

**GREENWICH PUBLIC SCHOOLS**  
Greenwich, Connecticut

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**Policy E -002 - WHOLE STUDENT DEVELOPMENT**

**Procedure E – 002.1 – STUDENT CONDUCT AND DISCIPLINE**

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## **1. Student Conduct – Areas of Responsibility**

The schools shall maintain an atmosphere that is conducive to education. In order to maintain order and discipline, the administration shall establish procedures and regulations governing student conduct. Each school shall inform students and parents at the beginning of each school year of the administrative regulations and the school rules regarding student conduct. These regulations and rules shall be communicated to transferring students and their parents when the student registers in the school.

### **A. Board of Education**

Student conduct shall be addressed in Board of Education policy.

### **B. Superintendent**

The Superintendent shall maintain procedures and regulations regarding the conduct and control of students including procedures guiding the removal of students from class, suspension and expulsion.

### **C. Principal**

Principals shall have school rules which implement the regulations and carry out district procedures relating to standards of student conduct. The principal may involve staff, students, parents, and citizens of the community in the development of the school rules.

### **D. 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 under the assigned supervision of the teacher and to other nearby students so situated as to be subject to the teacher's control. Teachers shall apply the same standards for conduct in conjunction with any school-sponsored activity, including the co-curricular program and school trips.

### **E. Parents**

Parents shall be expected to cooperate with school authorities regarding the conduct of their children. Parents may be held liable for the willful misbehavior of their children, when, as unemancipated minors, the children would have been liable for damage or injury if they had been adults.

### **F. Students**

Students shall be properly informed and instructed in rules and regulations of acceptable conduct; they shall then be accountable for complying with the standards of conduct. Any

student who fails to comply with the rules and regulations concerning student conduct is liable to a range of disciplinary actions.

## **2. Philosophy of Discipline**

The district goals in establishing disciplinary guidelines are to ensure an orderly and safe environment conducive to education, and to encourage students to develop self-discipline, self-control, and voluntary compliance with just rules.

An orderly and safe environment is essential to allow all students to pursue their education and must be maintained to protect the rights of all students. The school district is committed to the principle that disorderly and disruptive behavior should not be permitted to interfere with the rights of other students to pursue their education.

Self-discipline leads each child to become a mature, responsible citizen. Discipline in a school setting that relies solely on external enforcement measures without focusing on developing self-discipline is merely crowd-control, leading children to develop low levels of commitment to good behavior.

Parental support in developing self-discipline in their children at home and in cooperating with school authorities about their children's behavior at school is essential to an effective approach to discipline and creating safe and orderly school climates.

## **3. Notification of the Student Behavior Code**

In order to maintain order and discipline, the administration shall establish procedures governing student conduct. Each school shall inform students and parents at the beginning of each school year of district procedures and the school rules regarding student conduct, including alcohol, drugs, tobacco, violent and aggressive behaviors, weapons, dangerous instruments or martial arts, out of school misconduct, violent and aggressive behavior, bullying, and sexual harassment. The administration through its principals and teachers, and with the help of parents, shall see that such regulations and rules are implemented. Students shall then be accountable for complying with the standards of conduct. Any student who fails to comply with the rules and regulations concerning student conduct is liable to a range of disciplinary actions.

## **4. Student Discipline and Punishment**

The Superintendent directs district staff to provide an atmosphere conducive to the physical and mental health, safety, welfare and learning of all students. Pupil behavior that is inimical to these goals, the public interest, and individual rights of school personnel and students will be dealt with through administrative and legal channels. When it appears a student may have broken the law, the principal or his/her designee shall inform the parents of the student and the police. All students shall be afforded the procedural due process guaranteed by law.

Good behavior is expected from all students. It is the responsibility of the professional staff to be knowledgeable about and to use techniques which reinforce positive behavior and enable students to develop self-discipline and respect for the rights of others. In cases where student conduct endangers persons or property, seriously disrupts the educational process, or violates a published rule of the school, policy or procedure of the Board of Education, students will be subject to removal from class, suspension or expulsion from school.

Students shall make restitution for damages which result from their actions.

## **5. Corporal Punishment and the Use of Physical Force**

The Superintendent prohibits the use of corporal punishment and the use of physical force to control student behavior. Physical restraint may be used only to protect a student from endangering him/herself or others.

## **6. Damage to School Property**

Any student may be liable for negligent or willful damage to school property, real or personal, belonging to the school district. A student may be liable for property belonging to the school district which is loaned to the pupil and not returned upon demand by the district.

In addition, the parent or guardian of a minor child may also be liable for property negligently or willfully damaged by the student or for property belonging to the school district which is loaned to the pupil and not returned upon demand of the district.

The student may also be subject to disciplinary action for either damaging or not returning school property.

## **7. Alcohol, Drugs and Tobacco**

### **A. Definitions**

1. School: includes the school buildings, grounds, and off-campus activities sponsored by the school, including field trips, athletic events, dances, etc.
2. Tobacco: includes all tobacco products, including smokeless tobacco.
3. Drug: includes all mind and behavior altering substances including but not limited to alcohol, marijuana, cocaine, LSD, inhalants, barbiturates, stimulants, "look alike drugs," hallucinogens and anabolic steroids.
4. Controlled drugs: the term, controlled drugs, are those drugs which contain any quantity of a substance which has been designated as subject to federal narcotic laws, or which has been designated as a depressant or stimulant drug pursuant to federal drug laws, or which has been designated by the Public Health Council and the Commissioner of Consumer Protection pursuant to Section 21a-243 of the Connecticut General Statutes, as having a depressant, stimulant, or hallucinogenic effect on the higher function of the central nervous system, and as having a tendency to promote addiction and/or psychological dependence.

5. Professional communications: communications made privately and in confidence by a student to a professional employee (see no. 5 below) of the school system in the course of the latter's employment.
6. Professional Employee: is a person employed by the school who:
  - a. holds a certificate from the State Board of Education;
  - b. is a member of a faculty where certification is not required;
  - c. is an administrative officer of a school; or
  - d. is a registered nurse employed by or assigned to a school. (C.G.S. Sect. 10-154 (a) (2))
7. Contracted employee: includes such employees as bus drivers, coaches, custodians, secretaries, food service workers and others whose employment is contracted with the Board of Education.
8. Drug paraphernalia: objects or devices used to ingest, inhale, inject or introduce controlled substances into the body (e.g. bong, pipes, roach clips, miniature cocaine spoons, crack vials, tobacco rolling paper, etc.) and objects or containers used to store, conceal or distribute controlled substances.
9. Student assistance team: a designated and trained group of professional staff members including teachers, nurses, pupil personnel services staff and administrators.
10. Certified drug counselor or agency: individual or agency certified by the Connecticut Alcohol and Drug Abuse Certification Board, Inc.

## **B. Policy**

Students shall not manufacture, possess, sell, distribute or use illegal or harmful substances in school buildings, on school grounds, in school vehicles, or while involved in any school or school approved activity. These substances shall include, but not be limited to, controlled and other drugs, tobacco, and alcohol.

Prescription drugs may only be possessed or used by the person for whom the prescription was written. Prescription drugs may not be sold, distributed, possessed or used in any manner by any other person.

## **C. Purpose of Procedures**

The purpose of this procedure is to identify, discipline and assist students whose use of alcohol or other drugs comes to the attention of school personnel and/or others. Such use is illegal and inconsistent with the achievement of academic excellence, the primary goal of the school system. The Greenwich Board of Education recognizes that chemical dependency on drugs and/or alcohol is a disease. Therefore, in addition to enforcing a no-use policy towards drugs and alcohol, the district expects that students will be assisted in obtaining appropriate services through their families. Since chemical dependence is not a school issue alone, the district commits itself to work collaboratively with families and community agencies to address this problem.

The following procedures describe the standards of behavior students are expected to meet to assure a drug-free environment for learning in the Greenwich Public Schools. Also described are sanctions and procedures should the code of behavior be breached.

