

## Students

### Bus Conduct

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus and only at that time does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the building Principal by the Supervisor of Transportation. The building Principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education

10-221 Boards of education to prescribe rules

10-233c Suspension of students

Policy adopted: August 17, 2010

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

## **Students**

### **Conduct**

#### **Video Cameras on School Buses**

The Board of Education recognizes the District's continuing responsibility to maintain and improve discipline, and ensure the health, welfare and safety of its staff and students on school transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities.

Students in violation of district conduct rules shall be subject to disciplinary action in accordance with established Board of Education policy and administrative regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video recordings when, as determined by the district and in accordance with law, such recordings are considered for retention as a part of the student's behavioral record. Such records will also be subject to established district student records procedures including access, review and release of such records.

The Superintendent shall develop procedures for the notification of staff, students, parents and others as necessary of the use of video cameras on school transportation vehicles and such other procedures as may be required for the implementation of this policy.

Legal Reference:      Connecticut General Statutes

10-221 Boards of Education to prescribe rules

Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)  
Family Educational Rights and Privacy Act.

Policy adopted:      August 17, 2010

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

## **Students**

### **Conduct**

### **Video Cameras on School Buses**

#### **Student Records**

1. The district will comply with provisions of law regarding student records requirements including the Family Education and Privacy Act and the Individuals with Disabilities Education Act (IDEA) as applicable in the district's use of video recordings. Video recordings considered for retention as a part of the student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.
2. The district will include notice in parent/student handbooks that video cameras may be used on school transportation vehicles transporting students to and from curricular and extracurricular activities. The district will include, as a part of its notice procedures, a copy of the district's video camera policy and procedures to all students and parents accompanied by a form to be signed and returned to the district as an acknowledgment of being read and understood.
3. Students will not be notified when video camera is "on board" and in use on district vehicles.

#### **Storage/Security**

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored for 5 days after initial recording, whereupon such recordings will be released for erasure.
3. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The tape will then be either released for erasure or retained as necessary as a part of the student's behavioral record and/or employee's personnel record in accordance with the established district procedures.

### **Video Cameras on Transportation Vehicles**

#### **Use**

1. Video cameras will be on school transportation vehicles as determined by the Transportation Supervisor/Superintendent.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

## **Students**

### **Conduct (continued)**

#### **Viewing Requests**

1. Requests for viewing video recordings will be limited to the appropriate vehicle driver, transportation supervisor, school administrator, parent or guardian or student 18 or older or others as deemed appropriate by the Principal.
2. Requests for viewing may be made to the Principal within [5] school days of the date of recording.
3. Requests for viewing will be limited to those parents or guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the Principal.
4. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
5. Approval/denial for viewing will be made within [5] school days of receipt of request and so communicated to the requesting individual(s).
6. Video recordings will be made available for viewing within [3] school days of the request approval.

#### **Viewing**

1. Actual viewing will be permitted at school related sites only, including the transportation office, schools, district office or as otherwise required by law.
2. All viewing will include the transportation supervisor and/or a school administrator.
3. A written log will be maintained of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, vehicle videotaped and driver and the signature of the viewer.
4. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

Legal Reference: Connecticut General Statutes  
10-221 Boards of Education to prescribe rules  
Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)  
Family Educational Rights and Privacy Act

Regulation approved: August 17, 2010

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

**PUTNAM PUBLIC SCHOOLS**  
**Putnam, Connecticut**

**NOTICE TO STUDENTS AND PARENTS REGARDING THE USE OF  
VIDEO RECORDERS ON SCHOOL BUSES**

The district has installed video recording equipment on all school buses to monitor school transportation and will be videotaping bus routes at random during the upcoming school year. Each bus has been equipped with a video monitor box, in which a video recording device may be installed. Students will not be notified when a recording device has been installed on their bus.

Tapes shall be reviewed on a routine basis by the principal and evidence of student misconduct will be documented. Students found to be in violation of the district's bus conduct rules, as contained in the student handbook, shall be notified and disciplinary action will be initiated under the guidelines contained in the district's discipline procedures for district-approved student transportation.

Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply:

1. Tapes shall remain in the custody of the Transportation Coordinator.
2. Parents or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set out in the Student Records Management policy of the district;
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

---

**ACKNOWLEDGEMENT**

I understand and acknowledge the district's procedures concerning the use of video recorders on school buses. I also understand that my student \_\_\_\_\_, shall be held accountable for his/her conduct on district transportation and for the consequence outlined in the district's discipline procedures for district-approved student transportation.

