

Students

Conduct

Areas of Responsibility

1. Board of Education

The Board of Education holds the certified personnel responsible for the proper conduct and control of students while legally under the supervision and jurisdiction of the school.

2. Principal

The Principal may implement necessary procedures and rules and regulations to render effective the policies of the Board of Education relating to standards of student behavior. The Principal may involve representatives of all areas of school personnel, students, parents and citizens of the community.

3. Teachers

Teachers shall be responsible for the instruction of students in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of students. The responsibility and authority of any teacher extends to all students of the school district under the assigned supervision of the teacher and to other students so situated with respect to the teacher as to be subject to the teacher's control.

4. Parents

Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children.

5. Student Behavior

Students shall be properly instructed in rules and regulations of acceptable conduct; they shall then be responsible for understanding and complying with the standards of behavior described therein. Any student who fails to comply with these rules and regulations concerning student behavior is liable to suspension, exclusion, or expulsion.

Students

Conduct

Notification of Behavior Code

The Board of Education shall, at the beginning of each school year, notify the parent or guardian of minor students registered in the district of the rules of the district pertaining to student discipline.

The Principal of each school shall take steps to insure that all rules pertaining to the discipline of students are communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

(cf. 5114 - Suspension/Expulsion)

(cf. 5144 - Discipline/Punishment)

Legal Reference: Connecticut General Statutes

52-572 Parental liability for torts of minors. Damage defined.

Students

Bus Conduct

Any student who acts in an unruly, dangerous or disruptive manner while being transported by the East Hampton Board of Education, or one of its contractors, to or from any school or any school activity, shall be subject to appropriate disciplinary action which may include temporary or permanent denial of transportation services.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education

10-221 Boards of education to prescribe rules

10-233c Suspension of students

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Students

Bus Conduct

The following list of rules are to be observed by all students riding school buses and are to be strictly enforced by all bus drivers:

1. The driver is in complete charge of the bus and the children being transported. The driver may make changes in seating, to address discipline concerns and may take all reasonable steps to ensure the safety of the bus and its passengers.
2. Students must remain seated at all times while the bus is in motion. Students may leave their seats only when directed by the bus driver when the bus is stopped.
3. No student shall leave the bus without permission from the driver or school authorities except at the student's regular bus stop or at the school.
4. Conduct on the buses will be like classroom conduct except that reasonable conversation is permissible.
5. Drivers will report any misconduct on their bus by completing the incident report and filing it with their supervisor.
6. Students who refuse to comply with regulations will be advised that they may be suspended from transportation services under the conditions set forth in the suspension/expulsion policy and regulation.
7. Parents and/or guardians of students under eighteen who damage or deface bus or equipment will be held liable for such damage.
8. Conversation with the driver while bus is in motion is not permitted except to call the driver's attention to any inappropriate behavior or conduct that might jeopardize the safety of one of its riders.
9. Students must not, at any time, extend their arms or heads out of a bus window.
10. Eating, drinking and gum chewing will not be permitted on the bus.
11. The use of tobacco, drugs or any controlled substance in any form on a school bus is prohibited by state law.
12. No indecent or profane language will be permitted, and there will be no loud or disturbing talking.
13. Bus windows shall not be opened without the driver's permission.

Students

Bus Conduct (continued)

14. Upon entering or leaving a school bus, students will avoid crowding or disturbing others. Pupils boarding a bus at a point where others debark from it will always stand back away from the door and let others who are getting off before they attempt to board the bus.
15. Students must not throw any articles in or about the bus.
16. The bus must be kept clean, and students must cooperate in this by not leaving waste paper or trash of any kind on the bus.

Driver's Responsibility

The bus driver issuing the bus conduct form must forward this to his/her supervisor as soon as possible.

The bus driver will fill out the Bus Conduct Form completely including:

1. Student's Name
2. School
3. Date of incident
4. Bus number/letter
5. Time (AM or PM)
6. Driver's name
7. Driver's report
 - a. Check major category
 - b. Write specific incident in space provided; and
8. Driver's signature

The bus driver will also be available for conference(s) with the administrator/designee, student and/or parent/guardian when necessary.

Building Administrator's Responsibility

The building administrator/designee is responsible for following through on the bus driver's referral form, taking action deemed necessary, and noting the actions taken on the referral form.

It is the building administrator's/designee's responsibility to determine disciplinary action.

Students

Bus Conduct (continued)

1st Written Warning

Principal talks to student, parents notified.

2nd Written Warning

Principal notifies parents of warning by phone, meeting with parents and students is made with Principal. (Within five school days)

***3rd Written Warning**

Student may be denied bus or van transportation for a period of time based on the administrator's evaluation of the circumstances.

* If a youngster's behavior on the bus has been of such serious nature then the two written warning procedures waived and the student could be denied transportation.

Students

Conduct

Video Cameras on School Buses

The Board of Education recognizes the need to maintain appropriate conduct on school buses. Accordingly, the Board of Education authorizes the installation of video cameras on school buses as an aid in monitoring student behavior. These cameras produce both video and audio coverage. The tapes from these cameras will be used to assist school administrators in deciding upon appropriate disciplinary action.

The Superintendent shall establish appropriate procedures for the retention and/or erasure of, an access to such video tapes.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Family Education Rights and Privacy Act.

