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# **Bolton Public Schools**

## **Bolton, Connecticut**

### **Safe School Climate Plan**

**January 1, 2012**

The Bolton Public Schools Safe School Climate Plan is a comprehensive approach to addressing bullying and cyber-bullying. The Bolton Public Schools is committed to working with students, staff, families, law enforcement agencies, and the community to establish the norms, values and expectations that make students and adults feel socially, emotionally, intellectually and physically safe. The goal is to establish an environment free of harassment, intimidation, and bullying. In consultation with these constituencies, this Plan has been established for preventing and responding to incidents of bullying, cyber-bullying, retaliation, and discrimination. This commitment is an integral part of the District's comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process through an overall focus on school climate.

**Approved by the Bolton Board of Education**  
**January 12, 2012**

## Bolton Public Schools – Bolton, Connecticut Safe School Climate Plan

### Definitions:

**Bullying** is defined as the repeated use by one or more students of a written, verbal, or electronic communication, such as cyber-bullying, or a physical act or gesture directed at another student that:

1. causes **physical or emotional harm** to the student or damage to the student's property,
2. places the 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 (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate),
4. **infringes on the rights of the student** at school, or
5. substantially **disrupts the education process** or the orderly operation of a school.

This definition of bullying includes, but is not limited to, written, verbal, or electronic communications, or physical acts or gestures that are 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.

**Cyber-bullying** includes 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.

**Off campus bullying** includes, but is not limited to, actions outside of the school setting that:

1. create a hostile school environment for the victim,
2. infringe on the rights of the victim at school; or
3. substantially disrupts the education process or the orderly operation of a school.

**Sexting** is the act of sending sexually explicit messages or photos electronically, primarily between cell phones. Sexting includes, but is not limited to, sending, sharing, viewing, or possessing of pictures, e-mails or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device.

In the case of sexting:

1. Any student who photographs himself or herself and transmits the pictures or transmits inappropriate material is in violation of school policy.
2. Any student who receives a photograph or inappropriate material from another person and brings the cell phone, computer, or electronic device to school on which that material is located is in violation of school policy.
3. Any student who receives a photograph or inappropriate material from another person and transmits it to a third party is in violation of this policy.

**Hazing** is a term used to describe various activities involving harassment, abuse, or humiliation used as a way of initiating a person into a team or group.

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Safe School Climate Plan	Person Responsible and Timeline
<ul style="list-style-type: none"> <li>• Complete <b>Bolton Public Schools (BPS) Safe School Climate Plan</b> in accordance with PA 11-232, “An Act Concerning the Strengthening of School Bullying Laws”</li> <li>• Approval of the <b>BPS Safe School Climate Plan</b> by the Bolton Board of Education (BOE)</li> <li>• Forward <b>BPS Safe School Climate Plan</b> to the Connecticut State Department of Education (CSDE)</li> <li>• Post <b>BPS Safe School Climate Plan</b> (and any accompanying forms) on the Bolton Public Schools web site</li> <li>• Coordinate annual revisions of the <b>BPS Safe School Climate Plan</b>.</li> </ul>	Superintendent Safe School Climate Coordinator (January 2012) (January 2012) (January 2012) (Annually beginning July 2012)
Safe School Climate Coordinator	Person Responsible and Timeline
<ul style="list-style-type: none"> <li>• Appoint <b>BPS District Safe School Climate Coordinator</b> (one coordinator for the school district)            Duties include:           <ol style="list-style-type: none"> <li>1. Monitoring and implementing the Bolton Public Schools Safe School Climate Plan at Bolton Center School (BCS) and Bolton High School (BHS);</li> <li>2. Collaborating with the safe school climate specialists and the Superintendent to prevent, identify, and respond to matters pertaining to bullying;</li> <li>3. Providing data to the Superintendent, school district, and CSDE regarding bullying;</li> <li>4. Meeting at least twice annually with the safe school climate specialists to make recommendations concerning amendments to the district’s safe school climate plan.</li> </ol> </li> </ul>	Superintendent Safe School Climate Coordinator Principal (Annually beginning July 2012)
Safe School Climate Specialist	Person Responsible and Timeline
<ul style="list-style-type: none"> <li>• Appoint <b>BCS and BHS Safe School Climate Specialist</b> (one specialist in each school)            Duties include:           <ol style="list-style-type: none"> <li>1. Investigate and/or supervise reported acts of bullying in accordance with the district’s safe school climate plan;</li> <li>2. Collect and maintain records of reports and investigations of bullying in the respective school and act as the primary school official responsible for preventing, identifying, and responding to reports of bullying in the school;</li> <li>3. Coordinate annual in-service training for the respective school-based committee on the prevention, identification, and response to bullying, and the prevention of youth suicide collaboratively with the safe school climate committee;</li> <li>4. Chair the safe school climate committee in each school.</li> </ol> </li> </ul>	Safe School Climate Coordinator Safe School Climate Specialist Principal (Annually beginning July 2012)
Safe School Climate Committee	Person Responsible