---

*Parent/Guardian*

*Date*

## Students

### Conduct

#### Video Surveillance

The Board of Education recognizes the district's responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare and safety of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

1. The district shall notify its students and staff that video surveillance may occur on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbook;
2. The use of video surveillance equipment on transportation vehicles shall be supervised by the district transportation supervisor. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or other responsible administrator;
3. The use of video recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records;

Legal Reference: Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).

Policy adopted: August 17, 2010

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

## **Students**

### **Student Driving and Parking**

Although school grounds are public property the Board has the responsibility for protecting school property and for assuring the safety of all persons on school grounds. Thus it has authority to set up controls related to driving and parking on school property, as well as the use of school grounds and facilities by the public.

### **Motorized Recreational Vehicles**

The Board of Education declares that the grounds of the school (including roads and parking lots) are off limits to use at all times by unregistered scooters, minibikes, motorcycles, snowmobiles, or other recreational type vehicles. When school is being occupied for school or community purposes, parking lots are available for parking only.

### **Use of Automobiles**

The student use of automobiles on school grounds whether to drive or to park is a privilege and governed by Board of Education policy.

A permit must be issued which is valid for the academic year only to the car assigned in order for that car to be driven or parked on school grounds.

Legal Reference:       Connecticut General Statutes

10-221 Boards of education to prescribe rules.

Policy adopted:       August 17, 2010

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

## **Students**

### **Drugs, Tobacco and Alcohol**

#### **Introduction**

It is the policy of the Board to prevent and prohibit the possession, use and/or distribution of any alcohol, drug paraphernalia or controlled substances on school property, at school-sponsored events and/or on school buses, except as such may be authorized by law.

The Putnam Board of Education believes that the illicit possession and/or use of drugs, controlled substances and alcohol or the presence of related contraband materials poses a serious threat to the health of the student as well as to the maintenance of discipline and order in the schools.

The school is responsible for protecting each student under its control. This applies also to any extra-curricular activity. According to rules of the Board of Education, questioning by the police of a student under sixteen (16) years of age in the school or on school premises will be done only in the presence of a designated school official and a parent or guardian. Prior to questioning by the police of a student sixteen (16) years of age and over on the school or on school premises, reasonable effort will be made to contact the parent or guardian of such student. The student's constitutional right to refuse to incriminate him or herself or to speak through an attorney or parent during police questioning will not be abridged by school personnel. The designated official of the school will maintain an informal record of the interview showing the time, place and persons involved in the interview.

All violations of this policy, including the possession, use or distribution of any alcohol, unauthorized drug paraphernalia or controlled substances, and being under the influence of any unauthorized drug, controlled substance and/or alcohol, will be dealt with in accordance with the procedures described herein. The consequences of such violations may ultimately result in expulsion from school, after a hearing by the Board of Education, and possible prosecution.

Recognizing that drug use and abuse may be indicative of serious, underlying problems, efforts will be made to offer a student help and assistance. Disciplinary procedures will be administered with the best interest of the student, school population and community in mind.

Legal Reference:      Connecticut General Statutes

                                 1-21b Smoking prohibited in certain places

                                 10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.

                                 10-19b Advisory councils on drug abuse prevention



## **Students**

### **Drugs, Tobacco and Alcohol**

Legal Reference: Connecticut General Statutes (continued)

- 10-154a Professional communications between teacher or nurse and student. Surrender of physical evidence obtained from students.
- 10-220 Duties of boards of education
- 10-220a In-service training. Professional development.
- 10-221 Boards of education to prescribe rules, policies and procedures.
- 10-233c Suspension of students
- 10-233d Expulsion of students.
- 18-65 Persons confined in institutions.
- 21a-278a Penalty for illegal manufacture, distribution, sale, prescription or administration involving minors
- 21-240 Definitions (9) Controlled substance (17) Drug (20) (a) Drug paraphernalia
- 54-33n Search of school lockers and property

Federal Statutes

- 18 U.S.C. 801 et. seq. Comprehensive Drug Abuse Prevention and Control Act of 1970

Policy adopted: August 17, 2010

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

## Students

### Drugs, Tobacco and Alcohol

School administrators are authorized by law and delegated the responsibility for providing a healthy environment for learning and maintaining discipline. Since the Connecticut State Statutes and Board policies and regulations are explicit on the possession and/or use of controlled substances, it becomes the administrator's responsibility to ensure that these statutes, policies and regulations are enforced.

