

PORTLAND PUBLIC SCHOOLS
Portland, CT 06480

ANNUAL BULLYING NOTICE

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

Students who engage in any act of bullying, 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 the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a 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 school employees. 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.

**Portland Public Schools
Employee
BULLYING Protocol**

Any reports of bullying behavior must be taken seriously and reported to the Safe School Climate Coordinator (Principal) within 24 hours.

- 1.) After the oral report, a written report must be submitted to the Safe School Climate Coordinator (Principal) within 48 hours.
- 2.) The Safe Schools Climate Coordinator (Principal) will investigate the report which will include but not be limited to:
 - Talk to both victim and perpetrator
 - Interview all witness included in the report
 - Interview additional witnesses that may come from the first two conversations
 - Conclude that a verified act of bullying has occurred or not
- 3.) If a verified act of bullying is concluded, a letter to the victim and perpetrator must be sent home inviting parents (of both victim and perpetrator) to a meeting to discuss the reports, conclusions and action to be taken. (this must be mailed within 48 hours of the conclusion)
- 4.) Follow up documentation to both the victim and perpetrator must be mailed which would detail the action taken such as a safety plan for the victim and/ or a prevention plan for the perpetrator.
- 5.) Secretary will file the reports in a discipline file under the names of the victim and the perpetrator.
- 6.) All confirmed acts of bullying will be logged in the Bully Log to be housed in the main office.

**Portland Public Schools
INCIDENT REFERRAL FORM**

To be completed by Portland Public Schools Employee (within 48 hours of making the oral report to the Safe School Climate Coordinator (Principal) :

Victim's Name: _____ Date: _____

Perpetrator's Name: _____

Reporter's Name: _____ *(students may remain anonymous!)*

Reason(s) for the Referral:

[Attach additional sheet(s).]

Reporters Signature: (Form completed by)

If student opts to remain anonymous, the employee must sign as the reporter. If a student fills out this form, no signature required.

To be completed by the Administrator;
Follow up investigation:
Date: _____

(Continue on separate sheet and attach)

Previous Incident reported: ____ Yes ____ No

Administrator Signature

Conclusion: _____

If a verified act of bullying is substantiated, the following must be notified and a plan for safety and prevention enacted.

Parents Notified (via telephone) (victim) _____ Date (perpetrator) _____
Letter sent: date: _____ (victim) _____ Date (perpetrator) _____