

5131.911/Bullying and Teen Dating Violence Prevention and Intervention

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **5000**
CATEGORY: **Students**
POLICY CODE: **5131.911/Bullying and
Teen Dating Violence
Prevention and
Intervention**

BULLYING AND TEEN DATING VIOLENCE PREVENTION AND INTERVENTION

Policy Statement

The Trumbull Board of Education (Board) is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe for its students. The Board will not tolerate bullying, cyberbullying, teen dating violence, or retaliation in its schools and in school-related activities. In accordance with Connecticut State law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying, teen dating violence, or retaliation.

In accordance with Connecticut State law, the Board prohibits bullying and teen dating violence 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 Board of Education.

The Board also prohibits any form of bullying and teen dating violence outside of the school setting if such bullying or teen dating violence (1) creates a hostile environment at school for the student against whom such bullying or teen dating violence was directed, (2) infringes on the rights of the student against whom such bullying or teen dating violence was directed at school, or (3) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence is likewise prohibited.

Students who engage in bullying or teen dating violence may be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "**bullying**" means the repeated use by one or more students of a written, verbal 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:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

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- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) 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 characteristics, 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. For purposes of this definition, the student against whom the activity is directed, and the student engaged in the bullying, must both attend the Trumbull Public Schools.

“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.

“Teen dating violence” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

Consistent with the requirements under state law, the Trumbull Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy to address the existence of bullying and teen dating violence in its schools. The Safe School Climate Plan shall be in accordance with Connecticut State law as amended from time to time. The Plan shall minimally include all legal requirements for the reporting, recording, investigating, responding, and preventing of bullying, as well as those legal requirements specific to teen dating violence.

Members of the Board of Education and school employees are protected by statute against damage claims in the implementation of the Safe School Climate Plan and its requirements to report, investigate, or respond to bullying and teen dating violence. Under the law, parents/guardians, students and others who report bullying or teen dating violence in accordance with the District’s Safe School Climate Plan shall be granted immunity from claims of damage as well.

To be immune, the above named individuals must act in good faith and, in the case of a school employee or Board of Education member, act within the scope of their duties. The immunity does not cover gross, wanton, reckless, or willful misconduct.

Adopted: 02/04/2003

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Revised: 04/28/2004, 02/13/2007,
06/02/2009, 01/2012, 10/6/2015

References

- Connecticut Public Act 06-115, “An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians”
- Connecticut Public Act 11-232, “An Act Concerning the Strengthening of School Bullying Laws”
- Connecticut Public Act 13-3, “An Act Concerning Gun Violence Protection and Children’s Safety”
- Connecticut Public Act 14-172, “An Act Concerning Improving Employment Opportunities through Education and Ensuring Safe School Climates”
- Connecticut Public Act 14-234, “An Act Concerning Domestic Violence and Sexual Assault”

- Connecticut General Statutes §§ 10-15b, 10-145a, 10-145o, 10-220a, 10-222d, 10-222g, 10-222h, §§ 10-233a through 10-233f

- Trumbull Board of Education Policy Code 1212.1: Volunteers
- Trumbull Board of Education Policy Code 5125: Confidentiality and Maintenance of Student Records
- Trumbull Board of Education Policy Code 5131: Standard of Conduct
- Trumbull Board of Education Policy Code 5145.6: Suicide Prevention/Intervention

**TRUMBULL PUBLIC SCHOOLS
SAFE SCHOOL CLIMATE PLAN**

The Trumbull Board of Education is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying and teen dating violence, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying, as well as teen dating violence, and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying and teen dating violence.

Bullying and teen dating violence is strictly prohibited, and students who are determined to have engaged in such behavior may be subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying and teen dating violence, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying and teen dating violence will not be tolerated by students or school staff.

I. Prohibition Against Bullying, Teen Dating Violence and Retaliation

- A. The Board expressly prohibits any form of bullying and teen dating violence 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 Board of Education.
- B. The Board also prohibits any form of bullying and teen dating violence outside of the school setting if such bullying or teen dating violence (1) creates a hostile environment at school for the student against whom such bullying or teen dating violence was directed, (2) infringes on the rights of the student against whom such bullying or teen dating violence was directed at school, or (3) substantially disrupts the education process or the orderly operation of a school;
- C. In addition to prohibiting student acts which constitute bullying or teen dating violence, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence.
- D. Students who engage in bullying or teen dating violence in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

II. Definition of Bullying and Teen Dating Violence

- A. **“Bullying”** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same district that:
1. causes physical or emotional harm to such student or damage to such student’s property;
 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 3. creates a hostile environment at school for such student;
 4. infringes on the rights of such student at school; and/or
 5. 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 characteristics, 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. For purposes of this definition, the student against whom the activity is directed, and the student engaged in the bullying, must both attend the Trumbull Public Schools.