- A. In each school, the principal shall inform all persons concerned about the illegal aspects of drug and controlled substance use.
- B. In each school, the principal shall issue and disseminate definite rules on the control of school property, e.g., desks, lockers and school parking lots, and shall be prepared to prosecute offenders. As authorized by Section 10-221 of the Connecticut General Statutes for the maintenance of discipline in the school, a school administrator may search a student's locker or desk if students have been informed in advance that, under Board policy, desks and lockers may be searched and the following conditions are met:
  - 1. The search is justified at its inception; and
  - 2. The search as actually conducted is reasonably related in scope to the circumstances which justified the search in the first place.

A search is justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonably related in scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

School personnel are forbidden to act as police officers. A search for evidence without proper authorization for the purposes of turning it over to the police would involve a person in possible illegal conduct and produce "evidence" not admissible in court. When a criminal act is suspected, the school authorities should call the police. Information, without prejudice or accusation, will enable the officer to proceed legally.

In case of emergency or of clear and present danger to students, staff or the educational environment, the schools will cooperate with the police. Section 18-65 of the Connecticut General Statutes provides that a child may be arrested, "with or without a warrant . . . except that no child shall be taken into custody on such process except on apprehension in the act, on speedy information, or in other cases when the use of such process appears imperative." The judge is thereupon instructed to transfer the child immediately to the Juvenile Court.

## **Students**

### **Drugs, Tobacco and Alcohol (continued)**

#### **Notification**

**1. Administration will be notified by a teacher or other staff member:**

When a student exhibits inappropriate behavior, which may or may not be drug or alcohol related, which the school personnel have not succeeded in changing.

When a student demonstrates symptoms of possible unauthorized drug use or overdose, it should be handled as a medical emergency.

**2. Parents/Guardians will be notified by the Administration:**

When the student is under the influence of alcohol or a drug overdose is suspected, or when the student is caught with alcohol, or unauthorized drugs, drug paraphernalia or controlled substances or is distributing such drugs or controlled substances.

**3. Police will be notified by the Administration:**

Whenever the student is caught with unauthorized drugs, drug paraphernalia or controlled substances, or is distributing drugs, alcohol or controlled substances.

#### **Disciplinary Action**

If alcohol or unauthorized drugs, drug paraphernalia or controlled substance possession or use is confirmed, the student may be suspended up to ten (10) days or recommended for expulsion. If unauthorized drugs, drug paraphernalia or controlled substance distribution is confirmed, the student will receive suspension until a Board of Education hearing to consider expulsion is convened.

#### **Referral**

If a student is in possession of, under the influence of, or distributing alcohol or unauthorized drugs, drug paraphernalia or controlled substances, the principal and guidance counselor will tell the parent and student to make an appointment at one of the state licensed agencies for referral for treatment. The parent(s)/guardian(s) shall be encouraged to sign a release form authorizing the treating agency and the school to exchange records and information regarding the student's treatment.

#### **Disposition of Substance**

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 will give the student a signed, dated receipt and will obtain a signed, dated receipt from the police.

## Students

### Drugs, Tobacco and Alcohol (continued)

#### Investigation

The building administrator may request that the student empty his/her pockets, purse, book bag, backpack, and/or any other bag, container, or item of storage and volunteer all drug-like substances. The student's person, locker, desk and all personal property may be subject to search under appropriate circumstances. The student shall not be left alone after being confronted with possession, use or distribution of alcohol or unauthorized drugs, drug paraphernalia or controlled substances until school administration has investigated such allegations.

Legal Reference:      Connecticut General Statutes  
                                  10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired  
                                  immune deficiency syndrome  
                                  10-19b Advisory councils on drug abuse prevention.  
                                  10-154a Professional communications between teacher or nurse and  
                                  student.  
                                  10-220 Duties of boards of education.  
                                  10-220a In-service Training, Professional development.  
                                  10-221 Boards of education to prescribe rules, policies and procedures.  
                                  10-233c Suspension of students.  
                                  10-233d Expulsion of students.  
                                  18-65 Persons confined in institutions.  
                                  21a-278a Penalty for illegal manufacture, distribution, sale, prescription or  
                                  administration involving minors.  
                                  21a-240 Definitions. (9) Controlled substance. (17) Drug. (20) (A) Drug  
                                  paraphernalia.  
                                  54-33n Search of school lockers and property.  
                                  Federal Statutes  
                                  18 U.S.C. 801 et seq. Comprehensive Drug Abuse Prevention and Control  
                                  Act of 1970.