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Students

Conduct

Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Cameras shall not be placed in areas where students, staff and community members have a reasonable expectation of privacy.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school buses and/or on school grounds. Such notification may include, but is not limited to, publication in the District calendar, employee handbook, and student handbook. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

(cf. 4112.6/4212.6 – Personnel Records)

(cf. 5125 – Student Records)

(cf. 5131.1 – Bus Conduct)

(cf. 5131.11 – Video Cameras on School Buses)

(cf. 5131.5 – Vandalism)

(cf. 5145.12 – Search and Seizure)

Legal Reference: Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).

Policy adopted: April 27, 2009

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Students

Conduct

Video Surveillance

Video Surveillance System Operation

1. The Board or its administrators may use video surveillance: 1) to monitor and protect District property; 2) to foster the safety and security of students, staff, and visitors while at work or participating in school functions; 3) in response to specific inquiries and proceedings relating to law enforcement; and 4) when warranted, for specific student discipline. Videotapes may not be used for any other purposes.
2. Video cameras will be utilized on school grounds and on buses as recommended by building administration and approved by the Superintendent. The District shall notify students, staff, and the public that video surveillance may occur on school property. Such notification will occur through incorporation in the school parent/student handbooks and through clearly written signs displayed near the main entrance of each school. Cameras may only be installed on buses with prior notice to drivers.
3. Video recording equipment will be installed prominently. Equipment should not monitor areas where the students, employees and public have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms. Video recording equipment may be in operation 24 hours per day.
4. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building Principal and/or School Resource Officer and on the school buses by the Superintendent or Transportation Supervisor. The building Principal operates the system and maintains the recordings. Any further delegation should be limited and should include only administrative staff.
5. Video recordings should only be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to: incidents of property damage, theft, trespassing, personal injury, or student, staff or visitor altercations, etc.
6. Administrative staff and School Resource Officer assigned to the video surveillance system will be required to review and apply these regulations in performing their duties and functions related to operation of the system. All staff and students shall be made aware of the Board's video surveillance policy. The regulations shall be incorporated into training and orientation programs. It shall be the responsibility of the Superintendent and school administration to review and update the regulations periodically.

Students

Conduct

Video Surveillance

Video Surveillance System Operation (continued)

7. Audio shall not be a part of the video recordings made, reviewed, or stored by District staff.
8. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with District policies.
9. The District shall provide reasonable safeguards including, but not limited to, password protection, well managed firewalls and controlled physical access to protect the surveillance system from hackers, unauthorized users and unauthorized use.
10. Video monitors shall be located in administrative offices at the school. Video monitors shall not be located in an area that enables public viewing. Parental requests to inspect video surveillance must be made in writing.
11. Video surveillance equipment will be used in accordance with all Board of Education policies including the District's nondiscrimination policy.

Storage/Security

1. Video recordings will be stored for a minimum of five school days after initial recording, where upon if the Principal and/or designee know no reason for continued storage, such recordings will be released for erasure. The vehicle for storage will be dependent upon the type of system installed, which could vary from school to school and with the introduction of new technology.
2. Video recordings held for review of property or student incidents will be maintained in their original form pending resolution. Recordings will then be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's record in accordance with established procedures and applicable law.

Requests to View Video Surveillance

Requests to review video recordings shall comply with all applicable state and federal laws and with Board Policy. All requests for review of video recordings that are considered an educational record will be as follows:

Students

Conduct

Video Surveillance

Requests to View Video Surveillance (continued)

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students and/or District officials with a direct interest in the proceedings as authorized by the Principal and only the portion of the video recording concerning the related specific incident will be made available for viewing.
2. Written requests for viewing may be made to the Principal within five school days of the date of recording. (note: The number of days may need to be altered based upon the system used by the district.)
3. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual. (note: same as #2)
4. Video recordings will be made available for viewing within three school days of the request approval.
5. Actual viewing will be permitted only at school-related sites including the school buildings, or District office.
6. All viewing will include the building Principal or his/her designee.
7. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, location at school or central office, and signature of the viewer.
8. Video recordings will remain the property of the District and may be reproduced only in accordance with the law, including applicable Board policy and regulations.
9. Time lines may be altered for requests for viewing which arise at the end of a school year or prior to vacation periods.

Student Records

1. Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws and District Board policies related to record maintenance and retention.
2. Parents/students and the public will not be specifically notified when a video camera is in use.

Students

Student Driving and Parking

The student use of automobiles on school grounds whether to drive or to park is a privilege and governed by Board of Education policy and motor vehicle laws.

This privilege may be revoked for improper use of a motor vehicle or disregard for safety.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Students

Campus Disturbances

1. The Principal or his/her designee will consult with his/her staff to determine if a school disruption is in progress. If such a determination is made, the following plan will be put into effect.
 - a. All outside doors will be secured and available staff will man the doors.
 - b. The Superintendent will be notified that a disruption is in progress.
 - c. All incoming calls will be handled by the Principal's secretary. Others are asked not to call out or answer the phone.
 - d. The police will be notified that a disruption is in progress. Police will be asked to stand by, but not to enter the building or to become involved.
 - e. The clerical staff will lock the safe and files and remain at their stations to relay instructions. The guidance staff will lock all files and office doors.
 - f. Teachers will remain in their rooms; admit any student who belongs in the class, but no others. Teachers are not to allow students to leave the room, but should not attempt to physically stop anyone who attempts to leave. The teacher is to keep an accurate record of attendance and the time that any student enters or leaves the room. Teachers are to disregard all bells. No classes will change except by voice command.
2. The following statement will be read to disruptive students and copies of the statement passed out.