- B. **“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.
- C. **“Teen dating violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

III. Other Definitions

- A. **“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.
- B. **“Hostile environment”** means a situation in which bullying or teen dating violence among students is sufficiently severe or pervasive to alter the conditions of the school climate.
- C. **“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, cell phone, text messaging device, paging device, personal digital assistant, 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.

- D. **“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.
- E. **“Prevention and intervention strategy”** may include, but is not limited to, (1) implementation of positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying or teen dating violence identified by the State Department of Education, (2) school rules prohibiting bullying or teen dating violence, 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 or teen dating violence is likely to occur, (4) inclusion of grade-appropriate bullying or teen dating violence 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 or teen dating violence prevention through individual or team participation in meetings, trainings and individual interventions and (9) culturally competent school-based curriculum focusing on social, emotional learning, self-awareness and self-regulation. For purposes of this section, “interventions with the bullied child” includes referrals to a school counselor, psychologist, or other appropriate social or mental health service, and periodic follow-up by the Safe School Climate Specialist with the bullied child.
- G. **“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.
- H. **“School employee”** means (1) 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 (2) 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.
- I. **“School-Sponsored Activity”** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

IV. Leadership and Administrative Responsibilities

All school employees are charged with the responsibility of taking reports of bullying and teen dating violence or if witnessing acts of bullying or teen dating violence to notify the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available. Reports shall be appropriately investigated by the Safe School

Climate Specialist or another administrator when the Safe School Climate Specialist is not available.

A. Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator (“Coordinator”). The Coordinator shall:

1. implement the District’s Safe School Climate Plan (“Plan”);
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying and teen dating violence in district schools;
3. collect data regarding bullying and teen dating violence in the District’s schools; provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. respond to bullying and teen dating violence in district schools;
5. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying and teen dating violence in the school district and to make recommendations concerning amendments to the district’s Plan; and
6. successfully complete the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services as required by law.

B. Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal’s designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying or teen dating violence and act as the primary school official responsible for preventing, identifying and responding to reports of bullying and teen dating violence in the school and for the collection and maintenance of records of reports and investigations related to both.

V. Development and Review of Safe School Climate Plan

- A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school shall establish a committee or designate at least one existing committee (“Committee”) in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying and teen dating violence in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.

- B. The Committee shall: 1) receive copies of completed reports following bullying and teen dating violence investigations; 2) identify and address patterns of bullying and teen dating violence among students in the school; 3) review and amend school policies relating to bullying and teen dating violence; 4) implement the provisions of the School Security and Safety Plan (developed pursuant to Section 87 of Public Act 13-3) regarding the collection, evaluation and reporting of information relating to instances of disturbing and or threatening behavior that may not meet the definition of bullying or teen dating violence (defined in Connecticut General Statutes 10-222d) and report such information, as necessary, to the District Safe School Climate Coordinator and to the school's Security and Safety Committee; 5) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 6) educate students, school employees and parents/guardians on issues relating to bullying and teen dating violence; 7) collaborate with the Coordinator in the collection of data regarding bullying and teen dating violence; and 8) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying and teen dating violence.
- C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying and teen dating violence among students in the school.
- D. Not later than January 1, 2012, the Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such Plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such Plan available on the Board's and each individual school in the school district's web sites and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools.

VI. Procedures for Reporting and Investigating Complaints of Bullying and Teen Dating Violence

- A. Students and parents/guardians of students may file written reports of bullying and teen dating violence. Written reports of bullying and teen dating violence shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of alleged incidents, the target of the alleged bullying or teen dating violence, and the names of potential student or staff witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan. See Appendix A, Form 1.
- B. Students may make informal complaints of conduct that they consider to be bullying or teen dating violence by verbal report to the Safe School Climate Specialist, or to any school employee. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such alleged incidents, the target of such alleged bullying or teen dating

violence, and the names of any potential student or staff witnesses. Any school employee, including the Safe School Climate Specialist, who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report, if made by a school employee other than the Safe School Climate Specialist, shall be promptly forwarded to the appropriate building principal for review and action. See Appendix A, Form 1.

