

## **Students**

### **Bullying**

#### **Safe School Climate Plan**

The Board of Education is dedicated to promoting and maintaining a positive learning environment where all students are welcomed, supported, and feel safe in school, socially, emotionally, intellectually and physically. The purpose of this Safe School Climate Plan is to address the existence of bullying in the District's schools.

#### **A. Bullying Defined**

**“Bullying”** is defined by law as (1) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school District, *or* (2) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school District, *that*:

- (a) Causes physical or emotional harm to such student or damage to such student's property;
- (b) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- (c) Creates a hostile environment at school for such student;
- (d) Infringes on the rights of such student at school; or
- (e) Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, 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.

**“Cyberbullying”** 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.

#### **B. Bullying Prohibited**

Bullying is prohibited 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 the local or regional board of education.

## **Students**

### **Bullying**

#### **Safe School Climate Plan**

##### **B. Bullying Prohibited** (continued)

Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (1) creates a hostile environment at school for the student against whom such bullying was directed, (2) infringes on the rights of the student against whom such bullying was directed at school, or (3) substantially disrupts the education process or the orderly operation of a school.

Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is also strictly prohibited.

Any student who engages in bullying as defined in this policy may be subject to discipline up to and including expulsion.

Any school employee who fails to respond to bullying as required by this policy and the District's Safe School Climate Plan may be subject to discipline up to and including termination.

##### **C. Roles and Responsibilities**

***“Safe School Climate Coordinator”*** is appointed by the Superintendent of Schools and is responsible for:

1. Implementing the District's Safe School Climate Plan;
2. Collaborating with the safe school climate specialists, the Board of Education and the Superintendent of Schools to prevent, identify and respond to bullying in the schools of the District;
3. Providing data and information, in collaboration with the Superintendent of Schools of the District, to the State Department of Education regarding bullying, in accordance with state law; and
4. Meeting with the safe school climate specialists at least twice during the school year to discuss issues relating to bullying in the school District and to make recommendations concerning amendments to the District's Safe School Climate Plan.

## **Students**

### **Bullying**

#### **Safe School Climate Plan**

##### **C. Roles and Responsibilities (continued)**

*“Safe School Climate Specialist”* is the Principal of each school or designee responsible for:

1. Investigating or supervising the investigation of reported acts of bullying in the school in accordance with the district’s Safe School Climate Plan;
2. Collecting and maintaining records of reports and investigations of bullying in the school; and
3. Acting as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

*“School employees”* are responsible for reporting acts of bullying to Safe School Climate Specialist when they either witness the bullying or receive a report from a student or parent. This term includes:

1. A teacher, substitute teacher, school administrator, school Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional Board of Education or working in a public elementary, middle or high school; or
2. Any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional Board of Education.

##### **D. Reporting Procedures**

1. Any student who believes he or she has been the victim of bullying may report the matter to any school employee. Students may anonymously report acts of bullying to school employees.
2. Parents or guardians of students may file written reports of suspected bullying.
3. School employees who witness acts of bullying or receive reports of bullying are required to orally notify the Safe School Climate Specialist (or another school administrator if the Safe School Climate Specialist is unavailable), not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such an oral report.

## **Students**

### **Bullying**

#### **Safe School Climate Plan (continued)**

##### **E. Investigation**

1. The Safe School Climate Specialist 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.
2. The Safe School Climate Specialist shall review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report.
3. After a prompt investigation, the investigator should ascertain whether the alleged conduct occurred and whether such conduct constitutes bullying as defined by law.

##### **F. Response to Verified Acts of Bullying**

1. Each school shall notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. This notification shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying.
2. Each school is required to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying. This invitation shall also include the description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Except in rare circumstances, such meetings with parents and guardians should be held separately.
3. A student safety support plan shall be developed 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.
4. Case-by-case interventions shall be developed 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.
5. The Principal of a school, or designee, shall notify the appropriate local law enforcement agency when such Principal, or designee, believes that any acts of bullying constitute criminal conduct.

## **Students**

### **Bullying**

#### **Safe School Climate Plan (continued)**

##### **G. Prevention and Intervention Strategy**

Students shall be provided with a variety of prevention and intervention strategies which may include, but are not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the State Department of Education;
2. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
4. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school;
5. Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees;
6. School-wide training related to safe school climate;
7. Student peer training, education and support;
8. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

##### **H. Documentation and Record Keeping**

1. Safe school specialists shall establish a procedure for each school to:
  - a. Document and maintain records relating to reports and investigations of bullying in such school.
  - b. Maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection. This public list must not contain any personally identifiable information about any student or information that might reasonably lead to the identification of any student.
2. The District's Safe School Climate Coordinator shall annually 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.