## Students

### Inhalant Abuse

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in Board policy #5131.6, Alcohol, Drugs and Tobacco, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to directions for use, cautions or warnings appearing on a label of a container of the glue, paint aerosol or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person's eyesight, thinking process balance or coordination.

*For purposes of this policy, inhalants are defined as follows: (Optional)*

*Nitrous Oxide - Laughing Gas, Whippets, CO2 Cartridge  
 Amyl Nitrite - "Locker Room," "Rush," "Poppers," "Snappers"  
 Butyl Nitrite - "Bullet," "Climax"  
 Chlorohydrocarbons - Aerosol Paint Cans, Cleaning Fluids  
 Hydrocarbons - Aerosol Propellants, Gasoline, Glue, Butane*

Further, no student, 18 years of age or older, shall intentionally, knowingly or recklessly deliver or sell potentially abusable inhalant materials as listed above to a minor student.

No person shall intentionally use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint or substance or other substance that contains a volatile chemical.

Students who violate this policy shall be subject to disciplinary action, up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program.

(cf. 5131.6 - Alcohol, Drugs and Tobacco)

Legal Reference: Connecticut General Statutes  
 21a-240 Definitions, dependency producing drugs.

Policy adopted: August 17, 2010

PUTNAM PUBLIC SCHOOLS  
 Putnam, Connecticut

**Students****Steroid Use**

The Board of Education prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not considered as valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use and that their use, unauthorized possession, purchase, or sale could subject them to disciplinary action.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

(cf. 5131.6 - Alcohol, Drugs and Tobacco)

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

10-221(d) Boards of education to prescribe rules.

21 U.S.C. 812 Controlled Substance Act

Policy adopted: August 17, 2010

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

## **Students**

### **Surrender of Physical Evidence Obtained From Students**

The Board of Education recognizes the statutory right of professional employees to disclose, or not to disclose communications made to them privately and in confidence concerning drug or alcohol abuse or a drug or alcoholic problem. The Superintendent shall adopt a regulation concerning this right, and the obligation of professional employees to surrender physical evidence obtained in connection with such communications.

(cf. 5131.6 - Drugs, Tobacco and Alcohol)

(cf. 5131.7 – Weapons and Dangerous Instruments)

Legal Reference: Connecticut General Statutes

10-154a Professional communication between teacher or nurse and student.  
Surrender of physical evidence obtained from students.

Policy adopted: August 17, 2010

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

**5131.7(a)**

## **Students**

### **Weapons and Dangerous Instruments**

Possession and/or use of a firearm, deadly weapon, dangerous instrument, or martial arts weapon by a student on school grounds or at a school sponsored activity is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any firearm, deadly weapon, dangerous instrument, or martial arts weapon in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, gravity knives, knives having a blade of greater than two inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, where the blade is carried in a partially opened position, or destructive device.

Possession of or bringing such weapons, instruments or devices on school grounds or other areas under the control of the Board of Education may also be a violation of criminal law. Any violation of this policy shall, therefore, be reported immediately to the local law enforcement agency, the Board of Education, and, if possible, the parent or guardian. Students who violate this policy shall be subject to appropriate disciplinary action as well as possible court action.

A student's conduct off school grounds that is seriously disruptive of the educational process and violative of the Board's publicized policies may also be grounds for expulsion. In making a determination as to whether conduct is seriously disruptive of the educational process, the Board may consider, among other things: (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 C.G.S. Section 29-38, and whether any injuries occurred; and (D) whether the conduct involved the use of alcohol. A student found to be in possession of a firearm or dangerous weapon, as defined by law, or who is involved in the sale or distribution of a controlled substance, as defined in C.G.S. Section 21a- 240(9) shall be subject to an expulsion of one calendar year. The expulsion period may be modified on a case by case basis.

Any dangerous device, instrument, or weapon may be seized by an employee of the school system under the power granted to the Board of Education to maintain order and discipline in the schools, and to protect the safety of students, staff and the public. Every employee seizing any such device, weapon or instrument under the provision of this policy shall report the incident to the building principal immediately, and deliver the seized item to the principal, together with the names of persons involved, witnesses, location and circumstances of the seizure. If an employee knows or has reason to suspect that a student has possession of such an item but the item has not been seized, the employee shall report the matter to the principal immediately, and the principal shall take such action as is appropriate. The principal shall report all violations of this policy to the Superintendent or designee, and to the local law enforcement agency on approval of the Superintendent or designee.