- C. Students may make anonymous reports of bullying or teen dating violence to any school employee; they will be notified annually of the process by which to make such reports. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying or teen dating violence. No disciplinary action shall be taken solely on the basis of an anonymous report. See Appendix A, Form 1.
- D. School employees who witness acts of bullying or teen dating violence or receive reports of bullying or teen dating violence shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, **not later than one (1) school day** after such school employee witnesses or receives a report of bullying or teen dating violence. The school employee shall then file a **written report not later than two (2) school days** after making such oral report.
- E. The Safe School Climate Specialist shall be responsible for reviewing any anonymous reports of bullying or teen dating violence and shall investigate or supervise the investigation of all reports of bullying or teen dating violence and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied will be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.
- F. In investigating reports of bullying or teen dating violence, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VII. Responding to Verified Acts of Bullying or Teen Dating Violence

- A. Parents/guardians of the student alleged to have committed an act of bullying and/or teen dating violence, as well as the parents/guardians of the student alleged to have been bullied and/or subjected to teen dating violence, will receive prompt notice that an investigation has commenced.
- B. Following investigation, if acts of bullying or teen dating violence are verified, the Safe School Climate Specialist or designee shall notify the parents/guardians of the students against whom such acts were directed as well as the parents/guardians of the students who have committed such acts of bullying or teen dating violence of the finding **not later than forty-eight hours** after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying or teen dating violence. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying or teen dating violence.
- C. In any instance in which bullying or teen dating violence is verified, the Safe School Climate Specialist or designee shall also invite the parents/guardians of the student who commits any verified act of bullying or teen dating violence to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying or teen dating violence; the parents/guardians of the student against whom any such act was directed shall be invited to a separate meeting with the same focus of communication.

The invitation may be made simultaneous with the notification described above in Section VII.B. The purpose of these meetings is to communicate to parents/guardians the measures being taken by the school to ensure the safety of the students involved and to prevent further acts of bullying or teen dating violence.

- D. If bullying or teen dating violence is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying or teen dating violence was directed. Such support plan will include safety measures to protect against further acts of bullying or teen dating violence.
- E. A specific written intervention plan shall be developed to address repeated incidents of bullying or acts of teen dating violence against a single individual or recurrently perpetrated bullying or teen dating violence incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.
- F. Notice to Law Enforcement—If the Principal of a school (or his/her designee) reasonably believes that any act of bullying or teen dating violence constitutes a criminal offense, he/she shall notify appropriate law enforcement.
- G. If a bullying or teen dating violence complaint raises concern about discrimination or harassment on the basis of a legally protected classification such as race, color, religious

creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to present or past history of mental disability, intellectual disability, learning disability, or physical disability, including but not limited to blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws, the Safe School Climate Specialist or designee shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator, etc.)

VIII. Documentation and Maintenance of Records

- A. Each school shall maintain written reports of bullying or teen dating violence, along with supporting documentation received and/or created as a result of bullying or teen dating violence investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. Following an investigation of any report of bullying or teen dating violence, the Safe School Climate Specialist (the principal of the school or the principal's designee) shall forward written documentation to the Safe School Climate Coordinator, who shall review the documentation against the requirements of the Safe School Climate Plan, and who may require additional investigation if warranted by the requirements of the Safe School Climate Plan.
- C. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.
- D. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

- E. The Principal of each school shall maintain a separate list of the number of verified acts of teen dating violence.

IX. Other Prevention and Intervention Strategies

- A. Bullying or teen dating violence behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying or teen dating violence. While conduct that rises to the level of “bullying or teen dating violence”, as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying or teen dating violence, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint. As discussed below, schools may also consider appropriate alternative to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.
- B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual or to address an incident or incidents of teen dating violence against a student or students. This plan may include safety provisions, as described above, for students against whom acts of bullying or teen dating violence have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.
- C. The following sets forth possible interventions which may also be utilized to enforce the Board’s prohibition against bullying and teen dating violence:

- 1. Non-disciplinary interventions

When verified acts of bullying or teen dating violence are identified early and/or when such verified acts of bullying or teen dating violence do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying and teen dating violence, its prohibition, and the student’s duty to avoid any conduct that could be considered bullying or teen dating violence. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

- 2. Disciplinary interventions

When acts of bullying or teen dating violence are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Standard of Conduct Policy, Policy Code 5131. This consequence shall normally be reserved for serious incidents of bullying or teen dating violence and/or when past interventions have not been successful in eliminating bullying or teen dating violence behavior.