## **Students**

### **Bullying**

#### **Safe School Climate Plan** (continued)

##### **I. Training**

All school employees must annually complete training on the prevention, identification and response to bullying and the prevention of and response to youth suicide as follows:

1. Teachers, administrators and pupil personnel who hold the initial educator, provisional educator or professional educator certificate shall receive in-service training. (Such in-service training may not be required if the district implements any evidence-based model approach that is approved by the State Department of Education and is consistent with state law.)
2. All other school employees shall receive such training as provided or made available by the State Department of Education.

##### **J. Safe School Climate Committee**

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each school shall establish a committee (or designate at least one existing 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 at least one parent or guardian of a student enrolled in the school appointed by the school Principal. Parents or guardians who serve on such committee shall not participate in the activities described in subparagraphs (1) and (2) below or any other activity that may compromise the confidentiality of a student. The Safe School Climate Committee of each school shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and make recommendations to amend school policies relating to bullying;
4. 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;
5. Educate students, school employees and parents and guardians of students on issues relating to bullying;
6. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying, in accordance with the law;
7. Perform any other duties as determined by the school Principal that are related to the prevention, identification and response to school bullying.

## **Students**

### **Bullying**

#### **Safe School Climate Plan (continued)**

#### **K. Periodic Assessment of School Climate**

1. On and after July 1, 2012, and biennially thereafter, each school in the District shall complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education. The assessments for each school in the District shall be submitted to the State Department of Education so that the state can monitor bullying prevention efforts over time and compare each District's progress to state trends.
2. Assessment tools may also be used by Safe School Climate Committees to review and make recommendations for revisions to the District's Safe School Climate Plan.

#### **L. Notice Requirements**

1. At the beginning of each school year, each school will provide school employees with a written or electronic copy of the school District's Safe School Climate Plan.
2. Students and the parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.
3. Language concerning bullying shall be included in student codes of conduct.
4. The District's Safe School Climate Plan shall be made available on the websites of the Board of Education and each individual school.

The Superintendent of Schools is authorized to develop regulations to implement the District's Safe School Climate Plan.

Legal References: Connecticut General Statutes  
10-15c Discrimination in public schools prohibited  
46a-58 Deprivation of rights  
10-145a Certificates of qualification  
10-145o Teacher education and mentoring program  
10-220a In-service training  
10-222d Policy on bullying behavior  
10-222g Prevention and intervention strategy re: bullying  
10-222h Analysis of bullying policies  
P.A. 11-232 "An Act Concerning the Strengthening of Bullying Laws"

Policy adopted: December 13, 2011

## **Students**

### **Bullying**

#### **Safe School Climate Plan**

This regulation implements the Board's Safe School Climate Plan (Board Policy # 5131.911).

#### **I. Definitions**

State law has established definitions for the following terms:

A. ***"Bullying"*** means (1) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school District, or (2) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school District, that:

1. Causes physical or emotional harm to such student or damage to such student's property;
2. Places such 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;
4. Infringes on the rights of such student at school; or
5. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, 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.

B. ***"Cyberbullying"*** 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.

C. ***"Mobile electronic device"*** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

## **Students**

### **Bullying**

#### **Safe School Climate Plan**

##### **I. Definitions (continued)**

- D. ***“Electronic communication”*** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.
- E. ***“Hostile environment”*** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.
- F. ***“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 a mobile electronic device that is not owned, leased or used by a local or regional Board of Education.
- G. ***“School employee”*** means:
1. A teacher, substitute teacher, school administrator, school Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional Board of Education or working in a public elementary, middle or high school; or
  2. Any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional Board of Education.
- H. ***“School climate”*** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

##### **II. Notice**

- A. ***School employees:*** The Safe School Climate Coordinator shall ensure that at the beginning of each school year, all school employees receive a written or electronic copy of the District’s Safe School Climate Plan.
- B. ***Students and the parents/guardians*** of students shall be notified annually of the process by which they may make reports of bullying.
- C. ***The District’s Safe School Climate Plan*** and forms for reporting incidents of bullying shall be made available on the websites of the Board and each school.

## **Students**

### **Bullying**

#### **Safe School Climate Plan**

#### **II. Notice (continued)**

- D. *Student handbooks:* The prohibition against bullying shall be publicized by including the following statement in the student handbooks of each school:

***Bullying behavior by any student is strictly prohibited.*** Such conduct may result in disciplinary action, including suspension and expulsion. “Bullying” means (1) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school District, or (2) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school District, that:

1. Causes physical or emotional harm to such student or damage to such student’s property,
2. Places such 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,
4. Infringes on the rights of such student at school, or
5. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, 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.

Bullying is prohibited 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 the local or regional Board of Education.

Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (1) creates a hostile environment at school for the student against whom such bullying was directed, (2) infringes on the rights of the student against whom such bullying was directed at school, or (3) substantially disrupts the education process or the orderly operation of a school.

## **Students**

### **Bullying**

#### **Safe School Climate Plan**

#### **II. Notice (continued)**

Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is also strictly prohibited.

#### **How to Report Bullying**

Students and/or parents may make verbal or written reports of suspected bullying behavior, and students are permitted to anonymously report acts of bullying to school employees. Reporting forms are available online and in the main office of each school. Any report of suspected bullying behavior will be promptly reviewed by the Safe School Climate Specialist. If acts of bullying are verified, the school will take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior. The District's Safe School Climate Plan sets forth this prohibition and the related procedures in detail, and are posted on school and Board websites and available to students and their parents/guardians upon request.

#### **III. Reporting**

- A. *Any student* who believes he or she has been the victim of bullying may report the matter to any school employee.
- B. *Parents or guardians* of students may file written reports of suspected bullying.
- C. *School employees* who witness acts of bullying or receive verbal reports of bullying from students or parents **must** orally notify the Safe School Climate Specialist (or another school administrator if such person is unavailable), not later than **one school day** after such school employee witnesses bullying behavior and file a written report not later than **two school days** after making such an oral report.
- D. **Written reports:** Forms for filing a written report of an alleged act of bullying shall be made available to students and parents at each school and on school websites. All written reports of bullying shall be sent or forwarded to the Safe School Climate Specialist.

## **Students**

### **Bullying**

#### **Safe School Climate Plan**

#### **III. Reporting (continued)**

- E. ***Anonymous reports:*** Each school shall establish a process for students to anonymously report acts of bullying. When a student reports bullying to a school employee but wishes to remain anonymous, the Safe School Climate Specialist shall meet with the student to discuss the request for anonymity and the impact that maintaining anonymity may have on the investigation of the complaint and 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.

#### **IV. Investigation**

##### **A. Duties of the Safe School Climate Specialist / Investigator:**

1. Investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports.
2. Review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report.
3. Assess whether there is a necessity to take immediate interim measures to prevent further allegations of bullying or retaliation of any kind while the investigation is pending.
4. Remind involved parties that any form of discrimination or retaliation against an individual who reports or assists in the investigation of an act of bullying is strictly prohibited.
5. At all times the investigator must be mindful of the requirements regarding the confidentiality of education records and follow the Board policies related to student privacy rights.

## **Students**

### **Bullying**

#### **Safe School Climate Plan**

#### **IV. Investigation (continued)**

- B. ***Behavior that potentially violates a student's civil rights:*** If the allegations of bullying involve acts that may also constitute unlawful harassment or discrimination based upon a student's race, color, national origin, sex, disability, religion, sexual orientation or gender identity or expression, the investigator shall notify the District's Title IX Coordinator. At the same time, the investigator shall provide the student who has reported the bullying and his/her parent or guardian with information about the District's policies and procedures regarding nondiscrimination and the complaint procedure available to them pursuant to such policies.
- C. ***Identification of conduct as bullying:*** After a prompt investigation, the investigator should ascertain whether the alleged conduct occurred and whether such conduct constitutes bullying as defined by law.

In accordance with the legal definition of bullying, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying does not restrict the right of the school district to impose appropriate disciplinary consequences for student misconduct.

1. **Repeated misconduct.** Bullying behavior in violation of Board policy must be "repeated" in the sense that there are repeated incidents of bullying directed at the same student (or group of students) or repeated incidents by the same perpetrator(s) directed against other students. An isolated incident, however egregious, is not "bullying" under state law and Board policy. Single acts of misbehavior may violate other student codes of conduct and should be responded to accordingly, but without the element of repetition, isolated acts are not "bullying."
2. **Impact of conduct.** In addition to there being some form of repeated acts directed at a student(s), there must also be harm. The repeated acts must have one of the following impacts:
  - a. Causes physical or emotional harm to such student or damage to such student's property;
  - b. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  - c. Creates a hostile environment at school for such student;

## **Students**

### **Bullying**

#### **Safe School Climate Plan**

#### **IV. Investigation (continued)**

- d. Infringes on the rights of such student at school; or
  - e. Substantially disrupts the education process or the orderly operation of a school.
4. **Conduct on school grounds**, refers not only incidents that take place in school buildings or on school grounds, but also to incidents that occur:
- a. On school buses and other school owned or leased vehicles
  - b. At school bus stops
  - c. At school-sponsored or school-related activities, functions or programs that take place off school grounds (such as athletic competitions, dramatic presentations, musical performances, field trips).
  - d. During the use of an electronic device or an electronic mobile device owned, leased or used by the school district.
5. **Conduct that occurs outside the school setting** may violate the policy prohibiting bullying only if the conduct results in any of the following:
- a. Creates a hostile environment at school for the student against whom such bullying was directed.
  - b. Infringes on the rights of the student against whom such bullying was directed at school.
  - c. Substantially disrupts the education process or the orderly operation of a school.