**5131.7(b)**



## **Students**

### **Weapons and Dangerous Instruments (continued)**

(cf. 5114 – Suspension and Expulsion/Due Process)

(cf. 5145.12 – Search and Seizure)

(cf. 5131.612 – Surrender of Physical Evidence Obtained From Students)

Legal Reference:      Connecticut General Statutes  
                                 10-221 Boards of education to prescribe rules as amended  
                                 10-233a through 10-233f- Expulsion as amended  
                                 21a-240 (9) Definitions  
                                 29-38 Weapons in vehicles  
                                 53a-3 Definitions as amended  
                                 53a-217b Possession of firearms and deadly weapons on school grounds  
                                 as amended  
                                 53-206 Carrying and sale of dangerous weapons as amended  
                                 GOALS 2000: Educate America Act  
                                 18 U.S.C. 921 Definitions as amended

Policy adopted:      August 17, 2010

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

**5131.7**

## **Students**

## **Weapons and Dangerous Instruments**

Students in violation of this policy are subject to the following disciplinary measures:

- 1. Possession of a firearm, dangerous instrument, deadly weapon or martial arts weapon, as defined by law, on school property or at a school sponsored activity:**
  - A. Referral to law enforcement agency
  - B. Recommendation to be expelled for one year
- 2. Possession of a facsimile of a firearm on school property or at a school sponsored activity:**
  - A. Referral to law enforcement agency
  - B. Recommendation for expulsion hearing
- 3. Possession and use on school property or at a school sponsored activity of any instrument in a manner to inflict bodily harm or to intimidate or threaten:**
  - A. Referral to law enforcement agency
  - B. Recommendation for expulsion hearing

Students and parents or guardians shall be notified of this policy annually.

(cf. 5114 - Suspension and Expulsion/Due Process)

(cf. 5145.12 - Search and Seizure)

(cf. 5131.612 – Surrender of Physical Evidence Obtained From Students)

Legal Reference:      Connecticut General Statutes  
                                 10-221 Boards of education to prescribe rules as amended  
                                 10-233a through 10-233f- Expulsion as amended  
                                 21a-240 (9) Definitions  
                                 29-38 Weapons in vehicles  
                                 53a-3 Definitions as amended  
                                 53a-217b Possession of firearms and deadly weapons on school grounds  
                                 as amended  
                                 53-206 Carrying and sale of dangerous weapons as amended  
                                 GOALS 2000: Educate America Act  
                                 18 U.S.C. 921 Definitions as amended

Regulation approved:      August 17, 2010

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

## **Students**

### **Hazing**

#### **Purpose and Philosophy**

Hazing and initiation activities that involve hazing are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean-spiritedness. Because the District is committed to providing a safe and orderly environment for all students that promotes respect, civility, and dignity, it is the purpose of this policy to establish and preserve an educational environment free from any type of hazing or initiation activities that involve hazing.

#### **Policy**

The District strictly prohibits any person from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity, or involving any person associated with the school, regardless of where it occurs. Consistent with the District's Conduct and Sexual Harassment policies, any person who participates in hazing or related initiation activity, or conspires to engage in hazing, will face immediate disciplinary action up to and including suspension, expulsion, exclusion, and loss of participation in extracurricular activities. In addition, persons who participate in hazing will be referred to law enforcement authorities and may face subsequent prosecution.

#### **Definitions**

**“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. Hazing includes, but is not limited to:

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

Consent is no defense to hazing: i.e., the implied or expressed consent of a person or persons to hazing shall not be a defense to discipline under this policy.

## Students

### Hazing

#### Definitions (continued)

**“Related initiation activity”** means any method of initiation, pre-initiation, or other activity required as a condition of initial or continued membership in a school club, team or organization, that causes or is reasonably likely to cause bodily danger or physical harm, severe mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.

The term **“hazing”** and **“related initiation activity”** do not include customary, school-sponsored athletic events, intramural activities, or other similar school-sponsored student contests and competitions.

**“Conspire to engage in hazing”** means to plan, encourage, fail to take reasonable steps to prevent, or fail to report hazing and related initiation activities by this policy.

#### Prohibited Conduct

Activities that may be construed as hazing under this policy include, but are not limited to, the following:

- Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause, bodily danger or physical harm to an individual.
- Any act that involves forced consumption of food, alcohol, drugs, or other substance, or any other forced physical activity that could severely affect the physical health or safety of an individual.
- Any act that would subject an individual to extreme mental stress or emotional harm, or any other forced activity that could severely affect the mental health or dignity of the individual.