3. The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying or teen dating violence against a single individual. Intervention strategies for a bullied student or a student subjected to teen dating violence may include the following:
 - a. Counseling;
 - b. Increased supervision and monitoring of student to observe and intervene in bullying or teen dating violence situations;
 - c. Encouragement of student to seek help when victimized or witnessing victimization;
 - d. Peer mediation or other forms of mediation, where appropriate;
 - e. Student Safety Support plan; and
 - f. Restitution and/or restorative interventions.

4. General Prevention and Intervention Strategies
In addition to the prompt investigation of complaints of bullying or teen dating violence and direct intervention when acts of bullying or teen dating violence are verified, other district actions may ameliorate potential problems with bullying or teen dating violence in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:
 - a. School rules prohibiting bullying or teen dating violence, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
 - b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying or teen dating violence is likely to occur;
 - c. Inclusion of grade-appropriate bullying or teen dating violence education and prevention curricula in kindergarten through high school, which may include

instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;

- d. Individual interventions with the perpetrator (student who commits bullying or teen dating violence), parents/guardians and school employees, and interventions with the bullied student or student subjected to teen dating violence (student to whom the act was directed), parents/guardians and school employees;
 - e. School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
 - f. Student peer training, education and support;
 - g. Promotion of parent involvement in bullying or teen dating violence prevention through individual or team participation in meetings, trainings and individual interventions;
 - h. 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 or teen dating violence, including any such program identified by the Department of Education;
 - i. Respectful responses to bullying or teen dating violence concerns raised by students, parents or staff;
 - j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying or teen dating violence, with a focus in evidence based practices concerning same;
 - k. Use of peers to help ameliorate the plight of victims and include them in group activities;
 - l. Avoidance of sex-role stereotyping;
 - m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;
 - n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
 - o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others; and
 - p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying or teen dating violence and help eliminate bullying or teen dating violence through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying or teen dating violence.”

X. Annual Notice and Training

- A. Students, and parents/guardians of students, shall be notified at the beginning of each school year of the process by which students may make reports, including anonymous reports, of bullying or teen dating violence.
- B. The Board shall provide for the inclusion of language in student codes of conduct concerning the prohibition of bullying or teen dating violence.
- C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan and require that all school employees annually complete training on the identification, prevention and response to bullying or teen dating violence as required by law.

XI. School Climate Assessments

On and after July 1, 2012, and biennially thereafter, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Department.

**Trumbull Public Schools
REPORT OF ALLEGED BULLYING OR TEEN DATING VIOLENCE**

Date: _____ School: _____

Name of alleged target: _____ Age: _____ Grade: _____

Definitions of bullying, including cyberbullying, and teen dating violence are found in Board Policy 5131.911.

There are three reporting options. Distinctions among these three options are described in Board Policy 5131.911, Section VI.

For a Formal Written Complaint, this box and answers to the questions that follow should be completed by the individual making the complaint.

Name of Person Reporting Incident: _____
Telephone Day: _____
Evening: _____
Cell: _____ E-mail: _____
Please check appropriate box: <input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Close Adult Relative <input type="checkbox"/> Employee
<input type="checkbox"/> Other (specify): _____

For an Informal Oral Complaint, this box and answers to the questions that follow should be completed by the individual documenting the complaint.

Name of Person Reporting Incident: _____
Telephone Day: _____
Evening: _____
Cell: _____ E-mail: _____
Please check appropriate box: <input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Close Adult Relative <input type="checkbox"/> Employee
<input type="checkbox"/> Other (specify): _____

For an Anonymous Complaint, this box and answers to the questions that follow should be completed by the individual documenting the complaint.

Documentation of Anonymous Complaint? <input type="checkbox"/> Yes
--

Please answer the questions below, being as complete and specific as possible.

1.

Name(s) of alleged offender(s) (if known)	Is he/she a student in the Trumbull Public Schools?		Grade/age	School
	YES	NO		

2. On what date(s) did the incident(s) happen?

_____/_____/_____
 Month Day Year

_____/_____/_____
 Month Day Year

_____/_____/_____
 Month Day Year

3. Where did the incident(s) occur? (Check all that apply.)

- On school property
- At a school-sponsored activity or event off school property
- On a school bus
- On the way to/from school/school bus stop
- Off school grounds
- Via electronic communication
- Other (specify): _____

4. Describe the nature of the complaint (being as specific as possible), and state how you became aware of the incident.

(Attach additional pages if necessary.)