#### **D. Role of the Schools**

The schools play three important roles in helping to prevent student drug use, as they operate in conjunction with the home and community. They include:

- trying to prevent drug use through education

To promote prevention, the school system will provide a K-12 substance abuse program for every student at every grade level. This program will be designed to meet the requirements of federal and state statutes. Appropriate in-service training for teachers and other school staff, evaluation of student learning and selection of materials will reinforce a no-use message toward illegal drugs including alcohol.

- intervening with drug users and at-risk students

To intervene with students who are using drugs, the school system will set clear policies, standards of behavior and sanctions that send the no-use message. Appropriate and consistent discipline will be applied to students who violate the expectations for student conduct. These guidelines will be enforced consistent with legal requirements for safeguarding students' rights to due process and confidentiality. Searches of lockers, desks and other student depositories are conducted in accordance with the district's procedures as authorized by Section 10-221 of the Connecticut General Statutes.

- promoting recovery through referrals and re-entry support.

Referrals are made to substance abuse programs which are certified to provide a complete substance abuse evaluation. Every effort is made to respect the privacy of the student to safeguard the individual's right to confidentiality. The district expects parents to cooperate by obtaining a substance abuse evaluation and assuring that needed treatment is provided.

Once in a recovery program, the Superintendent will provide a contact person, a contract specifying appropriate attendance and performance standards upon re-entry to school, learning support to help with missed work and contacts with community groups which will support the rehabilitation process (e.g. AA, Al Anon and Alateen).

When students are found to be possessing or using any illegal or harmful substances, the schools shall take affirmative action through all of the following steps:

- Education
- Counseling
- Parental involvement
- School disciplinary action
- Medical referral
- Certified drug treatment referral
- Police referral

## **E. Notification of School Behavior Code**

The administration shall, at the beginning of each school year, notify the parent or guardian of students registered in the district of the rules of the district pertaining to student discipline concerning the use, possession, distribution or sale of alcohol or controlled substances. Principals shall see that this information is conveyed to every student.

## **F. Disciplinary Procedures**

A student on school grounds, during a school session, or at a school-sponsored activity, regardless of location, who shows signs of being under the influence, possesses, uses, dispenses, sells or aids in the procurement of a controlled substance, tobacco or alcohol shall be subject to discipline pursuant to the procedures outlined below:

### **1. Drug and alcohol distribution in the school**

- a) School personnel shall not act in a law-enforcement capacity. Students suspected of drug or alcohol possession or distribution on school property or at a school-sponsored activity must be reported to the supervising administrator who, after making an initial determination that distribution may have occurred, will call law enforcement officials. Parents will be notified as soon as possible. In all cases of emergency or of clear and present danger to the student or others, the schools will cooperate with the police and health officials.
- b) Whenever a student is suspended or expelled from the school for the sale or distribution of drugs or alcohol, the student will be referred to a certified drug counselor/agency for evaluation and rehabilitation. If the student is expelled, his/her name shall be forwarded to the Commissioner of Education for Connecticut within thirty days.
- c) Whenever an expulsion hearing is to be held, all appropriate legal procedures will be followed. The notification to parents or guardians will include a statement that the Board of Education is not required to offer alternative educational opportunity to any student found guilty of offering for sale or distribution alcohol or controlled drugs on school property or at school-sponsored activities.

### **2. Situations Requiring or Potentially Requiring Medical Attention**

If a student's condition or behavior creates an emergency situation which may be due to drug or alcohol activity, the actions toward that student should be channeled through the school nurse under the direction of the appropriate administrator. A professional staff person perceiving a student to be under the influence of alcohol, drugs, or other substances will immediately notify the appropriate administrator and the school nurse giving all pertinent information. Written records of the incident will be kept in the supervising administrator's confidential file.

The school nurse will advise the administrator of the severity of the emergency.

- a. If it is determined that the student is under the influence of alcohol and/or drugs and is in need of medical attention, the student will be transported to an area hospital, accompanied by a staff member, and the parent notified.
- b. If immediate medical attention is not required, the parent or guardian will be called and asked to take the student home. Students treated for emergencies related to drug and alcohol abuse will be suspended from school for one to ten days.
- c. Cases of drug overdose should also be treated as a possible suicide attempt and an appropriate assessment should be conducted to determine if this is the case.

### **G. Suspensions**

Students suspended for involvement with a controlled substance or alcoholic beverage are required to meet with their parents or guardian and a school team comprised of appropriate student assistance staff (e.g. guidance counselor, administrator, PPS staff and nurse). Corrective action will be recommended and parents will be notified in writing of that recommendation. Suspensions shall be conducted in accordance with district procedures regarding Suspension and Expulsion - Due Process.

### **H. Expulsion - Notification of Commissioner**

Students found to have offered for sale or distribution a controlled substance as described above must be expelled for one calendar year unless such expulsion is modified, on a case-by-case basis, by the Board.

In the event a student is expelled for involvement in the sale or distribution of a controlled substance, the required notification to the Commissioner of Education within thirty days shall be made to the Office of Consultant, School Social Work, Bureau of Special Education and Pupil Personnel Services, State Department of Education, 25 Industrial Park Rd., Middletown, CT 06457.

### **I. Hospitalization**

If a student is hospitalized for drug and/or alcohol abuse problems, the planning and placement team will convene with the student's medical advisor and parents to determine how the student will be educated. The Board of Education shall assume legitimate educational costs for special education students related to the student's IEP (individual educational plan developed by the planning and placement team).

### **J. Search for and Seizure of Illegal or Prohibited Substances**

Search of student lockers, desks or other depositories is covered by district procedure L-001.1 – Civil Rights and Responsibilities. Under this district procedure, as authorized by Section 10-221 of the Connecticut General Statutes for the maintenance of discipline in the school, an authorized administrator may search a student's locker or desk under conditions described in that procedure.

Any drug, drug-like substance, alcoholic beverage or drug paraphernalia surrendered by a student or obtained by a search of lockers or desks is to be turned over to the principal/designee the same day. The principal/designee will, within three school days, surrender the materials to appropriate officials. The principal/designee will give the student a signed and dated receipt and will obtain a signed and dated receipt from the police. The student will also be informed that his/her name is being given to the police.

Students found in possession and/or using a drug or alcoholic beverage in school or on school property or at school-sponsored events are subject to arrest. In the event that a student is to be arrested, the principal or his/her designee will attempt to contact the parents and inform them of the potential arrest prior to calling the police. Every effort will be made to have a parent or guardian present for hearings which carry an implication of the possible allegation of guilt or the furnishing of information leading to an indictment. Students will have the right to remain silent or to speak through an attorney or parent.

### **K. Voluntary Student Activities**

Additional drug policies may be established for students in co-curricular activities including athletics. Sanctions will include probation, suspension or removal from the activity. Contracts will be issued by co-curricular advisors to participants, which clearly identify the rules of the activity and sanctions for not complying with the rules. Infractions will be discussed with the appropriate administrator and then with parents.

### **L. Drug Testing**

Drug testing shall be considered a voluntary act on the part of the student and his/her parents. While drug testing is a highly accurate way to determine the use of drugs, it may be perceived to be an invasion of privacy. Such testing may be used to:

- screen for the presence of anabolic steroids or other illegal drugs for students voluntarily participating on an athletic team
- screen urine with parent permission, as one way to document that a student is or is not under the influence at school
- screen urine as a required component of a comprehensive drug evaluation conducted by a qualified agency or individual

### **M. Referral for Drug Evaluation**

Referral for drug evaluation does not obligate the school system to pay for the evaluation or subsequent treatment program. The choice of the intervening agency is left to the student and parents, though a list of certified individuals and agencies will be provided by the school. The cost of evaluations and treatment are borne by the students and family. In order for school personnel to discuss a student's condition or treatment, students and/or parents must sign a release allowing the school to share and/or receive information with and/or from the treatment program or drug counselor.

