

# Procedure to Report Alleged Bullying by a Staff Member of Bedford High School

**Bullying** is the repeated use by one or more students (or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional) of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

**Bullying:**

- is deliberate.
- happens repeatedly.
- represents a marked imbalance of power between bully and target. Bullying is a one-sided, unfair match.

**The steps below outline the process to report alleged bullying from a Bedford High School Staff Member:**

If a student believes they are being bullied by a teacher, counselor, coach, custodian, nurse, secretary, bus driver, advisor or cafeteria worker:	Contact the student's Assistant Principal <ul style="list-style-type: none"> <li>● Ms. Kate Boynton               <ul style="list-style-type: none"> <li>○ (781) 275-1700 x 1118</li> <li>○ kate_boynton@bedfordps.org</li> </ul> </li> <li>● Ms. Christine Lennox               <ul style="list-style-type: none"> <li>○ (781) 275-1700 x 1117</li> <li>○ christine_lennox@bedfordps.org</li> </ul> </li> </ul>
If a student believes they are being bullied by an Assistant Principal or wants to appeal the Assistant Principal's decision in a bullying case:	Contact the Principal of Bedford High School <ul style="list-style-type: none"> <li>● Ms. Heather Galante               <ul style="list-style-type: none"> <li>○ (781) 275-1700 x 1119</li> <li>○ heather_galante@bedfordps.org</li> </ul> </li> </ul>
If a student believes they are being bullied by the Principal or wants to appeal the Principal's decision in a bullying case:	Contact the Superintendent of Bedford Public Schools <ul style="list-style-type: none"> <li>● Mr. Jon Sills               <ul style="list-style-type: none"> <li>○ (781) 275-7588</li> <li>○ jon_sills@bedfordps.org</li> </ul> </li> </ul>
If a student believes they are being bullied by the Superintendent or wants to appeal the Superintendent's decision in a bullying case:	Contact the School Committee for Bedford Public Schools <ul style="list-style-type: none"> <li>● Mr. Michael McAllister, Chairman               <ul style="list-style-type: none"> <li>○ (781) 275-8968</li> </ul> </li> </ul>

***All allegations and reports of bullying will be investigated promptly following the District  
Bullying Investigation and Reporting Procedure***