

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 443.71 - BULLYING

A. Reporting/retaliation:

1. All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the Building Administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the Building Administrator.
2. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.
3. The school official receiving a report of bullying will immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: District Administrator, Directors, Building Administrators, school counselors, school psychologists, or school resource officers.
4. There will be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

B. Investigating reports of bullying:

1. The person assigned by the district to conduct an investigation of the bullying report will, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district will maintain the confidentiality of the report and any related pupil records to the extent required by law.
2. Bullying that is reported to school officials and found to be taking place outside of school will be turned over to the school resource officer for investigation.

C. Sanctions and supports:

1. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the

school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

- D. Disclosure and public reporting:
 - 1. The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.
 - 2. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.
 - 3. An annual summary report will be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

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CROSS-REFERENCE: Policy 443.71 Bullying
LEGAL REFERENCE: Wisconsin Statute Section 115.28(31), 118