## **N. Sample Situations for Student Discipline**

### **1. Situation # 1**

**Behavior Changes** (may or may not be related to drug use)

Examples: poor class performance, drop in grades, excessive tardiness or absence, mood swings, extreme weight loss

#### **1. Staff Action**

Observe and record the inappropriate behavior. Discuss the situation with the student. Take immediate action if the behavior is unsafe for the student or others; if not, assess again over the next two weeks. When action is needed, the problem is referred to the appropriate administrator and pupil personnel staff. The administrative and pupil personnel staff will determine next steps. Confidentiality: confined to those with a need to know.

#### **2. Disciplinary Procedures**

If the behaviors break school rules and no drugs are involved, use the school's disciplinary code. If this district procedure (E-010.1) regarding Drugs, Tobacco and Alcohol is found to have been violated, appropriate action will be taken. Discipline should be coordinated with the efforts of the PPS team.

#### **3. Follow-up Action**

Monitor behavior as prescribed by the administration, PST (pupil study team) or PPT (planning and placement team for handicapped students). Document all actions taken.

**4. Notification of Parents:** Notify parents/guardians of referral to student assistance teams. The administrator, student assistance team or designee will, upon confirmation of alcohol or other drug problem by a student under eighteen years of age, hold a conference with the parents/guardians. Corrective plans will be developed with the cooperation and consent of the parents/guardians and the student, and a referral for a drug evaluation will be made. The parents/guardians will be given a written copy of the conference minutes and recommendations for corrective plans as well as a list of certified drug counselors/agencies.

#### **5. Notification of Police**

Notification of police is not necessary unless staff has knowledge of illegal activity or student is found to be in possession of drugs.

## 6. Confidentiality

Information sharing should be confined to those with a need to know as mandated by federal and state statutes and laws.

## 2. Situation # 2

### **Student Discloses Drug Problem to Obtain Help**

The following procedures will be followed when a student discloses a drug problem to a professional employee for the purpose of obtaining help for him/herself or others. Information about drug use that is obtained from another person or through routine school activity such as observing the student's behavior and asking for an explanation is not considered to be a voluntary, self-initiated disclosure.

#### 1. Professional Employees' Procedures for Self-Disclosures

a. Professional employees may, at the insistence of the student, maintain confidentiality within the limits of the professional code of ethics (i.e. the student in question is not a danger to himself, others, nor is engaged in an illegal activity) and consistent with the laws of confidentiality. The professional staff must, however, make every effort to guide the student to the kind of help that is needed or requested.

b. The professional staff member may obtain information about drug treatment options and so advise the student without releasing the student's name. The student should be referred to an appropriately certified drug counselor or agency.

c. If the student will allow disclosure of the drug problem, the professional employee will report the disclosure to the appropriate administrator or pupil personnel staff member.

d. When physical evidence in the form of alcohol, drugs, illegal substances, or drug paraphernalia is voluntarily surrendered by a student, such evidence must be turned over to the appropriate administrator immediately. The professional staff member is not required to disclose the name of the student from whom the evidence was obtained.

e. Should a professional employee observe a student exhibiting behavior changes as described in A above, or violating provisions of these guidelines, the staff member will refer the student as specified in these guidelines. In such cases the staff member will not be required to disclose information from the student about his or her drug use.

## 2. Classified (non-certified) and Contracted Staff

Non-certified or contracted staff may not maintain the confidence of a student who discloses a drug problem. Such a disclosure, presentation of physical evidence or observation must be reported to the student's supervising administrator. The name of the student must be given.

## 3. Follow-Up Actions for Professional Staff

Inform the appropriate administrator of all activity as the case progresses using the guidelines for confidentiality listed below. If a PST or PPT is called, follow the procedures for those assistance teams. Professional staff maintains contact with the student and assists with behavior modification as appropriate. Professional staff documents all actions.

## 4. Notification of Parents

In accordance with federal and state statutes, the parent will not be notified without the written consent of the student.

## 5. Disciplinary Action

None required at this stage.

## 6. Notification of Police

Not mandated unless staff member has knowledge of illegal activity by student or student is in possession of drugs.

Confidentiality should be strictly maintained by professional employees to whom a voluntary disclosure has been made unless the safety of the student or others is at stake. Such safety consideration would include observation of suicide warning signals, use of drugs in such a manner as to constitute a threat to the student's life and/or threat to the safety of others. In such cases, the appropriate administrator shall be informed so that appropriate action will be taken. If the student consents to notification of parents or other staff members such as a pupil personnel staff member, such consent should be obtained in writing.

### **3. Situation # 3**

#### **Student Possesses Drugs or Is Under the Influence**

##### **1. Immediate Staff Action**

The following procedures shall apply when a student possesses drugs, or demonstrates symptoms of use, or being under the influence of drugs.

a. Escort the student to the supervising administrator's office or nurse's office. Follow standard health and first aid procedures. Do not leave the student unattended. The administrator or nurse will contact the parents or guardians. The student remains confined to the nurse's area until taken home by the parent or guardian.

b. The nurse will document the physiological symptoms exhibited by the student and will determine if there is reasonable cause to believe that the student is under the influence of drugs. Normal procedures for a medical emergency will be followed if needed.

c. Once there is reasonable cause, as documented by the nurse, to believe that the student is under the influence of drugs, and/or when the student has been determined to possess drugs or drug-like substances, the administrator will request the student to empty pockets, purse, bookbag or other containers and volunteer all drug-like substances. If the student refuses to volunteer to a search, the administrator may search the student's person, personal property, locker and desk. If the student does not comply with a search, the police will be called, parent or guardian notified and appropriate legal procedures shall be followed. When, in the judgment of the administrator, a clearly dangerous condition exists, immediate action will be taken to preserve life, health and safety.

d. Any drug-like substance discovered will be placed in a sealed container, documented and submitted to the police for analysis and possible use in further proceedings. The administrator will give the student a signed, dated receipt and will obtain same from the police. If a medical emergency exists, the drug-like substance will first be given to proper medical authorities to assist in the diagnosis and treatment of the student.

##### **2. Disciplinary Action:**

###### **a. First Violation for Possession or Suspected Use**

The student is referred by the administrator or appropriate pupil personnel staff member to a certified drug counselor or agency for a drug evaluation.

b. If the student voluntarily agrees to be evaluated by a certified drug counselor or agency and completes the program prescribed by the agency in coordination with the school's PPS team, a structured minimum five-day,

maximum ten-day suspension may be amended. Completion of the program requires written verification of the program completion signed by the treatment agency and a meeting at the school with appropriate personnel to discuss re-entry and recovery support.

- c. If the student does not complete a certified drug treatment program working in conjunction with school staff, he/she will complete a five-to-ten-day suspension. During the suspension, the student will be required to complete his/her daily class work and may be required to attend one or more sessions of counseling, or of an alcohol or drug abuse group.
- d. The principal/designee of the school shall notify the superintendent as to the name of the student against whom such disciplinary action was taken and the reason for the suspension.
- e. The student's parents or guardians will be notified in writing that future use or possession will subject the student to expulsion.

### 3. Disciplinary Action: Second Violation

- a. The student will be suspended out-of-school for ten days in accordance with the procedures set forth in the district procedure regarding Removal From Class, Suspension and Expulsion, Due Process.
- b. The principal/designee will promptly notify the superintendent of the student's name and reason for the suspension.
- c. For students possessing drugs or under the influence, the principal/designee will recommend that the student be expelled from the school system, unless the following conditions are met:
  - The student must be evaluated by a certified drug counselor or agency.
  - The student provides written verification of program completion signed by the treatment agency.
  - The scheduling of a meeting with the school's administration and appropriate PPS team, student and parents/guardians to discuss the school's drug policies and recovery programs available in the community.

### 4. Follow-Up Actions to First and Second Violations

- a. The student's administrator will refer the student to the PST or other student assistance team, who will obtain further information on the student's performance. This team will then recommend appropriate action:

- Guidance counselor to do a complete background check.
- Interview the student once he/she returns to school.
- Develop a plan for support.
- Document all actions; copies of all meeting notes and corrective plans will be maintained in the PST professional file.

b. The principal/designee and the support team will arrange to meet with the parents/guardians to discuss and mutually develop follow-up support plans. Parents will be supplied written minutes of the meeting and the support plan, including their role.