5. What do you believe was the reason for the conduct by the offender(s)? Do you believe it was based upon race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to present or past history of mental disability, intellectual disability, learning disability, or physical disability, including but not limited to blindness), or genetic information of the target? Explain.

(Attach additional pages if necessary.)

6. Did a physical injury result from the incident(s)? No Yes

If yes, nature of injury: _____

7. Was the target absent from school as a result of the incident(s)? No Yes

If yes, how many days was the target absent from school as a result of the incident? _____

Dates of absenteeism: _____

8. Did an emotional injury result from the incident(s)?

- No
- Yes, but psychological services have not been sought
- Yes, and psychological services have been sought

If yes, dates/location where services were sought: _____

9. Did any damage occur to the target’s property? No Yes

If yes, nature of damage: _____

10. State name(s) of any witnesses to the incident(s):

Name/school/position (student, teacher, parent, community member, etc.)	Contact information (if known)

11. Are you aware of any similar types of activities by the alleged offender(s) or by others against the target? If so, please describe the activity and when it occurred. Was a report made of these activities? If so, to whom and when?

(Attach additional pages if necessary.)

12. If you have an opinion on how resolution of this alleged bullying and/or teen dating violence might be reached in the school setting, please describe below.

(Attach additional pages if necessary.)

13. Is there any additional information you would like to provide?

(Attach additional pages if necessary.)

Attach any relevant documentation (e.g., medical documents, photos, posts, videos, e-mails, text messages, former reports, etc.)

Signature of Reporter

I certify that the above information and events are accurate and complete to the best of my knowledge.

Signature of Reporter

Date Submitted

.....
Name & Signature of Signature of Staff Member Receiving & Reviewing Complaint

Printed Name & Title

Signature

Date Received & Reviewed

Note: If the complaint suggests that the alleged incident(s) was(were) based upon the membership of the target in a protected class (such as race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to present or past history of mental disability, intellectual disability, learning disability, or physical disability, including but not limited to blindness), or genetic information of the target), investigation of this complaint shall be coordinated with other appropriate personnel within the district (e.g., Title IX Coordinator, Section 504 Coordinator, etc). See Board Policy 5131.911, Section VIIG.

If applicable, referred to: _____

Date of referral: _____

Trumbull Public Schools
DOCUMENTATION OF REPORT AND INVESTIGATION OF ALLEGED BULLYING
AND/OR TEEN DATING VIOLENCE

Date: _____ **School:** _____

Name of District or School Administrator _____

Date Complaint Received _____

- Formal Written Complaint** **Informal Oral Complaint** **Anonymous Complaint**

1. Name of target: _____ **Age:** _____ **Grade:** _____

- Regular Education** **Special Education** **504**

- **Use separate form for each involved student.**

2. Name of complainant & relationship to target _____

The parent(s)/guardian(s) of the student(s) alleged to have committed an act of bullying and/or teen dating violence, as well as the parent(s)/guardian(s) of the student alleged to have been bullied and/or subjected to teen dating violence, must receive prompt notice that an investigation has commenced. See Board Policy 5131.911, Section VIIA.

Date, time, & method of contact with parent(s)/guardian(s) of student alleged to have been bullied and/or subjected to teen dating violence: _____

Date, time, & method of contact with parent(s)/guardian(s) of student(s) alleged to have committed an act of bullying and/or teen dating violence: _____

Have the parent(s)/guardian(s) of the student alleged to have been bullied and/or subjected to teen dating violence given written permission for the District to disclose the child’s name, and other relevant information, in connection with the investigation? See Board Policy 5131.911, Section VIE, and Appendix C, Form 3. Attach Appendix C, Form 3, if completed.

- Yes No

3.

Name(s) of alleged offender(s) (if known)	Is he/she a student in the Trumbull Public Schools?		Grade/age	School
	YES	NO		

4. On what date(s) did the incident(s) happen?

_____/_____/____ _____/_____/____ _____/_____/____
 Month Day Year Month Day Year Month Day Year

5. Where did the incident(s) occur? (Check all that apply.)

- On school property At a school-sponsored activity or event off school property
- On a school bus On the way to/from school/school bus stop
- Off school grounds Via electronic communication
- Other (specify): _____

6. Summarize the complaint.

(Attach additional pages if necessary, and attach written complaint.)

