

BULLYING

SCHOOL RESPONSE

To report bullying, the student will leave a note in the “Office Suggestion Box” outlining the following information:

Name of person bullying _____

Date and time _____

Location of bullying behavior _____

Specific behavior of bully _____

Name of person reporting bullying (optional) _____

Information submitted on this form will be reviewed by Administration.

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Once bullying is reported to the building principal, the principal/designee will follow the following guidelines/practices:

- Consult with staff to get a broader perspective of the problem.
- Inform school staff to intervene immediately and/or alert them to the problem.
- Speak to the alleged bully and the victim separately.
- When speaking to the alleged bully:
 - Refer to the school policy/code.
 - Inform the alleged bully why his/her alleged behavior is unacceptable.
 - Consequences which could be imposed.
 - Expected behavior.
- Reassure victim:
 - That all possible steps will be taken to deter behavior from reoccurring.
 - Monitor intervention to ensure safety.
- The principal will notify the parent/guardian of a student(s) who commit verified acts of bullying and will discuss the consequences of those actions and of future actions should the behavior continue.
- Consequence(s): As part of the disciplinary and remedial action, the offender may be subject to appropriate disciplinary action which may include, but is not limited to one or a combination of the following: counseling, awareness training, warning, reprimand, reassignment, transfer, suspension, termination, or expulsion.

	1st Referral	2nd Referral	3rd Referral
Elementary	Up to 3 days parent conference Child Study Team Referral	Up to 4 days parent conference referral to Ledyard Youth Services	Up to 5 days parent conference referral to School Resource Officer
Middle School	Up to 5 days	Up to 10 days	10 days* (Expulsion Hearing)
High School	Up to 5 days	Up to 10 days	10 days* (Expulsion Hearing)

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LEDYARD PUBLIC SCHOOLS
Ledyard, Connecticut