# Bolton Public Schools

## Information on Bullying-Harassment

**Bullying Policy:** Bullying behavior (including harassment/hazing) by any student in the Bolton Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including police involvement, suspension, and/or expulsion from school.

In accordance with state law and Board policy, "bullying" or "harassment" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus, **which acts are committed more than once against any student during the school year.**

Bullying behavior in violation of Board policy must occur on school grounds, at a school sponsored activity, or on a school bus. Conduct that occurs outside of the school setting (including harassment over the Internet) may also be addressed if it has a direct and negative impact on a student's academic performance or safety in school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

**Informal/Verbal Complaints of Bullying**: Students may make complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, or social worker. Student complaints of bullying should specify the actions giving rise to the suspicion of bullying, including the time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives a student complaint shall promptly reduce the complaint to writing, including the information provided by the student. The written report by the teacher, other professional employee, and/or administrator shall be promptly forwarded to the building Principal for review and action.

**Formal/Verbal Complaints of Bullying:** Students and/or their parents or guardians may also file formal written complaints of conduct that they consider to be bullying. Such written reports should specify the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the building Principal for review and action.

**Anonymous Complaints of Bullying:** Students who make complaints of bullying to a teacher and/or an administrator may request that their name be maintained in confidence by the teacher(s) or administrator(s) who receives the complaint. Should anonymity be requested, the Principal and his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) 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 report.

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## Report of Bullying-Harassment / Investigation Summary

***Check one:*** _____Bolton Center School _____Bolton High School ***Date***_____

***Reporter Information:***

- ☐ Anonymous Student report
- ☐ Student report Name_____Signature_____
- ☐ Staff Member report Name_____Signature_____
- ☐ Parent/Guardian report Name_____Signature_____

***Student reported as committing act***_____

***Student reported as victim***_____

***Description of alleged act(s)***_____

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***Location(s) and time of incident(s)***_____

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***Names of potential witnesses***_____

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For staff use only:

***Administrative Investigation Notes***_____

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***Bullying verified?*** ***Yes***____ ***No*** ____ ***Explanation***_____

***Remedial Actions Taken***_____

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***Signature of person completing report***_____***Date***_____