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<ul style="list-style-type: none"> <li>Establish <b>BCS and BHS Safe School Climate Committee</b> (one committee in each school) in accordance with PA 11-232, which includes at least one parent/guardian of a student at the school. This committee is responsible for developing and fostering a safe school climate and addressing issues related to bullying in school, at school related activities, and on school transportation vehicles to and from school sponsored activities. Duties include:             <ol style="list-style-type: none"> <li>*Receive and review copies of completed reports following investigations of bullying;</li> <li>*Identify and address patterns of bullying among students in the school;</li> <li>Review and make recommendations to amend school policies relating to bullying;</li> <li>Review and make recommendations to the district safe school climate coordinator regarding the district's safe school climate plan based on issues and experiences specific to the school;</li> <li>Educate students, school employees, and parents and guardians of students on issues relating to bullying;</li> <li>Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law;</li> <li>Perform any other duties as determined by the school principal that are related to the prevention, identification, and response to school bullying for the school.</li> </ol> </li> </ul> <p><i>* Parent member excluded from these activities and any other committee activities that may compromise student confidentiality</i></p>	<p><b>and Timeline</b></p> <p>Safe School Climate Coordinator Principal (Annually beginning July 2012)</p>
<p><b>Communication of School Climate Plan</b></p> <ul style="list-style-type: none"> <li>Provide all school employees with a written and/or electronic copy of the:             <ul style="list-style-type: none"> <li><b>BPS Safe School Climate Plan</b></li> <li><b>BPS Student Behavioral Expectations</b></li> <li><b>BPS Guidelines for Employee Communication</b></li> </ul> </li> <li>Notify students and the parents or guardians of students of the presence and location of <b>Report Forms for Bullying-Harassment</b> and the process by which students may make reports of bullying.</li> <li>Publish <b>Student Behavioral Expectations</b> in student handbooks and distribute to students. Provide students with notice of the definition of bullying, cyber-bullying, and the potential consequences of engaging in such acts by the inclusion of language in Student Behavioral Expectations and student codes of conduct concerning bullying</li> </ul>	<p><b>Person Responsible and Timeline</b></p> <p>Superintendent Safe School Climate Coordinator January 1, 2012</p> <p>(Annually beginning July 2012)</p> <p>(Annually beginning July 2012)</p>
<p><b>Reporting Requirements</b></p>	<p><b>Person Responsible</b></p>

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<ol style="list-style-type: none"> <li>1. Students and their parents are annually notified of the process for reporting acts of bullying</li> <li>2. Students are able to report acts of bullying to any BPS employee</li> <li>3. Students are able to anonymously report bullying to any BPS employee</li> <li>4. Parents are encouraged to call BPS employees or school/program administrators if they feel bullying has occurred and will be asked to submit a written request to initiate an investigation</li> <li>5. Any BPS employees who witnesses an act of bullying or receives a report of bullying will immediately contact the BCS or BHS safe school climate specialist within the following timeline:             <ul style="list-style-type: none"> <li>- <b>Within 1 school day:</b> BPS employee makes oral report to school climate specialist</li> <li>- <b>Within 3 school days:</b> BPS employee makes written report to school climate specialist</li> </ul> </li> </ol>	<p>Safe School Climate Coordinator Principal Safe School Climate Specialist</p>
<h3>Investigation Requirements</h3>	<h3>Person Responsible</h3>
<ol style="list-style-type: none"> <li>1. Each building's safe school climate specialist investigates and/or supervises the investigation of all reports of bullying promptly after the receipt of the written report and ensures that the investigation is completed in accordance with PA 11-232 using following timeline:             <ul style="list-style-type: none"> <li>- <b>Promptly after receiving report:</b> safe school climate specialist completes investigation</li> <li>- <b>Within 48 hours after investigation:</b> Parents notified of school response and consequences</li> </ul> </li> <li>2. The safe school climate specialist reviews all anonymous reports provided that no discipline or action be issued solely on the basis of an anonymous report</li> <li>3. Principals or designees notify the appropriate law enforcement agency when they believe any act of bullying constitutes criminal conduct</li> </ol>	<p>Safe School Climate Coordinator Principal Safe School Climate Specialist</p>
<h3>Responses to Verified Acts of Bullying</h3>	<h3>Person Responsible</h3>
<ol style="list-style-type: none"> <li>1. Principal or designee and safe school climate specialist will take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior if it is determined that bullying has occurred</li> <li>2. Principal or designee and safe school climate specialist will notify parents/guardians of any student who commits any verified acts of bullying and parents/guardians of students against whom such acts were directed not later than 48 hours after the completion of the investigation. This notification shall include a description of the response of BPS employees to such acts and any consequences that may result from the commission of further acts of bullying</li> <li>3. Parents/guardians of students who engage in any verified acts of bullying after the completion of the</li> </ol>	<p>Safe School Climate Coordinator Principal Safe School Climate Specialist Safe School Climate Committee</p>

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<p>investigation will be invited to a meeting at which the following will be shared:</p> <ul style="list-style-type: none"> <li>- A description of the verified act;</li> <li>- A description of the school’s interventions in response to the act;</li> <li>- Any consequences that may result from the commission of any further acts of bullying.</li> </ul> <p>4. Parents/guardians of any student against whom an act of bullying was verified after the completion of the investigation will be invited to a meeting at which the following information will be shared:</p> <ul style="list-style-type: none"> <li>- A description of the verified act;</li> <li>- A description of the school’s interventions designed to keep the student safe &amp; prevent any further acts of bullying;</li> <li>- The content of the student safety support plan.</li> </ul> <p>5. Each school will document and maintain records related to reports and investigation of bullying using the <b>Bolton Public Schools LOG OF BULLYING INVESTIGATIONS</b> and maintain a list of the number of verified acts of <b>Bolton Public Schools LOG OF VERIFIED BULLYING INCIDENTS</b></p> <p>6. Verified acts of bullying in the <b>Bolton Public Schools LOG OF VERIFIED BULLYING INCIDENTS</b> will be available to the public in main offices and submitted to the CSDE annually</p> <p>7. The principal and/or the school climate specialist will develop a student safety support plan for any student against whom an act of bullying was directed. The plan shall address safety measures the school will take to protect such students against further acts of bullying</p> <p>8. The principal and/or the school climate specialist will develop case-by-case interventions to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline</p>	
<p><b>Consequences</b></p>	<p><b>Person Responsible</b></p>
<ul style="list-style-type: none"> <li>• Publicize expectations and consequences to student and family members: <ul style="list-style-type: none"> <li>- <b>Bullying behavior or harassment by any student in the Bolton Public Schools is strictly prohibited at school; at school-sponsored or school-related activities, whether on or off school grounds; at a school bus stop or on a school bus; or through the use of an electronic device or an electronic mobile device.</b></li> <li>- <b>Bullying outside of the school setting is prohibited as it creates a hostile school environment for the victim, infringes on the right of the victim at school, and substantially disrupts the education process.</b></li> </ul> </li> <li>• BPS Discipline Policy contains guidelines for appropriate disciplinary action related to verified acts of bullying</li> </ul>	<p>Principal</p>

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<ol style="list-style-type: none"> <li>1. Police involvement - All verified cases of bullying or harassment whether or not using a computer or cell phone is involved may be reported to the police for documentation and possible prosecution</li> <li>2. Social Probation             <ul style="list-style-type: none"> <li>○ removal from sports teams</li> <li>○ removal from all honor societies</li> <li>○ removal from after school activities including student council</li> <li>○ prohibited from school events including dances and sporting events</li> </ul> </li> <li>3. Denial of school computer privileges - Any student who uses a school computer to bully or harass a student will have all school computer privileges revoked</li> <li>4. School suspension - Prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process up to and including expulsion from school</li> </ol>	
Prevention Measures	Person Responsible
<ul style="list-style-type: none"> <li>• The Bolton Public Schools participates in evidence-based prevention and intervention strategies approved by Connecticut State Department of Education. Strategies may include, but are not limited to the following:             <ol style="list-style-type: none"> <li>1. Positive Behavioral Intervention and Supports (PBIS), which has been approved by the State Department of Education designed to ensure a positive school climate and prevent bullying;</li> <li>2. Students on an annual basis will be made aware of rules prohibiting bullying and of school policies establishing appropriate consequences for those who engage in such acts;</li> <li>3. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur;</li> <li>4. Inclusion of grade-appropriate bullying education and prevention programming in pre-kindergarten through high school;</li> <li>5. Individual interventions with the bully, parents, and school employees, and interventions with the bullied child, parents, and school employees;</li> <li>6. School-wide training related to safe school climate;</li> <li>7. Student peer training, education, and support;</li> <li>8. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.</li> </ol> </li> <li>• Provide students access to evidence-based prevention and intervention strategies (SRBI - School Climate Tiers)</li> <li>• The district will provide in-service training to all school employees that includes information addressing the prevention of, identification of, and response to bullying, and the prevention of and response to youth suicide</li> <li>• All beginning teachers and teacher candidates will receive bullying prevention instruction</li> <li>• Utilize resources (training opportunities and resource materials) from the CSDE that have been created as part of the state-wide Safe School Climate Resource Network</li> <li>• Establish programming in each school geared toward safe school climate awareness (For example: the month</li> </ul>	<p>Principal Safe School Climate Specialist Safe School Climate Committee</p> <p>Principal Safe School Climate Specialist</p> <p>CSDE</p> <p>Principal</p>

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<p>of October will consist of <i>Character Counts</i> activities.)</p>	<p>Safe School Climate Specialist</p>
<p><b>Documentation and Record Keeping</b></p>	<p><b>Person Responsible</b></p>
<ul style="list-style-type: none"> <li>• The Bolton Public Schools will:             <ol style="list-style-type: none"> <li>1. Document and maintain records at Bolton Center School and Bolton High School relating to reports and investigations of bullying in the school <b>(Bolton Public Schools LOG OF BULLYING INVESTIGATIONS)</b></li> <li>2. Maintain a list of the number of verified acts of bullying in the school and make such list available for public inspection. This public list will not contain any personally identifiable information about any student or information that might reasonably lead to the identification of any student <b>(Bolton Public Schools LOG OF VERIFIED BULLYING INCIDENTS)</b></li> <li>3. Report the number of verified acts of bullying in the district’s schools to the Department of Education in such manner as prescribed by the Commissioner of Education</li> </ol> </li> </ul>	<p>Safe School Climate Coordinator Principals Safe School Climate Specialist</p>
<p><b>Assessment of School Climate</b></p>	<p><b>Person Responsible</b></p>
<ul style="list-style-type: none"> <li>• Complete an assessment (biennially) using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education for each school</li> <li>• Submit assessment results for each school in the district to the State Department of Education (in accordance with CSDE guidelines).</li> <li>• Review data obtained from climate surveys to make necessary modifications to the district plan and ongoing practices.</li> </ul>	<p>CSDE Safe School Climate Coordinator Safe School Climate Specialist Safe School Climate Committee</p>
<p><b>Professional Development</b></p>	<p><b>Person Responsible</b></p>
<ul style="list-style-type: none"> <li>• Provide all certified school employees training on the prevention, identification, and response to bullying and the prevention of and response to youth suicide.</li> <li>• Additional topics may include:             <ol style="list-style-type: none"> <li>1. Classroom management;</li> <li>2. Positive youth development;</li> <li>3. Positive relationship building;</li> <li>4. Managing the cyber-arena;</li> <li>5. Conflict resolution;</li> <li>6. Cultural and gender diversity training;</li> <li>7. Violence prevention.</li> </ol> </li> <li>• Access additional training provided by the Connecticut State Department of Education.</li> </ul>	<p>Safe School Climate Coordinator</p>



## Bolton Public Schools 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)** \_\_\_\_\_

**Location(s) and time of incident(s)** \_\_\_\_\_

**Names of potential witnesses** \_\_\_\_\_

For staff use only:

**Administrative Investigation Notes** \_\_\_\_\_

**Bullying verified?**    Yes \_\_\_    No \_\_\_    **Explanation** \_\_\_\_\_

**Remedial Actions Taken** \_\_\_\_\_

**Signature of person completing report** \_\_\_\_\_ **Date** \_\_\_\_\_

### Bolton Public Schools

*Note: This form is attached to reports if bullying / harassment is verified.*

Parent Notification

Student reported as victim \_\_\_\_\_

Parents' Name \_\_\_\_\_ Date Sent \_\_\_\_\_

Parents' Name \_\_\_\_\_ Date Sent \_\_\_\_\_

Student reported as committing act \_\_\_\_\_

Parents' Name \_\_\_\_\_ Date Sent \_\_\_\_\_

Parents' Name \_\_\_\_\_ Date Sent \_\_\_\_\_

Check below this line if parents accept invitation for meeting with administration

Meeting with parents and student reported as victim Date \_\_\_\_\_

Meeting with parents and student reported as committing act Date \_\_\_\_\_

Report is included in LOG OF VERIFIED BULLYING INCIDENTS Date \_\_\_\_\_

Behavioral interventions included below (or on back) Date \_\_\_\_\_

*(Counseling, discipline, etc.)*

Notes on meetings or report: *(Continue on other side of page.)*

Signature of person(s) responsible for taking report \_\_\_\_\_

Date \_\_\_\_\_

## Bolton Public Schools Log of Bullying Investigations

This listing is to document and maintain records related to reports and investigations of bullying incidents.  
For incidents where bullying is verified, the information is transferred to the Log of Verified Bullying Incidents.

**This list shall not contain any student information.**

	Date of Incident	Details of Incident	Person(s) Investigating	Outcome of Investigation
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

## Bolton Public Schools Log of Verified Bullying Incidents

This list shall be available for public inspection upon request.

This listing is to document and maintain records of verified incidents of bullying.

**This list shall not contain any student information.**

	Date of Incident	Details of Incident	Person(s) Investigating	Outcome of Investigation
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				