- b. The principal/designee and/or the support team will maintain contact with the family throughout the process.

#### 5. Disciplinary Action: Third Violation

The student will be recommended to the Board of Education for expulsion from the school system pursuant to Section 10 223d (a-e) of the Connecticut General Statutes.

#### 6. Notification of Parents/Guardians

a. Following a referral of a student to the office or nurse's station for drug use or possession, the principal/designee or supervising administrator will immediately contact parent(s)/guardian(s). Parent(s)/guardian(s) will be expected to come to the school immediately or as soon as possible, but in no case later than the end of the school day, to pick up the student.

b. Within twenty-four hours of the disciplinary action, the principal/designee or supervising administrator shall provide the parent(s)/guardian(s) of any minor student with written notification of such action.

#### 7. Confidentiality

Confidentiality is confined to those with a need to know as required by federal and state statutes.

#### 8. Notification of Police

It is required that police be notified if any drug-like substance is discovered. Such drug-like substance shall be surrendered to the police within three (3) school days. The principal shall obtain a signed receipt from the police.

#### **4. Situation # 4**

##### **Student Is Distributing or Selling Drugs**

###### **1. Immediate Staff Action**

- a. Escort the student to the office of, or summon, the principal/designee or supervising administrator to confiscate the drug. The student is not to be left unattended.
- b. The principal/designee will request the student to empty his/her pockets and/or purse or other containers, and/or to open his/her locker. A second staff member will be asked to be present where possible. If the student refuses to volunteer to a search, the principal/designee may search the student's person, belongings attached to the student, locker and desk in accordance to district procedure regarding Search and Seizure.
- c. Any drug-like substance or paraphernalia discovered will be sealed, documented and submitted to the police for analysis and possible use in further proceedings. The principal/designee will give the student a signed and dated receipt and will obtain same from the police who are to be notified as soon as any drug-like substance is discovered.
- d. The principal/designee will contact the student's parents/guardians and request that they come to school immediately, in no case later than the end of the school day.
- e. The Deputy Superintendent will be notified of the incident.

###### **2. Disciplinary Action: First Violation for Distributing or Selling Drugs**

Expulsion of the student from the school system will be recommended to the Board of Education pursuant to Section 10 223d (a-e) of the Connecticut General Statutes. Notice of such expulsion must be sent to the office of the Consultant, School Social Work, Bureau of Special Education and Pupil Personnel Services, State Department of Education, 25 Industrial Park Road, Middletown, CT 06457. While waiting for a hearing before the Board of Education or a committee of the Board, the student will be placed on home instruction. Any student who has been classified as special education will have his/her case handled per district procedure E-020.1 – Expulsion of Special Education Students.

###### **3. Notification of Parents/Guardians**

- a. Following referral of a student on suspicion of drug distribution or selling, the principal/designee or supervising administrator will immediately contact parents/guardians. Parents/guardians will be expected to come to the school immediately or as soon as possible, but in no case later than the end of the school day, to pick up the student.

b. Within twenty-four hours of the disciplinary action, the principal/designee or supervising administrator shall provide the parents/guardians of any minor student with written notification of such action.

#### 4. Confidentiality

Any information gathered will be confined to those with a need to know.

#### 5. Notification of Police

This is required if any drug-like substance is discovered. Such drug-like substance shall be surrendered to the police within three (3) school days. The principal/designee shall obtain a signed receipt from the police.

### 5. Situation # 5

**Student Possesses Drug Paraphernalia** (e.g. tobacco rolling papers, bong, clips, pipes, needles, vials, etc.)

#### 1. Immediate Staff Action

a. Escort the student to, or summon, the principal/designee or supervising administrator to confiscate the drug paraphernalia. The student is not to be left unattended.

b. The principal/designee will request the student to empty his/her pockets and/or purse or other containers and/or to open his/her locker and volunteer all drug-like substances. If the student refuses to volunteer to a search, the principal/designee may search the student's person, belongings attached to the student, locker and desk in accordance to district procedure. A second staff member should be present during any such search.

c. Any drug paraphernalia discovered will be sealed, documented and submitted to the police for analysis and possible use in further proceedings. The principal/designee will give the student a signed and dated receipt and will obtain same from the police.

d. The principal/designee will contact the student's parents/guardians and request that they come to school immediately, in no case later than the end of the school day.

#### 2. Disciplinary Action: First Violation - Paraphernalia Contains Drug Residues

a. Student is referred by the administrator or appropriate pupil personnel staff member to a certified drug counselor or agency for a drug evaluation.

b. If the student voluntarily agrees to be evaluated by a certified drug counselor or agency and completes the program prescribed by the agency in coordination with the school's PPS team, a structured minimum five-day, maximum ten-day in-school suspension will be waived. Completion of the program involves written verification of the program completion signed by the treatment agency and a meeting at the school with appropriate personnel to discuss re-entry and recovery support.

c. If the student does not complete a certified drug treatment program working in conjunction with school staff, he/she will receive a five-to-ten-day suspension. During the suspension, the student will be required to complete his/her daily work in addition to attending a daily session of one or more services including counseling, sessions of an alcohol or drug abuse group or a combination of the two.

d. The principal/designee of the school shall notify the superintendent within twenty-four hours as to the name of the student against whom such disciplinary action was taken and the reason for the suspension.

e. The student's parents or guardians will be notified in writing that future violations of the school's drug rules will subject the student to expulsion.

3. Disciplinary Action: Second Violation (assumes paraphernalia have contained drug residues.

The principal/designee will recommend that the student be expelled from the school and system, unless the following conditions are met:

- The student must be evaluated by a certified drug counselor or agency
- The student provides written verification of program completion signed by the treatment agency
- The scheduling of a meeting with the school's administration and appropriate PPS team, student and parents/guardians to discuss the school's drug policies and recovery programs available in the community.

4. Disciplinary Action: Third Violation

The student will be recommended to the Board of Education for expulsion from the school system pursuant to Section 10 223(a-e) of the Connecticut General Statutes. A student who has been classified as special education will be handled as per district procedure E-020.1 – Expulsion of Special Education Students.

5. Follow-Up Actions to First Violation

a. The student's administrator will refer the student to the PST or other student assistance team, who will obtain further information on the student's performance. This team will then recommend appropriate action:

- Guidance counselor to do a complete background check
- Interview the student once he/she returns to school
- Develop a plan for support
- Document all actions; copies of all meeting notes and corrective plans will be maintained in the PST professional file.

b. The principal/designee and the support team will arrange to meet with the parents/guardians to discuss and mutually develop follow-up support plans. Parents will be supplied written minutes of the meeting and the support plan, including their role.

c. The principal/designee and/or the support team will maintain contact with the family throughout the process.

## 6. Notification of Parents/Guardians

1. Following a referral of a student to the office or nurse's station for drug use or possession, the principal/designee or supervising administrator will immediately contact parents/guardians. Parents/guardians will be expected to come to the school immediately, or as soon as possible, but in no case later than the end of the school day.

2. Within twenty-four hours of the disciplinary action, the principal/designee or supervising administrator shall provide the parents/guardians of any minor student with written notification of such action.

## 7. Confidentiality

Knowledge of any action taken is confined to those with a need to know.

## 8. Notification of Police

Police must be notified if any drug-like substance is discovered. Such drug-like substance shall be surrendered to the police within three (3) school days. The principal/designee shall obtain a signed receipt from the police.

## **8. Violent and Aggressive Behaviors**

The purpose of this procedure is to maintain a safe learning environment for students and staff that is free of certain behaviors which, if tolerated, would quickly destroy that environment. All acts of violence and aggression will not be tolerated and shall result in specific consequences, determined by the seriousness of the act. Consequences may include suspension from school and consideration of expulsion by the Board of Education for acts of a serious or chronic nature.

Reporting acts of violence and aggression must be well-documented and communicated to the school principal or his/her designee. The Superintendent of Schools will develop regulations governing the timing and form of notification for all acts of violence and aggression. The Board of Education will be informed and involved where deemed necessary by the Superintendent or where required by law. The immediate involvement of the parent(s) or guardian(s) is viewed as essential. The police shall be involved if there is any violation of the law.