"Present actions indicate the existence of a problem. No solution can be reached without careful examination of all the facts. We will only meet and discuss the problem with student representatives. We will meet with the student representatives in an attempt to find solutions and to answer questions as soon as all students return to class and the school day is restored."

Students now have three possible alternatives:

- Students may go to class at this time and simply be counted as tardy.
- Students may take their belongings and immediately leave the building and the school grounds. If students follow this alternative, they may only be readmitted to school when they return with their parents.

Students

Campus Disturbances (continued)

- If students fail to go to class or to leave school property, they will be suspended from school and will be considered trespassing on public property and accordingly removed.

Students have ten minutes to proceed to their class or to leave the school property voluntarily.

3. Unassigned staff will observe and note names of persons they recognize and record their actions.
4. Police will be requested to remove persons who are trespassing.

(cf. 5114 - Suspension/Expulsion)

(cf. 5144 - Discipline/Punishment)

Legal Reference: Connecticut General Statutes

10-233a -10-233f suspension and Expulsion.

10-233g Boards to report school violence. Reports of Principals to police authority.

10-235 Indemnification of teachers, Board members and employees in damage suits; expenses of litigation.

10-236a Indemnification of educational personnel assaulted in the line of duty.

Regulation approved: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Students

Alcohol, Drugs, and Tobacco

Drugs and Alcohol

The Board of Education prohibits student possession, use, and/or distribution of any drugs, alcohol or drug paraphernalia or being under the influence of any drug or alcohol. Any student found to be violating this student conduct policy will be dealt with in accordance with the regulations set by the school system. The consequences of such violations may ultimately result in the expulsion from school and/or criminal prosecution.

Recognizing the potential of each student and that drug or alcohol abuse and dependency can seriously impair a student's ability to learn, it is the policy of the school to take positive actions to prevent drug and alcohol abuse. These actions will be through education, early intervention, parental involvement, medial and/or assessment referral, and police referral in the handling of incidents in the school involving the possession, sale and/or use of behavior affecting substances. These substances shall include but not be limited to marijuana, LSD, inhalants (which have behavior affecting ingredients), alcohol, and barbiturates. (cf. 6164.11 - Drugs, Tobacco, Alcohol)

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. (cf. 5145.12 - Search and Seizure) Student lockers and/or desks which are the property of the school may be examined at any time by the authorized school administrator if he/she has reason to believe that drugs and/or alcohol and accessories will be found there. Such a search will be authorized by the building administrator. (cf. 5145.12 - Search and Seizure)

The schools will cooperate with town bodies and those other town, state and private agencies that are involved in the health of students relating to drug and/or alcohol abuse.

Smoking by Students

Student smoking and the possession of all smoking materials by students is banned from all school buildings and grounds during the school day and when student activities are taking place.

Student lockers and/or desks which are the property of the school may be examined at any time by the authorized school administrator if he/she has reason to believe that smoking materials and accessories will be found there. Such a search will be authorized by the building administrator.

(cf. 5145.12 - Search and Seizure)

Students

Alcohol, Drugs, and Tobacco (continued)

Legal Reference: Connecticut General Statutes

1-21b Smoking prohibited in certain places.

10a-18 Programs to be offered on effects of drugs and alcohol.

10-221(d) boards of education to prescribe rules re use, sale of possession.

21a-240 Definitions, dependency producing drugs.

21a-243 Regulation re schedules of controlled substances.

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Students

Alcohol, Drugs and Tobacco

Steroid Use

The Board of Education prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not considered as valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use and that their use, unauthorized possession, purchase, or sale could subject them to disciplinary action.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. **First Violation:** Suspension from school athletics for the remainder of the season.
2. **Second Violation:** Suspension from school athletics for the remainder of the season and for the following season.
3. **Third Violation:** Permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

(cf. 5131.6 - Alcohol, Drugs and Tobacco)

(cf. 6164.11 - Drugs, Tobacco, Alcohol-Instruction)

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

10-221(d) Boards of education to prescribe rules.

21 U.S.C. 812 Controlled Substance Act

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Students

Weapons and Dangerous Instruments

Students shall not possess firearms, facsimiles of firearms, weapons, or dangerous instruments of any kind on school grounds or buildings, not on school buses, nor on any school-related or school-sponsored activity away from school facilities. Firearms, weapons, and dangerous instruments shall include those defined by law. (18 U.S.C. 921, C.G.S 53a-3, and 53-202 to 53-206, and 29-35).

Possession of or bringing such weapons or devices on school grounds or other areas under the control of the Board of Education may also be a violation of criminal law, and therefore any violation of this policy shall be reported immediately to the local law enforcement agency, the Board of Education, and, if possible, the parent or guardian. Students who violate this policy shall be subject to appropriate disciplinary action as well as possible court action. A student's conduct off school grounds that is seriously disruptive of the educational process or violative of the Board's publicized policies may also be grounds for expulsion. A student found to be in possession of a firearm or dangerous weapon shall be subject to an expulsion of one calendar year, as defined by law. The expulsion period may be modified on a case by case basis.