7. State name(s) of any witnesses to the incident(s):

Name/school/position (student, teacher, parent, community member, etc.)	Contact information (if known)

8. List the date(s) the target was interviewed, by whom, when, and where.

(Attach additional pages if necessary.)

Did he/she provide a statement? Yes No

If yes: Oral Written. If written statement, attach the statement.

Was he/she asked to provide the names of any witnesses? Yes No

If witness names were provided, list names.

(Attach additional pages if necessary.)

9. List the date(s) the offender was interviewed, by whom, when, and where. Answer separately for multiple offenders.

(Attach additional pages if necessary.)

Did he/she provide a statement? Yes No

If yes: Oral Written. If written statement, attach the statement.

Was he/she asked to provide the names of any witnesses? Yes No

If witness names were provided, list names.

(Attach additional pages if necessary.)

10. List names of all individuals who were interviewed:

Name(s) of individuals/witnesses interviewed	Written Statement Provided?		Relationship to target, or school/position
	YES	NO	

11. List and describe all documentation considered as part of the investigation (e.g., bus referrals/reports, student records, student attendance records, medical records, nurse referrals, disciplinary referrals, police reports, photographs, surveillance tapes, e-mails, text messages, postings, other physical evidence). Attach copies whenever possible.

(Attach additional pages if necessary.)

12. Summarize your investigation. Include who was spoken to, where and when, as well as who conducted such interviews; the substance of any oral/written statements given; credibility as appropriate; what documentation or other information was considered, the weight given to it, and why; any conclusions reached regarding the incident, individuals, or the veracity or reliability of individuals or information; and note where information was corroborated or failed to be corroborated.

(Attach additional pages if necessary.)

13. Definitions of bullying, including cyberbullying, and teen dating violence are found in Board Policy 5131.911. Check all of the following that apply with respect to this investigation.

- Target and offender(s) are students in the same school or school district.
- Target and offender(s) are not students in the same school district.
- Involves repeated activity by one student against the target.
- Involves repeated activity by more than one student against the target.
- Involves a written, oral, or electronic communication.
- Involves a physical act.

Describe the act and/or injury: _____

- Involves emotional harm to target.

Describe the nature of the harm/effect: _____

- Involves damage to target's property.

Describe the damage/cost of repair: _____

- Target has reasonable fear of harm to self or property.

Explain: _____

- Offender’s actions have created a hostile environment at school for the target. (“Hostile environment” means a situation in which bullying or teen dating violence among students is sufficiently severe or pervasive to alter the conditions of the school climate.)

Explain: _____

- Target’s rights at school have been infringed.

Explain: _____

- Offender’s actions have substantially disrupted the educational process or orderly operation of a school.

Explain: _____

Based upon the completed investigation, is it concluded that a verified act of bullying occurred against the target?

- Yes No

Explain the basis for your conclusion.

(Attach additional pages if necessary.)

Based upon the completed investigation, is it concluded that a verified act of teen dating violence occurred against the target?

- Yes No

Explain the basis for your conclusion.

(Attach additional pages if necessary.)

14. Date of written notice of the conclusion of the investigation provided to:

- _____ Parent(s)/guardian(s) of the target
- _____ Parent(s)/guardian(s) of the offender(s)
- _____ District Safe School Climate Coordinator

Note: If bullying and/or teen dating violence has been verified, the parent(s)/guardian(s) of the student against whom such acts were directed as well as the parent(s)/guardian(s) of the student(s) who have committed such acts shall be notified not later than forty-eight hours after the investigation has been completed. See Board Policy 5131.911, Section VIIB.

Date, time, & method of contact with parent(s)/guardian(s) of student verified to have been bullied and/or subjected to teen dating violence: _____

Date, time, & method of contact with parent(s)/guardian(s) of student(s) verified to have committed an act of bullying and/or teen dating violence: _____

15. If bullying or teen dating violence has been verified, describe the responsive action.

Note: If bullying and/or teen dating violence has been verified, the parent(s)/guardian(s) of the student against whom such acts were directed as well as the parent(s)/guardian(s) of the student(s) who have committed such acts shall be invited to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying and/or teen dating violence. See Board Policy 5131.911, Section VIIC. Additionally, responsive action must include a plan of support for the target, and, if the target is a special education student, the convening of a PPT to consider whether bullying has impacted the provision of FAPE and if the IEP remains appropriate. See Board Policy 5131.911, Section VIID-G for discussion of mandatory student safety support plans, potential notification of law enforcement, etc.