The following behaviors are defined as violent and aggressive. Regulations developed by the Superintendent will include operating definitions of these terms and a process by which all students, parents and staff are made aware of this information.

- Physical Assault
- Verbal Abuse
- Intimidation
- Extortion
- Defiance
- Racial Slurs
- Hazing
- Vandalism
- Theft
- Stalking
- Terroristic Threats or Acts

## **9. Weapons, Dangerous Instruments or Martial Arts Weapons**

The Board of Education is concerned for the safety and welfare of all students and school personnel in school or at school sponsored activities. For this reason, the Superintendent prohibits student possession of a firearm, a deadly weapon, a dangerous instrument or a martial arts weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity. A violation of this procedure will result in the mandatory recommendation by the Superintendent of expulsion for one calendar year.

Further, the possession of a facsimile of a weapon, dangerous instrument or martial arts weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity may result in disciplinary action including suspension and/or expulsion.

Information on expulsion for the possession of weapons must be submitted to the Commissioner of Education as required under the Gun-Free Schools Act of 1994 from time to time.

## 10. Out-of-School Misconduct

Students are subject to discipline, up to and including suspension and expulsion for out of school misconduct. Out of school actions that will result in a mandatory expulsion for one calendar year (subject to modification in accordance with the statutes) include the following:

- a) possession of a firearm (as defined in 18 U.S.C. 921) in violation of C.G.S. 29-35,
- b) possession and use of a firearm, a deadly weapon, a dangerous instrument or martial arts weapon in the commission of a crime, or
- c) Offering for sale or distribution “controlled substances” as defined in C.G.S. 21a-240.

Certain out of school misconduct may result in disciplinary action up to and including suspension and expulsion. Misconduct that is violative of a publicized district procedure and seriously disruptive to the educational process will result in disciplinary action. The school administration will consider these two factors in determining suspensions for out of school misconduct, and the Board of Education will consider these factors in determining expulsions in situations involving out of school misconduct.

Considerations will include but not be limited to whether or not there is a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process by threatening:

- the school’s orderly operations,
- the safety of school property, or
- the welfare of the persons who work or study there.

The phrase “seriously disruptive of the educational process” means conduct that markedly interrupts or severely impedes the day-to-day operation of a school. In determining whether the misconduct is seriously disruptive of the educational process, certain factors that may be considered include but are not limited to the following:

- a) whether the incident occurred within close proximity of a school,
- b) whether other students from the school were involved or whether there was any gang involvement,
- c) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in CGS Section 29-38, and whether any injuries occurred, and
- d) whether the conduct involved the use of alcohol.

Some examples of misconduct that may result in suspension or expulsion would be the making of a bomb threat or threatening physical harm to a student or member of the staff.

## 11. Bullying

The following sets forth the procedures to implement the Board Policy concerning the prohibition against bullying. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school, in accordance with the Board's Student Discipline policy. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or staff.

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will subject the perpetrator to disciplinary action in accordance with the Board's policies on student discipline, suspension and expulsion.

### A. Definition:

In accordance with Board policy, "bullying" means 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, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under state law and Board policy, however, does not restrict the right of the Administration and of the Board of Education to impose appropriate disciplinary consequences for student misconduct.

- Location. Bullying behavior in violation of Board policy must occur on school grounds, at a school-sponsored activity, or on a school bus. Conduct that occurs off-campus (*e.g.* harassment over the Internet, physical intimidation in the community) is not bullying under the Board's Policy and this Regulation.

While not considered bullying under Board policy, conduct that would otherwise be considered bullying occurring off-campus (and outside of any school-sponsored activity) may subject the perpetrator to disciplinary action. Discipline for such conduct may be imposed if such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process. Unless such conduct triggers a mandatory expulsion under Conn. Gen. Stat. § 10-233d(a), however, school officials are authorized to impose discipline for such off-campus conduct only if such conduct markedly interrupts or severely impedes the day-to-day operation of the school.

- Misconduct Committed More Than Once. Bullying behavior in violation of Board policy must be "committed more than once against any student during the school year." An isolated incident, however egregious, is not "bullying" under state law and Board policy. Similarly, numerous acts of misconduct against different students do not constitute "bullying" under state law and Board policy.

Conversely, where there are multiple incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual, during the school year, the responsible administrator shall develop a case-specific intervention to address such repeated incidents of bullying, which may include both counseling and discipline.

- Ridicule, harassment, humiliation, and/or intimidation. Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation of the perpetrator.
- Types of conduct. Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, harass, humiliate or intimidate another student. Examples of conduct that could constitute bullying include:
  - a) Physical violence and/or attacks;
  - b) Verbal taunts, name-calling and put-downs, including taunts based on race, ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics such as socioeconomic status or physical appearance;
  - c) Threats and intimidation (through words and/or gestures);
  - d) Extortion or stealing of money and/or possessions.

## B. Complaint Processes

- Publication of the policy and regulations against bullying

Effective July 1, 2009, this policy and the applicable procedures shall be included in the school district's publication of the rules, procedures, and standards of conduct for schools and in all student handbooks.

- Appropriate school personnel

All school administrators are charged with the responsibility of taking reports of bullying and appropriately investigating same. Reports may be made to any building administrator or to the school district's Deputy Superintendent.

- Formal/written complaints

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports 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 incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any building administrator or with the Deputy Superintendent for review and action in accordance with Section III below.

- Informal/verbal complaints by Students

Students may also make informal/verbal complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or speech therapist. Such informal/verbal 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 incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives an informal/verbal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building principal (or other responsible program administrator) for review and action in accordance with Section III below.

- Anonymous complaints

Students who make complaints of bullying to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or speech therapist, may request that their name be maintained in confidence by the staff member who receives the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

### C. Staff Responsibilities and Intervention Strategies

- Teachers and Other School Staff

1. Teachers and other school staff who witness acts of bullying, as defined above, shall promptly notify the building principal and/or his/her designee in writing of the events observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student reports of suspected bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal/verbal complaint by a student that is received by a teacher, administrator or other professional employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to

the building principal or his/her designee. If the report is an informal complaint by a student that is received by other school staff, this employee shall verbally report the matter to the principal and/or his/her designee promptly (no later than the next school day).

2. In addition to addressing both informal and formal complaints, teachers and other professional employees are encouraged to address the issue of bullying in other interactions with students. Teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying.”

- Administrator Responsibilities

1. Investigation

- a. The principal (or other responsible program administrator) shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator, teacher or other professional employee. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. In order to allow the district to adequately investigate all formal complaints, the parent of the student suspected of being bullied must complete a consent form that permits the district to release that student’s name to those third parties who the district contacts as part of its investigation of that complaint. With regard to the investigation of informal complaints, the parent of the student suspected of being bullied must complete the above-referenced consent form so long as that student has not requested anonymity.
- b. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, which may include disciplinary action. Where appropriate, written witness statements shall be attached to the report.
- c. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## 2. Remedial actions

- a. Verified acts of bullying shall result in intervention by the building principal (or other responsible program administrator) or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition against bullying behavior is enforced with the goal that any such bullying behavior will end as a result.
- b. Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying”, as defined above, will generally warrant disciplinary action against the perpetrator of such bullying, 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.

The following sets forth possible interventions for building principals (or other responsible program administrators) to enforce the Board’s prohibition against bullying.

### c. Addressing bullying behavior

#### i. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

If a complaint arises out of conflict between students or groups of students, peer 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.

In any instance in which bullying is verified, the building principal (or other responsible program administrator) shall invite the parents or guardians of the perpetrator and the parents or guardians of the bullied student to attend at least one meeting. In the discretion of the building principal or other responsible program administrator, the meeting(s) described in this section may be held jointly or separately.

ii. Disciplinary interventions

When acts of bullying 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 Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

3. Interventions for Bullied Students

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address multiple incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- a. Counseling;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations;
- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation where appropriate.

4. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying 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:

- a. 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, including any such program identified by the Department of Education;
- b. A school survey to determine the prevalence of bullying;
- c. Establishment of a bullying prevention coordinating committee with broad representation to review school climate survey results and implement appropriate strategies;
- d. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- e. Inclusion of grade-appropriate bullying prevention curricula;
- f. Individual interventions with the perpetrator, parents and school staff, and interventions with the bullied student, parents and school staff;
- g. School-wide training related to safe school climate;
- h. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- i. Respectful responses to bullying concerns raised by students, parents or staff;
- j. Planned professional development programs addressing prevention and intervention strategies;
- 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 staff 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;
- p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

#### D. Reporting Obligations

- Report to the parent or guardian of the perpetrator

If after investigation, acts of bullying by a specific student are verified, the building principal (or other responsible program administrator or his/her designee) shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

- Reports to the victim and his/her parent or guardian

If after investigation, acts of bullying against a specific student are verified, the building principal (or other responsible program administrator or his/her designee) shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

- List of verified acts of bullying

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. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it 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.

- Report to Department of Education

Within available appropriations, 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. Maintenance of Discipline Referrals

- Each teacher maintains an individual log ("Teacher Discipline Incident Log") of discipline incidents that: require consequences outside of the routine classroom procedures; are repeated offenses; or are incidents that require the involvement of a staff member other than the teacher. It is the teacher's responsibility to also use

the “Discipline Incident Form” for any incident that could be considered “bullying” under the state regulation. Copies of the log are given to the building administrator at the end of the school year.

Each school has a bullying log that is accessible to the public, documenting confirmed cases of bullying

Each administrative team (school/house) has a discipline binder with alphabet tabs. All discipline incident reports and bullying investigation summaries are filed in the binder using the last names of the students involved in the incident.

- The binder remains in tact (historical across school years).

- At the end of a class's tenure at the school, the reports for the students in that grade are copied. One copy goes in each named student's cum folder, the original goes on to the next level, and one set remains at the sending school in the confidential files (under a separate heading, not PPS).
- Upon graduation, all copies, with the exception of those in the students' files are destroyed. The district office will notify elementary and middle schools of the class whose files can now be destroyed.

## **12. Hazing**

No student, staff member, contracted employee, or volunteer in any student organization in the Greenwich Public Schools shall engage in hazing.

Hazing means any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. The term includes, but is not limited to:

- A) Requiring indecent exposure of the body;
- B) Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
- C) Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
- D) Any assault upon the person;
- E) Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual.

Reports of hazing should be directed to school administrators. Administrators will fully investigate any report of hazing.

Persons who have been found to engage in hazing behaviors are subject to disciplinary action.

## **13. Sexual Harassment**

All students must be allowed to work and learn in an environment free from unsolicited and unwelcome sexual overtures. No member of the Board or any current employee of the Board or any agent of any employee organization or any student may harass a student on the basis of sex or sexual orientation. "Sexual harassment" as defined by law includes unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature affecting a student's learning or performance or creating an intimidating, hostile or offensive learning environment.

Sexual harassment does not refer to occasional compliments. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that therefore interferes with

the work or learning effectiveness of its victims and their peers. Sexual harassment may include actions such as:

- Verbal, sex-oriented "kidding," insults, or subtle pressure for sexual activity
- Physical contact such as patting, pinching, or constant brushing against another's body
- Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning decisions regarding a student.

Students who experience sexual harassment from peers or others should make it clear that such behavior is offensive to them. Students are encouraged to promptly report complaints of sexual harassment to the appropriate personnel (teacher, guidance counselor, social worker, administrator, etc.) or the principal or his/her designee. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained to the fullest extent permitted by law by all persons involved in the investigation and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

To maintain a positive and productive learning environment, the Board and district officials will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

#### **A. Sexual Harassment – Communication of Procedures**

Sexual harassment and unequal treatment with a discriminatory base or result is illegal and prohibited. Sexual harassment is prohibited against members of the same sex as well as members of the opposite sex. The building administrator is responsible for:

- a) informing students that discrimination is prohibited and subject to discipline under the school's code of behavior/discipline.
- b) incorporating clear disciplinary consequences in the code of conduct  
informing students of procedures for making a complaint and/or bringing concerns to the attention of the building administrators.
- c) informing staff members of their responsibility as supervisors of students and providing training as appropriate.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal and physical conduct of a sexual nature which:

1. creates a coercive condition so that submission to such conduct interferes with success in the school environment.
2. creates an intimidating, hostile or offensive school environment with the effect of unreasonably interfering with a student's performance or access to programs or activities.

Sexual harassment may include but is not limited to: verbal harassment including epithets, derogatory comments or slurs; physical harassment, physical interference with movement or work,

or visual harassment such as derogatory cartoons, posters, drawings or graffiti. The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive enough to create a hostile or abusive environment is whether a reasonable person in the same or similar circumstances would find the conduct intimidating, hostile or abusive. The "reasonable person" standard includes consideration of the perspective of persons of the alleged victim's gender. This applies also to harassment based on race, color, religion, national origin, age, sexual orientation, or disability.

As supervisors of students, all staff members have a responsibility to be aware of prohibited practices and take appropriate action. Any evidence of sexual harassment or complaint of sexual harassment made to a staff member must be reported immediately to the building principal or other appropriate administrator.

## **B. Guidelines for Investigation**

It is the building administrator's responsibility to investigate a complaint or allegation of sexual harassment. The purpose of an investigation is to end illegal activity and determine appropriate action. As complaints usually involve both genders, the administration should consider a male-female investigative team. On receipt of a complaint or upon learning of alleged harassment the principal or his/her designee must:

- a) investigate promptly and thoroughly. An investigation should be initiated within 48 hours and completed within five business days or a reasonable extension of time thereafter for good cause.
- b) respect the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.
- c) make the victim whole by restoring lost educational benefits and opportunities.
- d) prevent the conduct from recurring.
- e) take disciplinary action against the harasser as warranted by the severity of the conduct.
- f) make follow up inquiries to ensure that the harassment has not recurred and that the victim has not suffered retaliation.
- g) report any complaint or investigation of allegations of sexual harassment to the Deputy Superintendent.
- h) determine if a police report is appropriate.

Suggested steps to be followed in an investigation include, but are not limited to, the following:

1. Interview the individual claiming sexual harassment. Allow the complainant to explain what happened without interruption. Probe for specific details, including location, time, words said, and gestures or touching that occurred. Ensure understanding by restating the complainant's description and getting verbal or nonverbal agreement. A written record of the interview/complaint signed by the complainant should be prepared for the investigation file.
2. Interview other participants and/or witnesses to the incident(s).
3. Walk the premises. Look for details surrounding the claimed harassment, including physical location, date, and time of day. Walk the hall and common areas -- places where things typically happen and where offensive posters or graffiti might be found.

4. The investigator's job includes making credibility judgments. In addition to gathering facts, the investigator should assess the credibility of the complainant. Careful observation of body language, facial expressions, voice inflections, and the internal consistency of the story will help in evaluating the complainant's credibility.
5. Take written notes during every interview. Document not only what is said but also emotions and body language. The notes should be preserved in their original handwritten form, including incomplete sentences.
6. Generate a report of investigation findings with recommendation for action. Results may be indeterminate. If so, the matter will be recorded as unresolved and maintained by the district and the school separate and apart from any student or personnel file. A copy of the investigation report must be sent to the Deputy Superintendent.
7. Communicate the finding to the complainant and the alleged harasser as expeditiously as possible.
8. Remediation/disciplinary action resulting from an investigation will be in accordance with the school's code of student behavior/discipline.

#### **14. Suspension and Expulsion/Due Process**

The Greenwich Public School system shall maintain an atmosphere that is conducive to education. In order to maintain order and discipline, the school administrators and staff shall establish regulations governing student conduct. When the misconduct of an individual student warrants, that student may be removed from class following the procedures outlined below. Any student who is removed from class in accordance with these procedures shall be given an opportunity to complete any classwork, including but not limited to, examinations missed during the period of removal. The guidelines on duration and extent of suspension may not apply to special education students (See Suspension of Special Education Students, Expulsion of Special Education Students).

