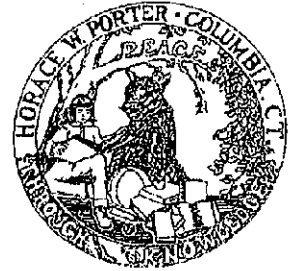


Alyssa Gwinnell
Principal

Michael Kenyon
Assistant Principal

Tel 860-228-9493
Fax 860-228-8592

COLUMBIA SCHOOL SYSTEM
HORACE W. PORTER SCHOOL
3 SCHOOL HOUSE ROAD P.O. BOX 166
COLUMBIA, CONNECTICUT 06237



Dear Parents, Guardian, and Students:

September 2016

School safety and positive school climate is an important aspect of our school life. Unfortunately, there are times when we find ourselves in unpleasant situations. During these times it is important that children confide in a trusted adult about the situation. If you suspect that bullying has occurred, there is a process which we follow to investigate the allegation. Students may anonymously report acts of bullying to school employees. Parents and guardians may file written reports of suspected bullying with the school, for such written reports, we have a form to guide you so that all needed information is included.

Bullying is defined as: (A) 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 (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) 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;

We hope that these actions are never necessary; we hope to create an environment where everyone feels welcome. You can view our Safe School Climate Plan on the Horace W. Porter School website.

Please feel free to contact me with questions at any time.

Sincerely,

Michael Kenyon
Assistant Principal
Safe School Climate Specialist