan designates a Primary Staff Contact for the targeted student. This person might be the staff person to whom the student first reported the HIB, or the person with whom the student feels most comfortable. It might also be his/her homeroom teacher, counselor or another classroom teacher.

This plan is to be implemented in a way which is minimally intrusive. School layout, passing times, grade levels, as well as configurations and availability of staff will impact the plan. It will be necessary to adapt the plan to the specific context of the building where the student attends school. For example, if there are locations which are known to be particularly dangerous for the student, those areas need to be identified and monitored.

Student Safety, Support and Connectedness Plan

Student Name: _____ Grade Level: _____

Primary Staff Contact: _____

Classroom/Homeroom Teacher: _____ Room Number: _____

Plan Start Date: _____ Proposed End Date: _____

A. School/Staff:

1. All pertinent school staff members will be apprised of this safety plan and will make every effort to implement it successfully.

2. Any school staff member who witnesses and/or is otherwise made aware of any harassing, intimidating or bullying behavior directed toward the student will intervene immediately and will report such behavior to the principal.

3. Classroom and Passing Times:

Mr. /Mrs. _____ will be designated as the student's primary point of contact (trusted adult) on staff.

Mr. /Mrs. _____, the classroom teacher, will keep the student and his/her aggressor separated in the classroom and during class activities. **All** classroom teachers will keep the student and his/her aggressor separated in the classroom and during class activities.

An appropriate staff member, _____, will be visible in the hall and will monitor the student during all passing times.

Mr. /Mrs. _____ is designated as the student's recess monitor and will be visible and available during recess.

4. The student will visit our school counselor (nurse / principal / AP) on a daily basis at an agreed upon time to ensure that the plan is working. If the student does not or cannot visit this person at that time, the designated person will locate and check with the student.

5. The bus driver will be instructed to intervene immediately and to report any bus incidents immediately to the school principal.

6. The school will immediately report any harassing, intimidating or bullying behavior which it is made aware of to the student's parents.

7. List actions which will be taken to increase the student's positive peer connections in school. (These may include assigning peer mentors, encouraging positive peers to spend time with the student, or other strategies.)

- a)
- b)
- c)
- d)
- e)
- f)
- g)

B. The Targeted Student:

1. The student will not initiate face to face contact or online contact with the aggressor while this plan is in effect.
2. The school counselor and the student will identify a friend or friends with whom he/she feels safe and will add mentoring or peer resources as needed.
3. The student will remain as close to the trusted friend(s), mentors, and other positive peers as is reasonable during the school day.
4. The student will visit the school counselor/nurse/principal/AP on a daily basis at an agreed upon time to check in to see that the plan is working.
5. The student will share all passwords with parents and will 'friend' his/her parents on all social networking sites so that they can monitor for any adverse online experiences. (**Note Well:** The student will not 'friend' teachers or other school staff.)
6. The student will report any breach of this plan to his/her parents and to a designated trusted adult, teacher, or other staff person immediately.
7. The student will also report any such behavior which occurs as a result of this plan off campus and/or outside of the regular school day to his/her parents who will in turn share the information with the student's primary contact.
8. Other: _____.

Parents/Family:

1. Parents and other family members agree to monitor and support the student with this Safety Plan, monitor the student's use of technologies, and contact the school if the problem persists.
2. Parents are welcome to contact the student's primary contact at any time to check on the effectiveness of the plan.
3. If threats and harassment continue and/or escalate, law enforcement may be called in.

This plan is in place from _____ through _____, at which time it will be reviewed, revised or continued, if necessary.

We agree to the Safety Plan as stated above.

Student Signature: _____

Parent Signature: _____

Principal Signature: _____

Date Completed/Modified/Extended: _____ (Date)

(Adapted from the Washington Department of Education and the Maine Department of Education sample plans.)

SAMPLE PARENT LETTER

(Date)

Mr. and Mrs. X
751 Y Road
Little Town, CT

Dear Mr. and Mrs. X:

Thank you for your letter of January 6 regarding (insert name of student) situation at (insert name of school).

Our mission at (insert name of school) is to provide personalized learning experiences and support students from diverse backgrounds in developing the goals, values, self-discipline, work habits, academic and life skills needed to achieve in success. We are concerned that (insert name of student) is not enjoying his/her school experience that we strive for, and are committed to taking actions to change this situation.

You have requested information regarding the incidents that occurred in (insert period of time). I have attached copies of your son/daughter's statements regarding these events, as well as the corresponding reports. The names of other students have been redacted for confidentiality purposes.

We have taken additional steps to ensure (insert name of student) well-being, as well as enhance the culture and climate at our school. EXAMPLES: Dr. Jo Anne Freiberg is scheduled to provide professional development regarding bullying prevention to the staff on February 11. Our NAMES team welcomes (insert name of student) as its latest member, just in time for our first NAMES lunch on Monday, January 10. This is one of many anti-bullying events that we are hosting this year.

Through our Safe School Climate Committee, we have additionally developed a Student Safety Support plan for (insert name of student) that you will find enclosed.

I ask that your son/daughter see me immediately, should he/she feel uncomfortable or intimidated, so that we may document the situation and take appropriate action. My cell phone number is (insert phone number) and my email is xxx.xxxx.org. You and your son/daughter are welcome to contact me through these methods as well.

We value (insert name of student) as a member of our school community and are committed to ensuring a positive second semester for this special young man/lady.

Sincerely,

Principal