The Superintendent shall inform, at least annually, students and their parent(s) or guardian(s) of the district's procedures on student conduct and discipline.

##### **A. Removal from Class**

Teachers may remove from class students who deliberately disrupt the educational process in the classroom. No student shall be removed more than twice in one week or six times in a year unless the student is referred to the principal or his/her designee and granted an informal hearing. Removal shall not extend beyond a single class period or for more than ninety minutes.

Whenever a teacher removes a student from a classroom, the teacher shall send the student to a designated area. The teacher shall inform the principal or his/her designee as soon as possible.

##### **B. Reassignment**

A student may be reassigned to a regular classroom program in a different school in the school

district. Such reassignment shall not constitute a suspension or expulsion.

### **C. Suspension**

It is the district's intention that suspension from classes and from school privileges, including transportation, be used for serious disciplinary offenses. The principal or his/her designee may suspend a student whose conduct on school grounds or at a school-sponsored activity endangers persons or property, seriously disrupts the educational process, or violates a publicized procedure of the district.

Students may be suspended for conduct occurring off school property and during non-school time.

Suspension from classes may be either in-school suspension or out of school suspension. In-school suspension shall not be for more than five consecutive school days. Out of school suspension shall not be for more than ten consecutive school days.

No students may be suspended without an informal hearing before the building principal or the principal's designee unless the principal determines that an emergency situation exists. An emergency situation is defined as a situation under which the continued presence of the student in school poses such a danger to persons or property or such a serious disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of the student as possible.

If it is necessary to suspend a student before an informal hearing is held, a hearing shall be held as soon after the suspension as possible. In the informal hearing, the student shall be informed of the reasons for the disciplinary action and be given an opportunity to explain the situation. Nothing in the informal hearing shall be taken to prevent a more formal hearing from being held if the circumstances warrant. In determining the length of the suspension, the principal or designee may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of the student.

Whenever the principal or his/her designee suspends a student, that person shall inform the Deputy Superintendent of the name of the student, the disciplinary action taken, and the reason for it within twenty-four hours. At the same time, the parents must be notified in writing by the school administration.

Except in an emergency situation which is defined above, no student shall be suspended without verbal notification of:

1. the student.
2. one or both of the student's parents /guardians, if it is possible to contact them. If it is impossible to contact a student's parents, they shall be notified as soon as possible thereafter.
3. a teacher, social worker, administrator, guidance counselor or other professional staff member who by reason of frequent contact with the student is in a position to assess the student's needs and problems.

A suspension shall not extend past the end of the school year.

In determining duration or extent of suspension, no student shall be suspended in school more than fifteen times or a total of fifty days in one school year, whichever results in fewer days of exclusion. In addition, no student shall be suspended out of school more than ten times or a total of fifty days in one school year, whichever results in fewer days of exclusion, unless the student is granted a formal hearing as specified in Connecticut General Statutes.

A student who has been suspended repeatedly shall be referred to the Planning and Placement Team (PPT) process. If the PPT determines that a student is disabled, an Individual Education Plan will be developed. When the student returns to school the new program will be implemented.

Information regarding any out-of-school suspension of a student, including the conduct which led to the suspension, must be included in the student's cumulative educational record. Such information will remain on the cumulative educational record.

Such notice shall be expunged from the cumulative educational record if the student graduates from high school.

#### **D. Suspension of Special Education Students**

A disabled student may be suspended for ten (10) days or less, cumulative, without requiring any additional procedure. Prior to further suspensions, a Planning and Placement Team shall be initiated immediately to determine if: 1) the child's behavior is related to his/her disabling condition; and 2) the current placement and individual education plan is appropriate to the child's disabling condition and educational needs.

If there is no relationship between the disability and the conduct, regular disciplinary sanctions apply. If the conduct is a manifestation of the student's disability, the PPT shall determine whether any suspension exceeding ten (10) cumulative days will result in a pattern of exclusion that constitutes a significant change in placement. To make that determination, the PPT shall consider on a case-by-case basis: 1) the length of each suspension; 2) the proximity of the suspensions to each other; and 3) the total amount of time a student is excluded from school. Further suspensions may be permitted only if the Team concludes that the suspension would not result in a significant change in placement.

#### **E. Expulsion**

The Board recognizes that expulsion is the most extreme action in disciplining of students. The Board of Education may expel any student whose conduct, if occurring on school property, school transportation vehicles, or at any school-sponsored activity endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board, provided that a formal hearing is held under Connecticut General Statutes.

A student may be expelled for conduct off school grounds (See Board Policy 5131.8).

A student may be expelled at a meeting of the Board of Education at which three or more Board members are present, provided that a majority of the Board members sitting in the expulsion

hearing vote to expel and that at least three affirmative votes for expulsion are cast, or by an impartial hearing board established pursuant to state law.

Grounds for expulsion shall be carefully defined and in harmony with state statutes. Notice of grounds for expulsion will be provided to all students and parents annually. Connecticut General Statutes require expulsion proceedings whenever there is reason to believe that a pupil on school grounds or at a school-sponsored activity was in possession of a firearm as defined by state law, or a deadly weapon, dangerous instrument or martial arts weapon as also defined by state law.

Expulsion hearings are also required if there is reason to believe that, off school grounds, a student possessed a firearm in violation of state law or used a firearm, instrument or weapon in the commission of a crime.

Finally, expulsion proceedings are required whenever there is reason to believe that a student, on or off school grounds, offered for sale or distribution a controlled substance which is subject to criminal penalties under current state law.

Students found to have possessed or to have possessed and used, as appropriate, a firearm, instrument or weapon, or to have offered for sale or distribution a controlled substance as described above, must be expelled for one calendar year unless such expulsion is modified, on a case-by-case basis, by the Board.

A student expelled for possession of a firearm or deadly weapon shall not have the expulsion expunged from the cumulative educational record upon graduation from high school.

1. Possession of a facsimile of a firearm or deadly weapon on school property, school transportation vehicles, or at any school-sponsored activity is strictly prohibited. Such possession may be cause for expulsion on the grounds that it violates this policy and/or it endangers persons or property or is seriously disruptive of the educational process. The Board directs the Superintendent to develop regulations which will describe conduct which would be interpreted by the administration as grounds for recommendation for expulsion. The State Board of Education shall be notified of any expulsion within five days of the action, together with the reasons for the expulsion.
2. Any student below the age of sixteen who is expelled must be offered an alternative educational opportunity during the period of expulsion. Should the parent or guardian of such student choose not to have his or her child enrolled in an alternative program, the parent or guardian shall not be subject to the provisions of Connecticut General Statutes 10-184. Students between the ages of sixteen and eighteen who are expelled for the first time and who wish to continue their education shall be offered an alternative educational opportunity if they comply with conditions established by the Board. However, students between sixteen and eighteen need not be offered an alternative educational opportunity if the expulsion resulted from conduct which endangers persons, and it is determined at the expulsion hearing that the student was carrying on or introducing onto school property or at a school sponsored activity a firearm, deadly weapon, martial arts weapon or dangerous instrument, or offering a controlled substance for sale or distribution on school property or at a school-sponsored activity C.G.S. 10-233d (e). Students between the ages of sixteen and eighteen need not be offered an alternate educational opportunity if they are expelled more than once. Students who are at least sixteen years of age may be

placed in an adult education program as an alternate educational opportunity. A student over the age of eighteen who is expelled need not be offered an alternate education program.

3. In determining the length of an expulsion and the nature of the alternative educational opportunity under 2 above, the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from the classroom, suspension or expulsion of such student.
4. A student may be expelled before the formal hearing provided that an emergency exists, but in this case the hearing shall be held as soon after the expulsion as possible.
5. If the student is a minor, the notice of formal hearing required by C.G.S. 4-177 shall be given to the parents or guardians of the student, as well as to the student.
6. The Board of Education may adopt the decision of a student expulsion hearing conducted by another school district provided that before adopting the decision, the Board either hold a hearing or enlist an impartial hearing board to determine whether the conduct, which was the basis for expulsion, would warrant expulsion under the procedures of the Greenwich Board of Education.