Any dangerous device or weapon may be seized by an employee of the school system under the power granted to the Board of Education to maintain order and discipline in the schools, and to protect the safety of students, staff and the public.

Every employee seizing any weapon or dangerous instrument under the provisions of this policy shall report the incident to the building principal immediately, and deliver the seized device to the principal, together with the names of persons involved, witnesses, location and circumstances of the seizure.

If an employee knows or has reason to suspect that a student has possession of such a device but the device has not been seized, the employee shall report the matter to the principal immediately, and the principal shall take such action as is appropriate. The principal shall report all violations of this policy to the Superintendent or designee, and to the local law enforcement agency on approval of the Superintendent or designee.

Students in violation of this policy shall be subject to the following disciplinary measures:

- 1. Possession of a firearm, dangerous instrument, or dangerous weapon as defined by law:**
 - A. Referral to law enforcement agency
 - B. Recommendation to be expelled for one year

Students

Weapons and Dangerous Instruments (continued)

2. **Possession of a facsimile of a firearm:**
 - A. 10-day suspension
 - B. Referral to law enforcement agency
 - C. Recommendation for expulsion hearing

3. **Possession and use of any instrument in a manner to inflict bodily harm or to intimidate or threaten:**
 - A. 10-day suspension
 - B. Referral to law enforcement agency
 - C. Recommendation for expulsion hearing

4. **Possession of any dangerous instrument will result in a minimum suspension of up to five days.**

Students and parents or guardians shall be notified of this policy annually.

(cf. 5114 - Suspension/Expulsion; Due Process)

(cf. 5145.12 - Search and Seizure)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules.

10-233a through 10-233f - Expulsion as amended by PA 95-304

53a-3 Definitions.

53a-217b - Possession of firearms and deadly weapons on school grounds

53-206 Carrying and sale of dangerous weapons.

PA 94-221 An Act Concerning School Discipline and Safety.

GOALS 2000: Educate America Act

18 U.S.C. 921 Definitions.

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Students

Out of School Misconduct

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and is a violation of a publicized Board policy, even if such misconduct occurs off-school property and during non-school time.

In compliance with judicial decisions, the Board considers conduct which is "severely disruptive of the educational process" to mean conduct that "markedly interrupts or severely impedes the day-to-day operations of a school" in addition to such conduct also being violative of publicized school policy. Such conduct includes, but is not limited to, phoning in a bomb threat, or making a threat, off school grounds, to kill or hurt a teacher or student.

In addition, in making the determination as to whether conduct is "seriously disruptive of the educational process," the administration may consider, but such consideration shall not be limited to (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in Section 29-38 and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol. The Board of Education or impartial hearing board, in matters of expulsion for out of school misconduct, in making a determination as to whether conduct is "seriously disruptive of the educational process," may consider, but consideration is not limited to the same items listed previously.

Such discipline may result whether: 1) the incident was initiated in the school or on school grounds, or 2) even if the incident occurred or was initiated off-school grounds and non-school time; if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process, markedly interrupting or severely impeding the day-to-day operation of a school, by threatening:

1. The school's orderly operations;
2. The safety of the school property;
3. The welfare of the persons who work or study there.

Examples of the type of such off-school misconduct that may result in such discipline include but are not limited to:

1. Use, possession, sale, or distribution of dangerous weapons; (as defined C.G.S. 53a-3, 53-206, and 29-35)
2. Use, possession, sale, or distribution of illegal drugs; or
3. Violent conduct,
4. Making of a bomb threat,
5. Threatening to harm or kill another student or member of the staff.

where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

Students

Out of School Misconduct (continued)

For example, if it is determined that a student's use, possession, or sale of drugs in the community has a strong likelihood of endangering the safety of students or employees because of the possibility of such sales in the school; or if violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment; or if any similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in school or of bringing retaliation or revenge into the school for such off-school misconduct, the Board may impose discipline up to and including suspension and/or expulsion. The rationale to be applied in considering disciplinary action is whether the off-school grounds conduct will markedly interrupt or severely impede the day-to-day operation of a school.

A student found to be in possession of a firearm or deadly weapon shall be expelled for one calendar year unless said expulsion is modified on an individual case basis.

Legal Reference: Connecticut General Statutes
 4- 176e through 4- 185 Uniform Administrative Procedure Act.
 10-233a through 10-233f re in-school suspension, suspension, expulsion. (as amended by PA 98-139)
 29-35 Carrying of pistol or revolver without permit prohibited.
 29-38 Weapons in vehicles.
 53a-3 Firearms and deadly weapons.
 53-206 Carrying and sale of dangerous weapons.
 53a-217b Possession of firearms and deadly weapons on school grounds.
 PA 94-221 An Act Concerning School Safety.
 18 U.S.C. 921 Definitions.
 PL 103-382 Elementary and Secondary Education Act. (Sec. 14601 - Gun Free Requirements: Gun Free School Act of 1994)
 PA 95-304 An Act Concerning School Safety.
 PA 96-244 An Act Concerning Revisions to the Education Statutes.
Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education. (SC 15862)

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
 East Hampton, Connecticut

Students

Gang Activity or Association

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The Superintendent will establish procedures and regulations to ensure that any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The administration will provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and/or activities as an alternative.

