

NEW HAVEN PUBLIC SCHOOLS

Bullying Investigation Procedures

The following procedures must be followed to implement the New Haven Board of Education's bullying policy:

1. Students may anonymously report acts of bullying to teachers, and school administrators. No disciplinary action shall be taken solely on the basis of an anonymous report.
2. Parents/ guardians and all school personnel may file written reports of suspected bullying.
3. School administrators/Title IX Building Coordinators are required to investigate any written reports.
4. If upon investigation the report of bullying is confirmed and the aggressor is a student, parents/guardians of both aggressor and target must be notified and are required to attend at least one meeting. Notification shall include a description of the district's investigation, conclusion, based on the investigation, and/or action taken. Dates of contact or attempts to contact parents/guardians should be recorded.
5. If upon initial investigation, the report of bullying is confirmed, and the aggressor is an employee of the New Haven Public Schools, the parents/guardians of the target as well as the Director of Personnel must be notified. The Director of Personnel shall further investigate and notify the relevant parties. Notification shall include a description of the district's investigation, conclusion, based on the investigation, and/or action taken. The Director of Personnel must fill out all forms and keep them on file with copies sent to the District Title IX Coordinator.
6. The bullying report, investigation results and action taken must be kept on file in the principal's office.
7. School administrators/Title IX Building Coordinators must maintain a list of the number of verified acts of bullying in their school. The list must include a description of the bullying behavior for each verified incident. The district Coordinator is responsible for ensuring this list must be available for public inspection.
8. School administrators/Title IX Building Coordinators are required to complete the district's Monthly Tracking Document for Verified Bullying Incidents form and forward a copy to the District Title IX Coordinator by the fifth (5th) of the following month.
9. The District's Title IX Coordinator will report, annually, to the State Department of Education, the number of verified acts of bullying reported by each school.