

**Ledyard Public Schools
Bullying Report**

School Climate Specialist Investigation Summary – Page 1 of 2

The investigation must be completed as soon as possible but not later than five (5) school days after receiving written report.

Not later than 48 hours after the completion of the investigation, parents/ guardians of student students who commit verified acts of bullying an parents/guardians against whom such acts were directed must be notified of the results of the investigation.

School: _____

Date: _____

Principal: _____

____ **Reporter Information:** _____

____ **Staff Member Report** **Name:** _____

____ **Parent/Guardian Report** **Name:** _____

____ **Student Report** **Name:** _____

____ **Anonymous Student Report**

Name of Student reported as committed act of bullying: _____

Name of Student reported as the victim of bullying: _____

Time(s) and location(s) of alleged acts: _____

Description of alleged act(s): _____

Names of potential witnesses: _____

Bullying IS verified based on the results of the investigation.

1. ***Within 48 hours after the investigation the principal will contact the parents/guardians and invite them to a meeting. The purpose of the meeting is to discuss the outcome of the investigation and to communicate measures being taken by the school to ensure that the complainant feels safe at school. The meeting will be followed by a letter summarizing the discussion. Include measures/actions taken to ensure a safe school climate for the complainant.***
2. ***The principal will contact the parents and guardians of the accused not later than 48 hours after the investigation is complete and invite them to a meeting. The accused should also be invited to the meeting. The purpose of the meeting is to notify them that the investigation determined verified act or acts of bullying and to communicate disciplinary and other measures being taken by the school to prevent further acts of bullying. The meeting will be followed by a letter summarizing the discussion. Include Measures and actions taken to prevent further acts of bullying.***

Bullying is NOT verified based on the results of the investigation.

1. ***Within 48 hours after the investigation, the principal will contact the parents/guardians and invite them to a meeting. The purpose of the meeting is to discuss the outcome of the investigation did not determine a verified act of bullying and to communicate measures being taken by the school to ensure that the complainant feels safe at school. The meeting will be followed by a letter summarizing the discussion. Include measures/actions taken to ensure a safe school climate for the complainant.***
2. ***The principal will contact the parents and guardians of the accused not later than 48 hours after the investigation is complete and invite them to a meeting. The accused should also be invited to the meeting. The purpose of the meeting is to notify them that the investigation did not determine that verified act or acts of bullying and to communicate :***
 - ***the infraction that was committed if any***
 - ***disciplinary action per policy***

The meeting is followed by a letter summarizing the discussion.

Contents of Incident File:

- **Complaint**
- **Witness statements**
- **Investigation notes**
- **Outcome**
- **Notification to parents/guardians**
- **Actions taken**