Legal Reference: *Jeglin v. San Jacinto Unified School District*
 (827F. Supp. 1459-C.D.Ca. 1993)

Olesen v. Board of Education School District No. 228
 (676F. Supp. 820-N.D. Ill. 1987)

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Students

Conduct

Hazing

The Board of Education finds that the practice known as “hazing” is dangerous to the physical and psychological welfare of students and is prohibited in all school activities.

A. Definition

Hazing includes, but is not limited to:

- engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student, or
- requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the injection of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or
- subjecting a student to any dangerous, painful, offensive, or demeaning conduct, or to conduct likely to create extreme mental distress,

for any purpose, including as a condition of membership or initiation into any class, team, group, or organization, sponsored by, or permitted to operate under the auspices of a school of the District.

A. Prohibition

Hazing is prohibited in all schools of the District, whether on or off school property, and whether during or outside school hours.

Hazing, harassment, intimidation or any act that injures, degrades, or disgraces a student or staff member will not be tolerated.

B. Enforcement and Reporting

1. School officials, employees, and volunteers:
 - a. Shall not permit or tolerate hazing;
 - b. Shall intervene to stop hazing that is threatened, found, or reasonably known or suspected to be occurring; and
 - c. Shall report known or suspected hazing to the school administration or the Superintendent.

Students

Conduct

Hazing (continued)

C. Enforcement and Reporting (continued)

1. Any student who believes he or she has been the victim of hazing shall report the matter to the school administration or the Superintendent.
2. Any District administrator that receives a report of hazing shall provide written notice to the Superintendent, setting forth the report and the administrator's proposed plan for investigation.

C. Investigation

1. All reports of hazing shall be investigated by the Principal or his/her designee. Where violations of criminal law may have occurred, the Principal or designee shall notify the appropriate law enforcement agency.
2. Upon completion of the investigation, the Principal or designee shall submit a written report on the investigation and its results to the Superintendent.

E. Discipline

1. Any student who engages in such behavior is subject to disciplinary action, according to applicable procedural requirements, including suspension, expulsion or referral to law enforcement officials.
2. No person in charge of a school-sponsored activity will permit the above-mentioned behavior. Violations will result in disciplinary action according to applicable procedural requirements. Such discipline may include reprimand, suspension, discharge or termination.

(cf. 5114 - Suspension/Expulsion)

(cf. 5131 - Conduct)

(cf. 5145.5 - Sexual Harassment)

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Students

Hazing

Bullying

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

Definitions

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Students

Hazing

Bullying

Definitions (continued)

“**Cyberbullying**” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

“**Mobile electronic device**” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“**Electronic communication**” means 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, photoelectronic or photo-optical system.

“**Hostile environment**” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

“**Outside of the school setting**” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“**School employee**” means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

“**School climate**” means 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. (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

Students

Hazing

Bullying (continued)

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
6. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of 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 school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

Students

Hazing

Bullying (continued)

The District's program: *(Also outlined in the section pertaining to the "Safe School Climate Plan.")*

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying in its schools;
2. Permits anonymous reports of bullying by students to school employees and written reports of suspected bullying by parents or guardians;
3. Requires school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such an oral report;
4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written report;
5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying;
8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying not later than forty-eight hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying;

Students

Hazing

Bullying (continued)

9. Requires each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
10. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and make such list publicly available and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
11. 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 that may include both counseling and discipline;
12. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
13. Requires the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such students against further acts of bullying;
14. Requires the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any acts of bullying constitute criminal conduct;
15. Prohibits bullying (A) 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 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 the local or regional board of education, and (B) outside of the school setting if such bullying (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;
16. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan, and

Students

Hazing

Bullying (continued)

17. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;

Note: Certified employees are required to complete annual training on the prevention and identification of bullying and response to bullying and the prevention and response to youth suicide.

The State Department of Education, within available appropriations, is required to provide annual training to non-certified school employees.

18. Requires students and the parents/guardians of students to be notified annually of the process by which they may make reports of bullying;
19. As required, but not later than January 1, 2012, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, and cooperative assistance; and
20. Requires that not later than thirty calendar days after approval by the Board, the safe school climate plan shall be made available on the Board's and each individual school in the District's Internet website and such plan is to be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying. The safe climate specialist shall investigate or supervise the investigation of all reports of bully promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Students

Hazing

Bullying (continued)

Prevention and Intervention Strategy

The District shall implement, as required by C.G.S. 10-222d, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur.
4. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school.
5. Individual interventions with the bully, parents and school employees and interventions with the bullied child, parents, and school employees.
6. School wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

District Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying in District schools;
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying issues in the District and make recommended changes to the District's safe school climate plan.

Students

Hazing

Bullying (continued)

Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying reports in the school.

Safe School Climate Committee

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each District school shall establish a new committee or designate at least one existing committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in the school. The committee must include at least one parent/guardian of a student enrolled in the school, appointed by the Principal.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and amend school policies relating to bullying;
4. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents and guardians of students on issues relating to bullying;
6. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying; and
7. 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.

Parent members of the Safe School Climate Committee are excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.