Consistent with the District’s Conduct and Sexual Harassment policies, school officials will examine the totality of the circumstances in determining whether a particular activity constitutes hazing and warrants discipline under this policy. As a general test, students and school officials should consider the following questions in determining whether an activity could be prohibited under this policy:

- Is the activity an education experience?
- Does the activity promote or conform to the values of the school?
- Will the activity increase the respect for the school and the individuals participating?
- Do current and new or prospective members participate together equally in the activity?

## Students

### Hazing

#### Prohibited Conduct (continued)

- Would students and/or faculty be willing to allow parents, community members, school officials, or the press to witness the activity?
- Would students and/or faculty be able to defend the activity in a court of law?
- Does the activity have value in and of itself?

### Examples

Many different types of activities can be considered hazing. Although not intended as an exhaustive list, the following list provides examples of specific misconduct that may be considered hazing under this policy as an informational and educational tool for students, parents, and educators:

- Any activity that involves brutality of a physical nature and that a reasonable person could foresee would bring physical harm to an individual, such as whipping; beating; branding; electric shocking; paddling; tying; taping or otherwise restraining an individual against his or her will; excessive calisthenics; or exposure to the elements.
- Any activity that unreasonably interferes with a student's academic efforts by causing exhaustion, sleep deprivation, or loss of reasonable study time.
- Morally degrading or humiliating games, pranks, stunts, practical jokes or any other activities that make an individual the object of amusement, shame, embarrassment, or intimidation.
- Forcing or coercing the consumption of alcohol, drugs, foreign or unusual foods, or any other substance that endangers the mental or physical health of an individual.
- Throwing or applying whipped cream, shaving cream, toothpaste, paint, honey, eggs, or other foods or substances on an individual's body.
- Requiring personal servitude.
- Harassment such as pushing, shoving, cursing, shouting, and yelling.
- Requiring an individual to wear uncomfortable, ridiculous, humiliating, or embarrassing clothing or underclothing.
- Requiring an individual to participate in acts of vandalism, theft, assault, sexual acts, or other criminal activity.
- Causing indecent exposure or any other gross or lewd behavior involving nudity.
- Subjecting an individual to extreme mental stress, or to cruel or unusual psychological conditions for any reason.
- Compelling an individual to participate in any activity that is illegal, perverse, publicly indecent, or contrary to the rules, policies, and regulations of the School District.

## **Students**

### **Hazing (continued)**

#### **Reporting Requirement**

School personnel who become aware of hazing or related initiation activity shall report such incident immediately to the Principal or Superintendent so that the incident can be promptly investigated and so that appropriate action can be taken.

School employees who become aware of hazing and fail to report it to the Principal or Superintendent will be subject to appropriate disciplinary action.

Students who observe hazing and fail to intervene or report the hazing to school officials may face disciplinary action, and prosecution, for conspiring to engage in hazing.

#### **Policy Dissemination**

A summary of this policy shall be posted in a prominent place in each District school. The policy shall also be published in student registration materials; student, parent, and employee handbooks; and other appropriate school publications as directed by the Superintendent.

Each District Principal, athletic coach, cheerleading advisor, and other extracurricular supervisor shall inform his/her students about this policy on a regular basis. At a minimum, such communication shall take place at the beginning of each school year, and prior to the beginning of each team or group's activities for the year. Each student participating in athletics, cheerleading, student government, clubs, music programs, and other extracurricular activities shall be required to submit the written statement of commitment attached to this policy as a condition of participation.

The coach, advisor, or supervisor responsible for the particular program shall keep all statements of commitment on file for the duration of the current school year.

**Putnam Public Schools**  
**Putnam, Connecticut**

**Statement of Commitment**

I, (student name), have been informed by my (principal/coach/advisor/supervisor), Mr./Ms. \_\_\_\_\_ of the District policy prohibiting hazing and initiation. As a condition of my participation on \_\_\_\_\_ (name of team, club or group), I agree to abide by this policy and refrain from hazing or related initiation activity of any kind. I understand that my involvement in any hazing or initiation will subject me to appropriate disciplinary action, which may include suspension, expulsion, exclusion, transfer to a different school, and/or loss of participation in all extracurricular activities, as well as referral to law enforcement authorities.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Name (signature)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Students

### Hazing

### Bullying Prevention and Intervention

The Putnam Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional Board of Education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.

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

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

For purposes of this policy, **"Bullying"** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.