Describe the responsive action as to the target, including the target's support plan:

(Attach additional pages if necessary.)

Date, time, & method of meeting invitation to parent(s)/guardian(s) of student verified to have been bullied and/or subjected to teen dating violence: _____

Date & time of meeting with parent(s)/guardian(s) of student verified to have been bullied and/or subjected to teen dating violence, and names of those in attendance:

Describe the responsive action as to the offender(s). List multiple offenders separately.
Note: If an offender is a special education student, a PPT should be convened to determine if the IEP remains appropriate. If an offender is not a special education or 504 student, consider whether a referral is warranted by the student's conduct/history.

(Attach additional pages if necessary.)

Date, time, & method of meeting invitation(s) to parent(s)/guardian(s) of student(s) verified to have committed an act of bullying and/or teen dating violence: _____

Date & time of meeting(s) with parent(s)/guardian(s) of student(s) verified to have committed an act of bullying and/or teen dating violence, and names of those in attendance: _____

Describe any system-wide interventions (curricular adjustments, scheduled assemblies, etc.) if applicable:

(Attach additional pages if necessary.)

16. Do you believe there is a basis for further investigation based upon (check all that apply):

- race
- color
- religious creed
- religion
- sex
- age
- national origin
- ancestry
- marital status
- sexual orientation
- gender identity or expression
- disability (including but not limited to present or past history of mental disability, intellectual disability, learning disability, or physical disability, including but not limited to blindness)
- genetic information
- by association with an individual or group who has or is perceived to have one or more of any of the above characteristics (list characteristic(s)): _____

Note: If the complaint suggests that the alleged incident(s) was(were) based upon the membership of the target in a protected class (such as race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to present or past history of mental disability, intellectual disability, learning disability, or physical disability, including but not limited to blindness), or genetic information of the target), investigation of this complaint shall be coordinated with other appropriate personnel within the district (e.g., Title IX Coordinator, Section 504 Coordinator, etc). See Board Policy 5131.911, Section VIIG.

Was a referral to an appropriate district civil rights coordinator made?

- Yes No

If yes, to whom? _____ Date of referral _____

Name & Signature of Signature of District or School Administrator Completing This Report

Printed Name & Title

Signature

Date Completed

Attach all relevant reports and documentation. See Board Policy 5131.911, Section VIII, "Documentation and Maintenance of Records," and complete final summary page as well.

Name of District or School Administrator _____

Date Complaint Received _____

- Formal Written Complaint** **Informal Oral Complaint** **Anonymous Complaint**

Date of First Day of Investigation _____

Date Investigation Was Completed _____

If applicable, Date of Referral (based on bullying/teen dating violence investigation):

- to law enforcement (See #15):** _____
- to appropriate district civil rights coordinator (see #16):** _____

If applicable, Date of Referral of Verified Target to:

- PPT:** _____ **504 Meeting:** _____ **SAT:** _____
- Other (specify):** _____

If applicable, Date of Referral of Verified Perpetrator to:

- PPT:** _____ **504 Meeting:** _____ **SAT:** _____
- Other (specify):** _____

Trumbull Public Schools
CONSENT TO RELEASE STUDENT INFORMATION IN CONNECTION TO
REPORT AND INVESTIGATION OF ALLEGED BULLYING
AND/OR TEEN DATING VIOLENCE

Name of Student: _____

School: _____

Date: _____

To Parent/Guardian:

A report of bullying and/or teen dating violence has been made on behalf of your child alleging that he/she has been the victim of bullying and/or teen dating violence. In order to facilitate a prompt and thorough investigation of the report, the Trumbull Public Schools requests you to permit the release of your child's name in connection with the investigation process. You have the right to withhold this release and maintain anonymity.

Please check one.

_____ I do give permission for the Trumbull Public Schools to disclose my child's name in connection with the investigation process related to a report made on behalf of my child alleging that he/she has been the victim of bullying and/or teen dating violence.

_____ I do **NOT** give permission for the Trumbull Public Schools to disclose my child's name in connection with the investigation process related to a report made on behalf of my child alleging that he/she has been the victim of bullying and/or teen dating violence.

Signature of Parent/Guardian

Date

Name (Please print)

Signature of District or School Administrator