Students

Hazing

Bullying (continued)

Safe School Climate Plan

The Board of Education shall develop and implement a Safe School Climate Plan to address the existence of bullying in its schools. Such plan shall:

1. Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which they may make such reports;
2. Enable the parents or guardians of students to file written reports of suspected bullying;
3. Require school employees who witness acts of bullying or receive reports of bullying to orally notify the Safe School Climate Specialist, or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
4. Require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
5. Require the Safe School Climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Include a prevention and intervention strategy for school employees to deal with bullying;
7. Provide for the inclusion of language in student codes of conduct concerning bullying;
8. Require each school to 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. The required notification and invitation 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;
9. Require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying;
10. Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education, and in such manner as prescribed by the Commissioner of Education;

Students

Hazing

Bullying (continued)

Safe School Climate Plan (continued)

11. Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
12. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
13. Direct the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such student against further acts of bullying;
14. Require the Principal of a school, or the Principal's designee, to notify the appropriate local law enforcement agency when such Principal, or the Principal's designee, believes that any acts of bullying constitute criminal conduct;
15. Prohibit bullying (A) 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 school bus or other vehicle owned, leased or used by the Board or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board and (B) outside of the school setting if such bullying (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;
16. Require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan; and
17. Require that all school employees annually complete the training described in C.G.S. 10-220a, as amended.

Safe School Climate Assessment

The Board requires each school in the District, on and after July 1, 2012, and biennially thereafter, to complete an assessment using school climate assessment instruments, including surveys, approved and disseminated by the Department of Education pursuant to C.G.S. 10-222h, as amended by PA 11-232. The Board will collect the school climate assessments of each District school and submit them to the Department of Education.

Students

Hazing

Bullying (continued)

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. [In designing administrative regulations, the Superintendent should consult with the greater school community, including students.] In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in student and parent handbooks. [Alternate language: this policy shall be included in all student and faculty handbooks and shall be disseminated to the public in a manner to be determined by the Superintendent.]

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

- (cf. 0521 – Nondiscrimination)
- (cf. 4131 – Staff Development)
- (cf. 5114 – Suspension and Expulsion/Due Process)
- (cf. 5131 – Conduct)
- (cf. 5131.21 – Violent and Aggressive Behavior)
- (cf. 5131.8 – Out-of-School Misconduct)
- (cf. 5131.912 – Aggressive Behavior)
- (cf. 5131.913 – Cyberbullying)
- (cf. 5131.91 – Hazing)
- (cf. 5144 – Discipline/Punishment)
- (cf. 5145.4 – Nondiscrimination)
- (cf. 5145.5 – Sexual Harassment)
- (cf. 5145.51 – Peer Sexual Harassment)
- (cf. 6121 – Nondiscrimination)
- (cf. 6121.1 – Equal Educational Opportunity)

Legal Reference: Connecticut General Statutes
10-15b Access of parent or guardian to student’s records. Inspection and subpoena of school or student records.
10-222d Policy on bullying behavior as amended by PA 08-160 and PA 11-232.
PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.
PA 11-232 An Act Concerning the Strengthening of School Bullying Laws.

Policy adopted: January 30, 2012

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

MODEL ANNUAL BULLYING NOTICE

[State Law requires that boards of education notify students annually of the process by which they may anonymously report acts of bullying to school employees. We suggest that this notice be included in a student handbook.]

Bullying behavior by any student in the East Hampton Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. Causes physical or emotional harm to such student or damage to such student’s property,
- B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. Creates a hostile environment at school for such student,
- D. Infringes on the rights of such student at school, or
- E. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of 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 school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

To be completed by the complainant.

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut
STUDENT BULLYING COMPLAINT REPORT

Student's/Complainant Name: _____

School: _____ Grade/Teacher: _____

Home Address: _____

Telephone: _____

Date of Complaint: _____

Complaint filed against (name/position): _____

Description of complaint: *(Please include: location(s) of event(s), timeframes, frequency of offense(s), and specific details as to the actions giving rise to the suspicion of bullying.)*

Witnesses (if applicable): _____

Name/Position: _____

Address: _____ Telephone: _____

Name/Position: _____ Address: _____

Address: _____ Telephone: _____

Signatures

Complainant: _____ Date: _____

Relationship (if other than student)

School Official: _____ Date: _____

Title

Original forms are available in the Safe School Climate Specialist's / Principal's Office, Health Office, School Psychologist's Office, School Counselor's Office and School and District Websites.

**EAST HAMPTON PUBLIC SCHOOLS
REPORT OF BULLYING
SCHOOL CLIMATE SPECIALIST INVESTIGATION SUMMARY**

NOTES: Investigation must be completed promptly after receiving the Student Bullying Report. Not later than 48 hours after the completion of the investigation, parents/guardians of students who commit verified acts of bullying and parents/guardians against whom such were directed must be notified of the results of the investigation.