## Students

### Hazing

#### Bullying Prevention and Intervention (continued)

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, “**Cyberbullying**” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Consistent with the requirements under state law, the Putnam Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;
- (3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;

## Students

### Hazing

#### Bullying Prevention and Intervention (continued)

- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
- (9) require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
- (10) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (11) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- (13) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- (14) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (15) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

## Students

### Hazing

#### Bullying Prevention and Intervention (continued)

- (16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- (17) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

Not later than January 1, 2012, the Putnam Board of Education shall approve the Safe School Climate Plan developed pursuant to this policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal Reference: Connecticut General Statutes  
 10-145a Certificate of qualification. Specific components of teacher preparation programs.  
 10-45o Teacher education and mentoring program. Administrator three-year plan. Instructional modules. Data system. Guidelines.  
 10-220a In-service training. Professional development committees.  
 10-222d Policy on bullying behavior  
 10-222g Prevention and intervention strategy re: bullying  
 10-222h Analysis of bullying policies  
 10-233a through 10-233f re: suspension and expulsion  
 PA 11-232 An Act Concerning the Strengthening of School Bullying Laws.

Policy adopted: June 19, 2012

PUTNAM PUBLIC SCHOOLS  
 Putnam, Connecticut

## **Students**

### **Hazing**

#### **Safe School Climate Plan**

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of 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. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

#### **I. Prohibition Against Bullying and Retaliation**

- A. The Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional Board of Education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.
- C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

## Students

### Hazing

#### Safe School Climate Plan (continued)

## II. Definition of Bullying

- A. **“Bullying”** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same district that:
1. causes physical or emotional harm to such student or damage to such student’s property;
  2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  3. creates a hostile environment at school for such student;
  4. infringes on the rights of such student at school; or
  5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

## III. Other Definitions

- A. **“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications;
- B. **“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system;
- C. **“Hostile environment”** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

## Students

### Hazing

### Safe School Climate Plan

#### III. Other Definitions (continued)

- D. **“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. **“Outside of the school setting”** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional Board of Education;
- F. **“Prevention and intervention strategy”** may include, but is not limited to, (1) 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 identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- G. **“School climate”** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults;
- H. **“School employee”** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional Board of Education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional Board of Education;

## **Students**

### **Hazing**

### **Safe School Climate Plan**

#### **III. Other Definitions (continued)**

- I. **“School-Sponsored Activity”** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

#### **IV. Leadership and Administrative Responsibilities**

##### **A. Safe School Climate Coordinator**

Each school year the Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator (“Coordinator”). The Coordinator shall:

1. be responsible for implementing the district’s Safe School Climate Plan (“Plan”);
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district’s Plan.
5. Successfully complete, for the school year commencing July 1, 2014, the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services. (Such training only required once.)

##### **B. Safe School Climate Specialist**

Each school year the Principal of each school (or Principal’s designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

#### **V. Development and Review of Safe School Climate Plan**

- A. Each school year the Principal of each school shall establish a committee or designate at least one existing committee (“Committee”) in the school to be responsible for developing and fostering a safe school climate and addressing issues related to bullying in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school Principal.

## **Students**

### **Hazing**

### **Safe School Climate Plan**

#### **V. Development and Review of Safe School Climate Plan (continued)**

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

#### **VI. Procedures for Reporting and Investigating Complaints of Bullying**

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building Principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.



## **Students**

### **Hazing**

### **Safe School Climate Plan**

#### **VI. Procedures for Reporting and Investigating Complaints of Bullying (continued)**

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

## **Students**

### **Hazing**

#### **Safe School Climate Plan**

#### **VII. Responding to Verified Acts of Bullying**

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding not later than forty-eight hours after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.
- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall also invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII. A., as it must include a description of the school's response to such acts, along with consequences, as appropriate. Normally, separate meetings shall be held with the respective parents; however, at the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.
- C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
- D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.

## **Students**

### **Hazing**

### **Safe School Climate Plan**

#### **VII. Responding to Verified Acts of Bullying (continued)**

##### **E. Notice to Law Enforcement**

If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource office, if any, and other individuals the Principal or designee deems appropriate.

- F. If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age or disability), the Safe School Climate Specialist or designee shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.)

#### **VIII. Documentation and Maintenance of Log**

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

## Students

### Hazing

### Safe School Climate Plan

#### **VII. Responding to Verified Acts of Bullying** (continued)

- C. 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.

#### **IX. Other Prevention and Intervention Strategies**

- A. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying”, as defined above, will generally warrant traditional 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. As discussed below, schools may also consider appropriate alternative to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.
- B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.
- C. The following sets forth possible interventions which may also be utilized to enforce the Board’s prohibition against bullying:

##### **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. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

## Students

### Hazing

### Safe School Climate Plan

#### IX. Other Prevention and Intervention Strategies (continued)

##### i. Non-disciplinary Interventions (continued)

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

##### 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.

##### iii. Interventions for Bullied Students

The building Principal (or other responsible program administrator) or his/her designee shall intervene in order to address 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 or other forms of mediation, where appropriate;
- e. Student Safety Support plan; and
- f. Restitution and/or restorative interventions.