#### **F. Expulsion of Special Education Students**

A special education student whose conduct would warrant expulsion pursuant to this policy may be suspended for up to ten (10) consecutive school days. During that ten day period, the Planning and Placement Team (PPT) for such student shall convene to consider a modification of the student's Individualized Education Plan (IEP) to avoid a recurrence of the behavior and to promote the safety of the other students and staff. The PPT shall also determine whether there is a relationship between the misconduct and the student's disability. If no relationship exists, the student may be expelled in the same manner as non-disabled students and will receive services under the IDEA. The services to be provided must be determined by the PPT and must be to the extent determined necessary to enable the disabled student to appropriately advance in the general curriculum and to advance toward achieving the goals of his/her IEP. If a relationship is found, the student may not be expelled unless the parent(s) agree to the expulsion or a court order is obtained. If there is a relationship between the misconduct and the disability and the student is determined to have brought a weapon to school, or to a school function, or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the student may be placed by the PPT in an interim alternative educational setting for not more than 45 days, even if the parent(s) do not consent. (For this purpose, a weapon means a device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2 ½ inches in length.) If a due process hearing is brought to challenge the interim placement, the student will remain in the interim placement until the conclusion of the due process.

#### **15. Student Appeals Procedures**

Appeals of disciplinary decisions are to be addressed to the next level of administration within the district's organization. Appeals at the building level must go to the school principal. Further appeals may be made to the Deputy Superintendent of Schools and then to the Superintendent of Schools.

Legal References: Connecticut General Statutes

- 1-21b Smoking prohibited in certain places
- Sections 4-176e through 4- 185 Uniform Administrative Procedure Act.
- 10-154a Professional communications between teacher or nurse and student
- 10-221(d) Boards of Education to prescribe rules re: use, sale of or possession
- 10-222(g) Prevention and Intervention Strategy re: Bullying and 10-222(h) Analysis of Bullying Policies. As amended by PA 08-160
- 10-221(B) Boards of Education to prescribe rules
- 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
- 19-450a Schedules. Exceptions (Controlled substances)
- 21a-240 Definitions (subsection (8) - "Controlled Drugs"
- 21a-240 Definitions, dependency, producing drugs
- 21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing
- 21a-278 Penalty for illegal manufacture, distribution, sale, prescription or administration
- 21a-243 Regulations re: schedules of controlled substances
- 21a-278 Penalty for illegal manufacture, distribution, sale prescription or administration by non-drug-dependent person
- 29-35 Permit requirements
- 29-38 Weapons in vehicles.
- 52-572 Parental Liability for torts of minors. Damage defined.
- 53a-18 Use of reasonable force or deadly physical force generally
- 53a-3 Firearms and deadly weapons.
- 53a-217b-Possession of firearms and deadly weapons on school grounds
- 53-206 Carrying and sale of dangerous weapons
- 10-233a through 10-233f re in-school suspension, suspension, expulsion. (as amended by PA 98-139)
- 18 U.S.C. 921 Definitions
- Title III - Amendments to the Individuals with Disabilities Education Act Sec. 314
- Drug-Free Workplace Act
- Gun-Free Schools Act of 1994 USC 8921 et seq.

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

PA 96 -244 - An Act Concerning Revision to the Education Statutes

PA 94-221 An Act Concerning School Discipline and Safety

PA 95-304 An Act Concerning School Safety.

PA 96-244 An Act Concerning Revisions to the Education Statutes

PA 08-160 An Act Concerning School Learning Environment

P.L. 101-226 Drug-Free Schools and Communities Act Amendments of 1989

PL 103-382 Elementary and secondary Education Act. (Sec. 14601-Gun Free Requirements: Gun Free School act of 1994)

PL 105-17 The Individuals with Disabilities Act, Amendments of 1997.

*Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.*

Procedure Revised – April 2009



## DISCIPLINE INCIDENT REPORT

Reporter's Name and Position \_\_\_\_\_

Investigator's Name and Position \_\_\_\_\_

Names/Grades of Students Involved in Incident \_\_\_\_\_

Alleged Aggressors

Alleged Victims

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Witnesses (Check if statement is attached)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and Time of Incident \_\_\_\_\_

Date of Report \_\_\_\_\_

	Description of the Incident
<b>Describe setting</b> – <i>location, time of day, activity, staff and students present, what happened just before the incident</i>	
<b>Describe event</b> - what were the actions and comments that occurred during the incident	
<b>Describe the result or consequences</b> – <i>what happened immediately after the incident</i>	

Does this incident meet the requirements of a bullying incident (*all four components present*)?

Overt

With the intent to ridicule, harass, humiliate or intimidate

By a student or a group of students directed against another student committed more than once against any student during the school year

On school grounds, at a school-sponsored activity or on a school bus

**If yes, incident meets the requirements**

1. Complete the "Report of Bullying Form/Investigation Summary"
2. Gather witness statements
3. Notify parents of all involved students
4. Enter incident on school Bullying Log
5. Implement appropriate consequences

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

-over-

**If no, does NOT meet the requirements**

1. Develop appropriate consequences
2. Notify parents, teacher, SAT as appropriate
3. Provide prevention strategies
4. Follow-up with participants

Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_

Staff Notification:

Name \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_

***Include any Notes below.***

**GREENWICH PUBLIC SCHOOLS  
REPORT OF BULLYING FORM/INVESTIGATION SUMMARY**

School \_\_\_\_\_ Investigator: \_\_\_\_\_ Date \_\_\_\_\_

Location(s) \_\_\_\_\_

Reporter Information (check all that apply:

Anonymous report    Student \_\_\_\_\_    Parent \_\_\_\_\_    Other \_\_\_\_\_

Staff Member report    \_\_\_\_\_ Name \_\_\_\_\_    Position \_\_\_\_\_

Parent/Guardian report    \_\_\_\_\_ Name \_\_\_\_\_    Relationship \_\_\_\_\_

Student report    \_\_\_\_\_ Name \_\_\_\_\_    Grade \_\_\_\_\_

Student Reported as Committing Act: \_\_\_\_\_

Student Reported as Victim: \_\_\_\_\_

Description of Alleged Act(s): \_\_\_\_\_

\_\_\_\_\_

Time and Place: \_\_\_\_\_

Names of Potential Witnesses: \_\_\_\_\_

\_\_\_\_\_

**For Staff Use Only:**

Action of Reporter: \_\_\_\_\_

Administrative Investigation Notes (use separate sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bullying Verified?    Yes \_\_\_\_\_    No \_\_\_\_\_

Remedial Action(s) Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If Bullying Verified, Report Sent to Parents of Students?**

Parents' Names: \_\_\_\_\_ Student's Name: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_ Student's Name: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_ Student's Name: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_ Student's Name: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_ Student's Name: \_\_\_\_\_ Date Sent: \_\_\_\_\_

**List all Attachments/Number and Date all Attachments (i.e.: bullying complaint, witness statements, notification to parents of students involved if bullying is verified)**

Attachment #1 \_\_\_\_\_

Attachment #2 \_\_\_\_\_

Attachment #3 \_\_\_\_\_

Attachment #4 \_\_\_\_\_

Attachment #5 \_\_\_\_\_

Attachment #6 \_\_\_\_\_

Attachment #7 \_\_\_\_\_

Attachment #8 \_\_\_\_\_

Attachment #9 \_\_\_\_\_

Attachment #10 \_\_\_\_\_

**Greenwich Public Schools**  
**Report of Bullying/Consent to Release Student Information**

**Date:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**School:** \_\_\_\_\_

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To Parent/Guardian:

A complaint of bullying has been filed on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the complaint, the Greenwich Public Schools may need to disclose the name of your child and/or other information which may otherwise disclose your child's identity.

***(Please check one):***

\_\_\_\_\_ I hereby give permission for the Greenwich Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

\_\_\_\_\_ I do **NOT** give permission for the Greenwich Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

\_\_\_\_\_  
Signature of Parent/Guardian  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Name (Please print)  
Relationship

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Name (Please print)