#### **V. Response to Verified Acts of Bullying**

- A. If it is determined that bullying has occurred, the school will take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior. As part of such remedial action, the offender may be subject to appropriate disciplinary action which may include, but is not limited to one or a combination of the following: counseling, awareness training, reassignment, detention, suspension, or expulsion.
- B. Each school shall notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. This notification shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying.

## **Students**

### **Bullying**

#### **Safe School Climate Plan**

##### **V. Response to Verified Acts of Bullying (continued)**

- C. Each school is required to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying. This invitation shall also include the description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. **Except in rare circumstances, such meetings with parents and guardians should be held separately.**
- D. A student safety support plan shall be developed 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.
- E. Case-by-case interventions shall be developed 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.
- F. The Principal of a school, or designee, shall notify the appropriate local law enforcement agency when such Principal, or designee, believes that any acts of bullying constitute criminal conduct.
- G. Disciplinary action for the misconduct of “bullying” is NOT appropriate in the following situations:
  - 1. The evidence is based solely upon an anonymous report.
  - 2. The conduct took place off school grounds and was not seriously disruptive of the educational process.
  - 3. The perpetrator engaged in only one incident and did not act in concert with others who also directed bullying-like behavior toward the same target. Such behavior may be subject to discipline based upon other codes of conduct, but if the perpetrator has not engaged in repeated acts (including a single act that is in concert with others’ acts), the offense as it relates to the perpetrator is not “bullying.”

## **Students**

### **Bullying**

#### **Safe School Climate Plan (continued)**

#### **VI. Intervention and Prevention**

- A. In addition to reporting complaints, school employees are encouraged to address the issue of bullying in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior.
- B. School employees should intervene promptly whenever they observe student conduct that may lead to bullying behavior even if such conduct does not meet the formal definition of “bullying.”

**MODEL ANNUAL BULLYING NOTICE**

**[State Law requires that boards of education notify students annually of the process by which they may anonymously report acts of bullying to teachers and school administrators. We suggest that this notice be included in a student handbook.]**

Bullying behavior by any student in the Oxford Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Bullying” means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at school-sponsored activity, or on a school bus, which acts committed more than once against any student during the school year. Such overt acts, which occur off-campus (and not at a school sponsored activity) may also constitute bullying if it is determined that they have a direct and negative impact on a student’s academic performance or safety in school.

Students 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. In addition, parents may also file written complaints concerning suspected bullying behavior. 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 policy and 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 by Students**

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, social worker or school therapist. 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 (or other responsible program administrator) for review and action.

### **Formal/Written 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 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 or 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.

**Oxford Public Schools  
Report of Bullying Form/Investigation Summary**

School \_\_\_\_\_ Date \_\_\_\_\_

Location(s) \_\_\_\_\_

**Reporter Information:**

Anonymous student report	_____	Name _____
Staff Member report	_____	Name _____
Parent/guardian report	_____	Name _____
Student report	_____	Name _____

**Student Reported as Committing Act:** \_\_\_\_\_

**Grade Level of Student Reported as Committing Act:** \_\_\_\_\_

**Student Reported as Victim:** \_\_\_\_\_

**Grade Level of Student Reported as Victim:** \_\_\_\_\_

**Description of Alleged Act(s):** \_\_\_\_\_

\_\_\_\_\_

**Time and Place:** \_\_\_\_\_

**Names of Potential Witnesses:** \_\_\_\_\_

\_\_\_\_\_

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**For Staff Use Only:**

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**Action of Reporter:** \_\_\_\_\_

**Administrative Investigation Notes (use separate sheet if necessary):**

\_\_\_\_\_

\_\_\_\_\_

**Bullying Verified?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Remedial Action(s) Taken:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Oxford Public Schools**  
**Report of Bullying Form/Investigation Summary**  
(continued)

**If Bullying Verified, Report Sent to Parents of Students?**

**Parents' Names:** \_\_\_\_\_

**Date Sent:** \_\_\_\_\_

**Parents' Names:** \_\_\_\_\_

**Date Sent:** \_\_\_\_\_

**Parents' Names:** \_\_\_\_\_

**Date Sent:** \_\_\_\_\_

**Parents' Names:** \_\_\_\_\_

**Date Sent:** \_\_\_\_\_

**(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified)**