Name of Student/Complainant: _____

School: _____

Date: _____

Safe School Climate Specialist / Principal _____

Report Information:

Anonymous Student Report

Staff Member Report Name: _____

Parent/Guardian Report Name: _____

Student Report Name: _____

Name of Student Reported as Committing Act: _____

Name of Student Reported as Victim: _____

Time and Location of Alleged Act(s): _____

Description of Alleged Act(s): _____

Names of Potential Witnesses: _____

Action of Reporter: _____

EAST HAMPTON PUBLIC SCHOOLS
REPORT OF BULLYING
SCHOOL CLIMATE SPECIALIST INVESTIGATION SUMMARY

Safe School Climate Specialist / Principal Investigation Notes: _____

Bullying is NOT verified based on the results of the investigation.

1. The Safe School Climate Specialist/Principal will contact the parents/guardians of the complainant not later than 48 hours after the investigation is complete and invite them to a meeting. The complainant should also be invited to participate in the meeting. The purpose of the meeting is to discuss that the investigation did not determine a verified act of bullying and to communicate measures being taken by the school to ensure that the complainant feels safe at school. The meeting will be followed by a letter summarizing the discussion.

Measures/Actions Taken to Ensure a Safe School Climate for the Complainant: _____

2. The Safe School Climate Specialist/Principal will contact the parents/guardians of the accused not later than 48 hours after the investigation is complete and invite them to a meeting. The accused should also be invited to participate in the meeting. The purpose of the meeting is to discuss that the investigation did not determine a verified act of bullying and to communicate:

- Classification of Infraction Committed by Accused Student(s) if any:
- Disciplinary Action per Code of Conduct:

The meeting will be followed by a letter summarizing the discussion.

Bullying IS verified based on the results of the investigation.

1. The Safe School Climate Specialist/Principal will contact the parents/guardians of the complainant not later than 48 hours after the investigation is complete and invite them to a meeting. The accused should also be invited to participate in the meeting. The purpose of the meeting is to discuss the outcome of the investigation and to communicate measures being taken by the school to ensure that the complainant feels safe at school. The meeting will be followed by a letter summarizing discussion.

Measures/Actions Taken to Ensure a Safe School Climate for the Complainant: _____

2. The Safe School Climate Specialist/Principal will contact the parents/guardians of the accused not later than 48 hours after the investigation is complete and invite them to a meeting. The accused should also be invited to participate in the meeting. The purpose of the meeting is to notify them that the investigation determined a verified act of bullying and to communicate disciplinary and other measures being taken by the school to prevent further acts of bullying. The meeting will be followed by a letter summarizing the discussion.

Measures/Actions Taken to Prevent Further Acts of Bullying by the Accused: _____

Incident File:

The incident file will include: bullying complaint, witness statements, all notes regarding the investigation, the outcome of the investigation, notification(s) to parents/guardians of students involved, and measures/action(s) taken.

Students

Hazing

Bullying

RATIONALE: The purpose of the policy on bullying is to promote consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable. Attitudes and practices can contribute to bullying, to lower levels of confidence, self-esteem and lack of achievement.

AIMS: The anti-bullying program within the district schools seeks to accomplish the following goals:

- To promote a secure and happy environment free from threat, harassment and any type of bullying behavior.
- To take positive action to prevent bullying from occurring.
- To inform parents and students of the school's expectations and to foster a productive partnership which helps to maintain a bully-free environment.
- To make staff aware of their role in fostering the knowledge and attitudes which will be required to achieve the above aims.

DEFINITION OF BULLYING: Bullying, as defined by Connecticut statute is "any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity which acts are repeated against the same student over time." It can also be defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups. Bullying takes many forms and can include many different behaviors, such as but not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based and gender-based verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school

Students

Hazing

Bullying (continued)

CRUCIAL FACTORS TO COMBAT BULLYING MAY INCLUDE THE FOLLOWING:

1. Awareness and involvement on the part of adults, with regards to bully-victim problems.
2. Survey of bully/victim problems to determine the scope of the problem in each school.
3. A school conference day devoted to bully/victim problems.
4. Appropriate supervision during recess, lunch time and changing of classes by adult staff.
5. Consistent and immediate consequences for aggressive behavior.
6. Generous praise for pro-social and helpful behavior by students.
7. Specific class rules against bullying.
8. Class meetings about bullying
9. Serious individual talks with bullies and with victims.
10. Serious talks with parents of bullies and victims.
11. A meeting of the school's parent organization on this topic.
12. A curriculum that promotes communication, friendship and assertive skills.
13. Improved communication among administrators, teachers, parents and students.
14. Listening respectfully to bullying concerns raised by students, parents and staff.
15. Avoidance of sex-role stereotyping. (e.g. males need to be strong and tough)
16. Use of classmates to help alleviate the plight of victims and include them in group activities.

The above measures are considered part of an effective school-wide anti-bullying program, per research on this topic.

RESPONSE TO ALLEGED ACTS OF BULLYING:

1. Students may report bullying situations anonymously to members of the school staff.
2. Parents/guardians may report bullying situations to members of the school staff in writing.

Students

Hazing

Bullying (continued)

RESPONSE TO ALLEGED ACTS OF BULLYING: (continued)

3. Student and/or parent/guardian reports shall be reported to the school administration.
4. School administrators shall investigate in a timely fashion parents' written reports and review students' anonymous reports to determine the action required.
5. Written notice shall be provided to the parents/guardians of a child involved in a verified act of bullying. The notice shall describe the school's response and any consequences that may result from further acts of bullying.
6. As required by state law and Board Policy a list of the number of verified acts of bullying shall be maintained and be available for public inspection in each of the district's schools. This list shall reflect only the number of verified acts of bullying and shall not contain any student personally identifiable information. The building principal will be responsible for ensuring the accuracy of the number on the list maintained in his/her school and that members of the public upon request have prompt access to the list or are provided a copy thereof if one is requested in writing.
7. Language about bullying and the scope of the policy shall be included in all student/parent/employee handbooks.

