
Bullying (ADM-P5131.911)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the policy, procedures and program for the prohibition of bullying.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

Authorized Signature on File

3.0 APPROVAL AUTHORITY:

- 3.1 Superintendent of Schools

Signature

Date

4.0 DEFINITIONS:

- 4.1 Bullying is defined as repeated and systematic harassment and/or attacks on others, perpetrated by individuals or groups.
- 4.2 Bullying is also defined as any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the year. *Bullying outside the school setting, which has a negative impact on a student's academic performance or safety in school, will be addressed.*
- 4.3 Forms of bullying take the form of many different behaviors including, but not limited to:
- 4.3.1 Physical violence and attacks
 - 4.3.2 Verbal taunts and name-calling including ethnically-based, verbal abuse, and gender-based put-downs
 - 4.3.3 Threats and intimidation
 - 4.3.4 Extortion or stealing of money and possessions
 - 4.3.5 Exclusion from peer groups within the school
- 4.4 Appropriate disciplinary action may include but is not limited to suspension, expulsion and/or referral to law enforcement
- 4.5 District's Program to reduce the incidents of bullying include the following:
- 4.5.1 Permits anonymous reports of bullying by students and written reports by parents or guardians (ADM-F014).
 - 4.5.2 Requires teachers and other school staff to notify school administrators in writing of bullying acts they witness and students' reports they receive (ADM-F015).
 - 4.5.3 Requires school administrators to investigate parents' written reports and review students' anonymous reports (ADM-F016).
 - 4.5.4 Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there (ADM-F019).

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- 4.5.5 Requires each school to have a prevention and intervention strategy for school staff to deal with bullying, including language about bullying in student codes of conduct; and
 - 4.5.6 Requires notice to parents or guardian of all students involved in a verified act of bullying. The law also requires schools to mail notices to parent or guardian who does not provide the student(s) with primary residence (ADM-F018).
 - 4.5.7 Requires 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 counseling and discipline; and
 - 4.5.8 Requires the identification of appropriate school personnel, which may or may not include pupil services personnel, responsible for taking a bullying report and investigating the complaint.
- 4.6 Notice to Parents or Guardian describes the school's response and any consequences that may result from further acts of bullying including but not limited to suspension, expulsion and/or referral to law enforcement.

5.0 PROCEDURE:

- 5.1 Program notification occurs at the beginning of each school year through the dissemination of school handbooks at the elementary, middle and high school levels. The handbook outlines all district policy and procedures regarding bullying.
- 5.2 All alleged incidents of bullying are investigated by the building administrator and all appropriate support staff. Notification to administrator may occur as an anonymous complaint by a student, teacher/staff referral or written complaint from a parent.
- 5.3 If the investigation results in a verified act of bullying, parents of all parties are notified and offered at least one opportunity to meet, prior to the appropriate disciplinary action being implemented (ADM-F017).
- 5.4 All verified incidences of bullying are recorded and retained at both the building and district levels.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Connecticut General Statute – 10-222d; updated and effective 7/1/08
- 6.2 Reference: 5144 Discipline/Punishment
5114 Suspension/Expulsion: Due Process
5131.7 Weapons and Dangerous Instruments
5131.8 Off-School Misconduct
5131.9 Assaults/Threats
5131.911 Bullying
- 6.3 Administrative Policy #5131.911 proposed on October 9, 2001 and adopted on November 13, 2001
- 6.4 Public Act #06-115
- 6.5 ADM-F014 Bullying: Anonymously Reporting Notification

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- 6.6 ADM-F015 Bullying Referral
- 6.7 ADM-F016 Bullying Checklist
- 6.8 ADM-F017 Bullying Incident Report
- 6.9 ADM-F018 Bullying Notification Letter to Parent
- 6.10 ADM-F019 Public Bullying Log

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
ADM-F014 ADM-F015 ADM-F016 ADM-F017 ADM-F018	Individual schools	In student's file for duration of education in Milford Public Schools	Shred	File cabinet
ADM-F019	Individual schools and Superintendent's office	One school year	Shred	File cabinet

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/22/2005	A	Initial Release
08/29/2006	B	Add new language per PA #06-115 to 4.2 and 4.5.6
10/15/2007	C	Add new forms (ADM-F014, ADM-F015, ADM-F016, ADM-F017, ADM-F018 and ADM-F019) to 6.0; remove "Letter of Communications" from 6.0 and 7.0; add respective forms to 4.5.1, 4.5.2, 4.5.3, 4.5.4, 4.5.6, 5.3.
07/01/2008	D	Changed/added/deleted language in 4.2; 4.5.2; 4.5.5 and 5.3. Added new pieces: 4.5.7 and 4.5.8.

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