## Students

### Hazing

### Safe School Climate Plan

#### IX. Other Prevention and Intervention Strategies (continued)

##### iv. 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. Such prevention and intervention strategies may include, but are not limited to:

- a. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- c. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;
- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- e. School-wide training related to safe school climate, which training may include Title IX/sexual harassment training, Section 504/ADA training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
- f. Student peer training, education and support;
- g. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;

## Students

### Hazing

### Safe School Climate Plan

#### IX. Other Prevention and Intervention Strategies (continued)

##### iv. General Prevention and Intervention Strategies (continued)

- h. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;
  - i. Respectful responses to bullying concerns raised by students, parents or staff;
  - j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus in evidence based practices concerning same;
  - k. Use of peers to help ameliorate the plight of victims and include them in group activities;
  - l. Avoidance of sex-role stereotyping;
  - m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;
  - n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
  - o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others; and
  - p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”

## **Students**

### **Hazing**

#### **Safe School Climate Plan (continued)**

#### **X. Improving School Climate**

The District recognizes that a positive school climate is crucial in reducing or eliminating bullying conduct in its schools. The measures described in this Safe School Climate Plan are designed to promote a positive school climate, and their successful implementation involves a partnership among administrators, teachers, other staff members, parents and students themselves. This Plan is subject to periodic review and revision to assure that it effectively promotes a positive school climate. All members of the school community are encouraged to participate in that effort by conveying to the Safe School Climate Coordinator their questions, concerns and recommendations regarding this Plan and its implementation.

#### **XI. Annual Notice and Training**

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

#### **XII. School Climate Assessments**

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

Legal Reference: Connecticut General Statutes

10-145a Certificate of qualification. Specific components of teacher preparation programs.

10-45o Teacher education and mentoring program. Administrator three-year plan. Instructional modules. Data system. Guidelines.

10-220a In-service training. Professional development committees.



## **Students**

### **Hazing**

#### **Safe School Climate Plan**

Legal Reference: Connecticut General Statutes (continued)

10-222d Policy on bullying behavior

10-222g Prevention and intervention strategy re: bullying

10-222h Analysis of bullying policies

10-233a through 10-233f re: suspension and expulsion

PA 11-232 An Act Concerning the Strengthening of School Bullying Laws.

Regulation approved: June 19, 2012  
Regulation revised: November 19, 2013

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

## **Students**

### **Cyberbullying**

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school Principal or Director of Technology.

The administration shall fully investigate all reports of cyberbullying.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

(cf. 5114 – Suspension and Expulsion/Due Process)

(cf. 5131 – Conduct)

(cf. 5131.21 – Threats or Acts of Violence)

## **Students**

### **Cyberbullying** (continued)

(cf. 5131.911 – Bullying)

(cf. 5145.4 – Nondiscrimination)

(cf. 5145.5 – Sexual and Other Forms of Harassment)

Legal Reference: Connecticut General Statutes

PA 02-119, An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance

*Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.* (SC 15862)

Policy adopted: August 17, 2010

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

## Students

### Corporal Punishment/Physical Force

The use of corporal punishment is prohibited. Corporal punishment is defined as using physical force or inflicting physical hurt upon a child in order to punish him for misconduct or in order to regulate his behavior.

No person employed or engaged in work in a school or educational institution shall inflict or cause to be inflicted corporal punishment on a student attending such school or institution; but any such person may, within the scope of his/her employment, use and apply such force as is reasonable and necessary for the following;

- a. To quell a disturbance threatening physical injury to others.
- b. To remove from the person or control of a student and secure any firearm, deadly weapon, dangerous instrument, electronic defense weapon, martial arts weapon or other weapon on the person or within the control of a student.
- c. For the purpose of self-defense.
- d. For the protection of persons or property. Such acts shall not be construed to constitute corporal punishment within the meaning and intent of this section.

(cf. 5144.1 – Physical Restraints/Seclusion)

Legal Reference: Connecticut General Statutes

53a-18 Use of reasonable physical force or deadly physical force generally

53a-19 Use of physical in defense of person

53a-20 Use of physical force in defense of premises

53a-21 Use of physical force in defense of property

Policy adopted: August 17, 2010

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut