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# **Bolton Public Schools**

## **Bolton, Connecticut**

### **Safe School Climate Plan**

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.

**Bolton Board of Education**  
**Plan Approved: January 12, 2012**  
**Plan Revised: March 13, 2014**  
**Plan Revised: May 2016**  
**Plan Revised: March 2023**

## Prohibition against Bullying, Teen Dating Violence, and Retaliation

- A. The Board expressly prohibits any form of bullying behavior and teen dating violence 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 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. The Board further prohibits any form of teen dating violence outside of the school setting if such violence substantially disrupts the educational process.
- D. In addition to prohibiting student acts that 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.
- E. Students who engage in bullying behavior or teen dating violence 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.

### Definitions:

**Bullying** means an act that is direct or indirect and severe, persistent or pervasive, which:

1. causes physical or emotional harm to an individual;
2. places an individual in reasonable fear of physical or emotional harm; or
3. infringes on the rights or opportunities of an individual at school

This definition of bullying includes, but is not limited to, written, verbal, or electronic communications, or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or 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** 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.

**Teen Dating Violence** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

**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 mobile electronic device that is not owned, leased, or used by the Board.

Safe School Climate Plan	Person Responsible and Timeline
<ul style="list-style-type: none"> <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>	Safe School Climate Coordinator (Annually)
Safe School Climate Coordinator	Person Responsible and Timeline
<ul style="list-style-type: none"> <li>• <b>BPS District Safe School Climate Coordinator</b> (one coordinator for the school district, appointed by the Superintendent). The Coordinator shall:               <ol style="list-style-type: none"> <li>1. Be responsible for implementing the Bolton Public Schools Safe School Climate Plan;</li> <li>2. Collaborate with the Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify, and respond to matters pertaining to bullying in district schools ;</li> <li>3. Provide data and information, in collaboration with the Superintendent to the CSDE regarding bullying; and</li> <li>4. Meet-at least twice annually with the Safe School Climate Specialists to discuss issues related to bullying in the school district and to make recommendations concerning amendments to the district’s plan.</li> </ol> </li> </ul>	Safe School Climate Coordinator
Safe School Climate Specialist	Person Responsible and Timeline
<ul style="list-style-type: none"> <li>• The Principal of each school or a designee shall serve as the Safe School Climate specialist. The Principal 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 relating to bullying in the school. Such committee shall include:               <ol style="list-style-type: none"> <li>1. At least one parent/guardian of a student enrolled in the school, as appointed by the school principal;</li> <li>2. School personnel, including, but not limited to, at least one teacher selected by the exclusive bargaining representative for certified employees;</li> <li>3. Medical and mental health personnel assigned to such school; and</li> <li>4. In the case of a committee for a high school, at least one student enrolled at such high school who is selected by the students of such school in a manner determined by the school principal.</li> </ol> </li> </ul>	Safe School Climate Specialist Principal (Annually)

Safe School Climate Committee	Person Responsible and Timeline
<p>The Committee shall:</p> <ol style="list-style-type: none"> <li>1. *Receive copies of completed reports following investigations of bullying;</li> <li>2. *Identify and address patterns of bullying among students in the school;</li> <li>3. Implement the provisions of the school security and safety plan, regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying;</li> <li>4. Review and amend school policies relating to bullying;</li> <li>5. Review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school;</li> <li>6. Educate students, school employees, and parents and guardians on issues relating to bullying;</li> <li>7. Collaborate with the Coordinator in the collection of data regarding bullying;</li> <li>8. Perform any other duties as determined by the principal that are related to the prevention, identification, and response to school bullying.</li> </ol> <p><i>* Parent and student member(s) shall be excluded from these activities and any other committee activities that may compromise student confidentiality</i></p>	<p>Principal/Designee (Annually)</p>
Communication of School Climate Plan	Person Responsible and Timeline
<ul style="list-style-type: none"> <li>• Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.</li> <li>• The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.</li> <li>• 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.</li> <li>• As required by state law, the Board, after consultation with the Department of Education and the Social and Emotional Learning and School Climate Advisory Collaborative, shall also provide on its website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' (1) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability, or (2) association with individuals or groups who have or are perceived to have one or more of such characteristics.</li> <li>• Any person appointed by the district to serve as district Safe School Climate Coordinator shall complete mental health and first aid training offered by the Commissioner of Mental Health and Addiction Services.</li> </ul>	<p>Superintendent Safe School Climate Coordinator (Annually)</p>

Reporting and Investigation Requirements	Person Responsible
<ol style="list-style-type: none"> <li>1. 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 or designee), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.</li> <li>2. 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 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 reports 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 report, 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 report.</li> <li>3. 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.</li> <li>4. The Safe School Climate 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. The Safe School Climate Specialist shall also be responsible for promptly notifying the parents or guardians of the student alleged to have committed an act or acts of bullying, and the parents or guardians of the student against whom such alleged act or acts were directed, that an investigation has commenced. 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.</li> <li>5. 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.</li> </ol>	<p>Safe School Climate Coordinator Principal Safe School Climate Specialist</p>

Responses to Verified Acts of Bullying	Person Responsible
<ol style="list-style-type: none"> <li>1. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify 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 (48) hours after the investigation is completed.</li> <li>2. The Safe School Climate Specialist or designee shall invite the parents/guardians 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 policies/procedures in place to prevent such acts of bullying. The Specialist shall also invite the parents/guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the previously described meeting, to discuss specific interventions undertaken by the school to prevent further act of bullying.</li> <li>3. 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.</li> <li>4. 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.</li> </ol>	<p>Safe School Climate Coordinator Principal Safe School Climate Specialist Safe School Climate Committee</p>
Consequences	Person Responsible
<ul style="list-style-type: none"> <li>• Annually publicize expectations and possible consequences to students and parents regarding bullying.</li> <li>• BPS Discipline Policy contains guidelines for appropriate disciplinary action related to verified acts of bullying. Bullying conduct will generally warrant disciplinary action. Whether, and to what extent, disciplinary action is imposed is a decision for the building Principal. Possible disciplinary actions include, but are not limited to:             <ol style="list-style-type: none"> <li>1. Social Probation                 <ul style="list-style-type: none"> <li>• removal or suspension from sports teams</li> <li>• removal or suspension from all honor societies</li> <li>• removal or suspension from after school activities including student council</li> <li>• prohibited from school events including dances and sporting events;</li> </ul> </li> <li>2. Denial of school computer privileges - Any student who uses a school computer to bully or harass a student may have all school computer privileges revoked;</li> <li>3. In-School suspension/expulsion - 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</li> </ol> </li> </ul> <p>When verified acts of bullying are identified early, or when such verified acts do not reasonably require a disciplinary response, students may be subject to non-disciplinary intervention. Such intervention may include counseling or other forms of restorative discipline or remedial actions, appropriate to the age of the student and the nature of the</p>	<p>Principal Safe School Climate Specialist</p>

behavior.	
<b>Prevention Measures</b>	<b>Person Responsible</b>
<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 and is 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 perpetrator, parents, and school employees, and interventions with the bullied student, 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> <li>9. Planned professional development programs addressing prevention and intervention strategies;</li> <li>10. Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness, and self-regulation.</li> </ol> </li> </ul>	Principal Safe School Climate Coordinator and Specialists Safe School Climate Committee
<b>Documentation and Record Keeping</b>	<b>Person Responsible</b>
<ol style="list-style-type: none"> <li>1. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations.</li> <li>2. 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. 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. The Principal of each school shall Report the number of verified acts of bullying in the schools annually to the Department of Education in such manner as prescribed by the Commissioner of Education.</li> </ol>	Safe School Climate Coordinator Principal Safe School Climate Specialist
<b>Assessment of School Climate</b>	<b>Person Responsible</b>

<p>Biennially, the Board shall require each school to complete the school climate assessment instruments, including surveys, approved and disseminated by the Connecticut State Department of Education. Submit assessment results for each school in the district to the State Department of Education (in accordance with CSDE guidelines).</p>	<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>• Annually 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> <li>8. Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness, and self-regulation.</li> </ol> </li> <li>• The Safe School Climate Coordinator shall complete mental health and first aid training offered by the Commissioner of Mental Health and Addiction Services.</li> </ul>	<p>Safe School Climate Coordinator Safe School Climate Specialist Safe School Climate Committee</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 \_\_\_\_\_
- Anonymous 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	Bullying Based On: (*see below)	Person(s) Investigating	Outcome of Investigation
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

\*G=gender

R=race



D= disability  
S=sexual orientation

O=other  
N/A= Non-applicable

## 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.				