STAFF RESPONSIBILITIES:

1. To implement procedures to confront bullying in any form.
2. To listen to all parties involved in incidents.
3. To investigate as fully as possible, and to report such incidents to the school administration.
4. To take appropriate action, or to refer the matter to a member of the administration.
5. To record and inform parents of bullying incidents.
6. To promote the use of a range of teaching and learning styles and strategies which challenge bullying behavior.
7. To promote open management styles which facilitate communication and consultation throughout the school setting.
8. To foster by example the values the school believes in.
9. To promote the use of interventions which are least intrusive and most effective.

Students

Hazing

Bullying (continued)

STAFF RESPONSIBILITIES: (continued)

10. To hold regular discussions on this issue with administration, staff, students and parents.
11. To support victims of bullying by means of individual and peer counseling.
12. To initiate efforts to change the behavior of the bullies through class discussions, counseling, reinforcement and sanctions where appropriate.

SUGGESTED STEPS FOR INTERVENING IN BULLYING SITUATIONS:

- Intervene immediately; stop the bullying behavior once seen or becoming aware of it.
- Talk to the bully and victim, separately. If more than one child is involved in perpetuating the bullying, talk to each of the perpetrators separately, in quick succession.
- If a peer mediation program is in place, be careful in referring cases where there is bullying, as the power imbalance will likely make this a very intimidating situation for the victim. The victim's communication and assertiveness skills may be very low and will be further eroded by fear resulting from past intimidation and fear of future retaliation. Consider excluding such cases from peer mediation.
- Consult with administrators and/or other teachers to get a broader perspective on the problem and to alert them to the problem. Get advice as to how this situation fits with Board and school policies and/or refer to written guidelines.
- Expect that the perpetrator(s) will minimize and deny his/her/their actions and responsibility.
- Refer to school and class codes of conduct in telling the bully why their behavior was unacceptable. Indicate the expected behavior. Inform the bully(ies) of the sanctions which will be imposed and that their parents will be involved.
- Reassure the victim that all possible steps will be taken to prevent a recurrence.
- Inform the parents of the bully and of the victim as soon as possible. Involve parents early before behavior patterns become entrenched and more serious.
- Involve parents in designing a creative plan of action, whenever possible.

Students

Hazing

Bullying (continued)

SUGGESTED STEPS FOR INTERVENING IN BULLYING SITUATIONS: (continued)

- Involve victims in groups and situations in which they can make appropriate friends and develop social skills and confidence. (e.g. peer support groups, new student orientation group, class cooperative learning group, special activity group or club) The goals are to develop the child's peer support network, social and other skills and confidence. Specific instruction in assertiveness may also be helpful.
- For the bully(ies) provide specific re-education regarding his/her/their behavior, in addition to sanctions such as removal of privileges, detention, etc.
- Follow up in communicating with parents and with other teachers and administrators about the situation until it is clearly resolved.
- Monitor the behavior of the bully and of the victim on a school-wide basis.
- If the bully(ies) do not change their behavior, despite concerted efforts by school personnel they, not the victim, should be removed from the class or school or transferred to another program/situation. Consequences for the perpetrators will be of considerable interest to all students and will set the tone for future situations.

CLASSROOM ACTIVITIES AND RESOURCES:

Classroom activities on an ongoing basis are important to the anti-bullying program. The following measures should be taken in the classroom:

- Developing a class code of conduct with regard to treatment of other students, with specific reference to bullying and exclusion of other students. Both desirable and unacceptable behavior should be simply and clearly defined and written, with student input.
- Following up with immediate, consistent, non-violent consequences for all bullying and aggressive behavior.
- Recognizing and praising positive, friendly and supportive behaviors of students toward one another on a frequent basis.
- Teaching non-violent, non-racist, and non-sexist ideas, values and behaviors, as a core part of the daily curriculum.

Students

Hazing

Bullying (continued)

CLASSROOM ACTIVITIES AND RESOURCES: (continued)

- Teaching social skills, including communication, making friends, accepting feedback from others, conflict resolution, appropriate assertiveness and problem solving.
- Modeling by the teacher of positive, respectful, and supportive behavior by the teacher toward students.
- Using cooperative learning groups to include less popular, more timid children in small, positive and accepting social groups.

Students

Reasonable Physical Force

Physical force may not be used as a disciplinary measure. However, reasonable physical force may be used to the extent that a teacher or other person entrusted with the care and supervision of a minor for school purposes reasonably believes it necessary to: protect him/herself or others from immediate physical injury, obtain possession of a dangerous instrument or controlled substance, upon or within the control of such student, protect property from physical damage, and/or restrain student or remove student to another area to maintain order.

Legal Reference: Connecticut General Statutes

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304 and PA 96-244.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

PA 94-221 An Act Concerning School Discipline and Security.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Schools Act of 1965, as amended by the Gun Free Schools Act of 1994

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EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut