

## Staffordville School and West Stafford School Safe School Climate Plan 2016-2017

### Introduction

The Connecticut Legislature has enacted legislation (PA 11-232) to reinforce the need for positive school climate and to address and decrease the number of incidences of bullying in school settings. The committee shall convene annually each fall to review/revise the plan. The following Safe School Climate plan has been developed for Staffordville and West Stafford School:

Component	Actions	Person(s) Responsible	Timeline
Bullying Policy	Implement, and enforce the Board policy addressing bullying guidelines. The policy will include: <ul style="list-style-type: none"> <li>• The definition of bullying in accordance with state law.</li> <li>• Clearly defined student codes of conduct that prohibit bullying in accordance with state law.</li> <li>• Bullying is prohibited on school grounds including, school-sponsored or school-related events, functions or programs occurring on or off school grounds, at school bus stops, on school busses or other vehicles owned, leased or used by the board of education, or through the use of electronic devices or electronic mobile devices owned, leased or used by the board of education.</li> <li>• Bullying is prohibited outside of the school setting if such behavior results in any of the following: <i>(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.</i></li> <li>• Any discrimination and retaliation against an individual who reports or assists in the investigation of bullying is also strictly prohibited.</li> </ul>	Board of Education and Superintendent	Ongoing

<p>Reporting Procedures</p>	<ul style="list-style-type: none"> <li>• Orally notify the Safe School Climate Specialist (SSCS) or building administrator after being witness to acts of bullying or receiving notification of bullying.</li> <li>• File a written report with the SSCS after being witness to acts of bullying or receiving notification of bullying.</li> <li>• Any student who believes he/she has been the victim of bullying either in person or via electronic media may report the matter to any school employee, either in writing or anonymously.</li> <li>• Parent(s)/guardian(s) may file written reports of suspected bullying.</li> </ul>	<p>All school employees</p> <p>All school employees</p> <p>All Students</p> <p>All Parents</p>	<p>Within one school day after witnessing or receiving report</p> <p>Within two school days of notification</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Notification Requirements</p>	<ul style="list-style-type: none"> <li>• All school employees have access to written and/or electronic copy of the school district's Safe School Climate Plan.</li> <li>• Students and parents/guardians of students will be notified of the process by which reports of bullying may be made.</li> <li>• Students will be instructed on the definition of bullying, cyber bullying, teen dating violence (as age appropriate), and the potential consequences of engaging in such acts. Student codes of conduct will reflect language concerning bullying.</li> <li>• The Safe School Climate Plan will be posted on the school district's web site and will be included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.</li> </ul>	<p>Safe School Climate District Coordinator.</p> <p>Safe School Climate District Coordinator and building administrator.</p> <p>Safe School Climate Specialists, building administrator, and classroom teachers.</p> <p>Safe School Climate District Coordinator and district technology team.</p>	<p>Ongoing</p> <p>Annually</p> <p>Annually</p> <p>Annually</p>

Investigation	<ul style="list-style-type: none"> <li>• Defined investigative procedures are utilized by the SSCS.</li> <li>• Investigate or supervise the investigation of all reports of bullying; ensuring that such investigation is completed promptly after receipt of any written reports.</li> <li>• Anonymous reports will be reviewed, yet no disciplinary action will be taken solely on the basis of an anonymous report.</li> <li>• Determine whether the alleged conduct occurred &amp; whether such conduct constitutes bullying as defined in the district policy.</li> <li>• Upon completion of the investigation, a letter will be sent to involved parties informing them of the investigation outcome, which explicitly states whether the incident constitutes a verified act of bullying or not.</li> </ul>	<p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator and Specialist and/or building administrator</p> <p>Safe School Climate Specialist or building administrator</p> <p>Safe School Climate Specialist and/or building administrator</p> <p>Safe School Climate Specialist and/or building administrator</p>	<p>Annually</p> <p>Upon completion of investigation</p> <p>Upon completion of investigation</p> <p>Upon completion of investigation</p> <p>Upon completion of investigation</p>
Response to Verified incidents of bullying	<ul style="list-style-type: none"> <li>• When acts of bullying are verified, school personnel will take prompt corrective action that is reasonably calculated to stop and prevent any recurrence of such behavior.</li> <li>• When bullying is confirmed, the parents or guardians of students who committed the acts and the parents or guardians of students against whom such acts were directed will be notified. The notification will 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.</li> <li>• After acts of bullying are confirmed, a student safety support plan will be developed for any student against</li> </ul>	<p>Safe School Climate Specialist and/or building administrator.</p> <p>Safe School Climate Specialists and/or building administrator</p>	<p>Upon verification that bullying has occurred</p> <p>48 hours after the completion of the investigation</p>

	<p>whom an act of bullying was directed. The plan will identify measures taken by the school to protect student against further acts of bullying.</p> <ul style="list-style-type: none"> <li>• Interventions in response to repeated incidents of bullying will be developed on a case-by-case basis. Incidents against a single individual or recurrently perpetrated by the same individual may include both counseling and discipline.</li> <li>• When an act of bullying constitutes criminal conduct, the building administrator will notify the appropriate local law enforcement agency.</li> <li>• After the investigation is completed, parent(s) and/or guardian(s) of the student who committed the act will be invited to a meeting at which the following will be shared: <ol style="list-style-type: none"> <li>1. A description of the verified act(s).</li> <li>2. A description of the school’s interventions in response to the act(s).</li> <li>3. Any consequences for the commission of further acts of bullying.</li> </ol> </li> <li>• Utilize a sign-in sheet that includes the signatures of all meeting participants to verify attendance.</li> </ul> <p><b><i>Except in rare circumstances, meetings with parents and guardians should be held separately.</i></b></p>	<p>Safe School Climate Specialist and/or building administrator</p> <p>Safe School Climate Specialist and/or building administrator</p> <p>Building administrator</p> <p>Safe School Climate Specialist, building administrator and parent(s)/guardian(s)</p> <p>Safe School Climate Specialist, building administrator and parent(s)/guardian(s)</p>	<p>Upon verification that bullying has occurred.</p> <p>Upon verification that bullying has occurred.</p> <p>Upon verification that bullying constitutes criminal conduct.</p> <p>Upon verification that bullying has occurred.</p> <p>Upon verification that bullying has occurred.</p>
Safe School Climate Committee	<ul style="list-style-type: none"> <li>• The Safe School Climate Committee review and revise roles, responsibilities and procedures reporting, investigating, and documenting incidents of bullying including:</li> </ul>	Safe School Climate Committee	Annually

	<ul style="list-style-type: none"> <li>• Reviewing copies of completed reports following investigations of bullying (student names will be kept confidential);</li> <li>• Identifying patterns of bullying among students in the school;</li> <li>• Reviewing and making recommendations to amend school and district policies relating to bullying;</li> <li>• Educating students, school employees, parents and guardians on issues relating to bullying;</li> <li>• Collaborating with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law;</li> <li>• Performing any other duties as determined by the building administrator related to the prevention, identification and response to bullying for the school.</li> </ul>		
Prevention and Intervention Strategy	<ul style="list-style-type: none"> <li>• The SSCC will identify effective evidence-based prevention and intervention strategies approved by CSDE. Strategies may include, but are not limited to the following: <ul style="list-style-type: none"> <li>○ Student participation in evidence-based programs or processes approved by the State Department of Education designed to ensure positive school climate &amp; prevent bullying.</li> <li>○ Educating students on the school rules prohibiting bullying, harassment, and intimidation, as well as, the consequences for engaging in such acts;</li> <li>○ Using active supervision strategies to monitor outdoor areas, hallways, the lunchroom and other non-classroom settings where bullying is likely to occur;</li> <li>○ Including age appropriate bullying education and prevention curricula in Pre-K through 1;</li> </ul> </li> </ul>	Safe School Climate Committee	Ongoing/review annually

	<ul style="list-style-type: none"> <li>○ School-wide training related to safe school climate;</li> <li>○ Promoting parent involvement in bullying prevention through individual or team participation in meetings, trainings and interventions.</li> <li>● Implement the prevention and intervention strategies identified by the Safe School Climate Committee.</li> <li>● Community Health Center, Inc. provides dental and mental health services to students in Stafford who apply.</li> </ul>	<p>All School Employees</p> <p>CHC/Safe School Climate Specialist</p>	<p>Ongoing</p> <p>Ongoing</p>
Second Step Program	<ul style="list-style-type: none"> <li>● Implement lessons that teach empathy, emotion management, skills for learning, and problem solving.</li> <li>● Mean-spirited behavior/bullying will be addressed through age-appropriate lessons.</li> <li>● Peer problem solving conversations</li> </ul>	Early Childhood Specialist/Social Worker	Ongoing
Zones of Regulation	<ul style="list-style-type: none"> <li>● Implement lessons that teach self awareness and self regulation with an emphasis on the impact of one's behavior on others.</li> </ul>	Early Childhood Specialist/Social Worker	Ongoing
Student Recognition Programs	<ul style="list-style-type: none"> <li>● Implement programs to recognize students for kindness, academic achievement, respect, and responsibility.</li> </ul>	School Administrator	Ongoing
School Website	<ul style="list-style-type: none"> <li>● Maintain website to include materials that: clearly define bullying, provide steps to take when bullying/mean-spirited behavior is suspected and give strategies for families to use in order to help prevent bullying in the lives of their children and others.</li> <li>● Add Second Step home component materials to school website.</li> </ul>	Safe School Climate Specialist and building administrator	<p>Ongoing</p> <p>January 2017</p>
Assessment of School Climate	<ul style="list-style-type: none"> <li>● Disseminate school climate assessment surveys to parents/guardians and staff.</li> <li>● Submit assessment data for each school in the district to the State Department of Education.</li> </ul>	<p>Safe School Climate Committee</p> <p>Safe School Climate District Coordinator</p>	<p>Annually</p> <p>Annually</p>

	<ul style="list-style-type: none"> <li>Review and analyze assessment data and use it to amend/modify the district plan.</li> <li>Compare and contrast survey results with the National School Climate Standards and best practices.</li> </ul>	Safe School Climate District Coordinator & Safe School Climate Committee Safe School Climate Committee	Ongoing  Ongoing
Documentation and Record Keeping	<ul style="list-style-type: none"> <li>Each school will review the procedure for documenting and maintaining records relating to reports and investigations of bullying in the school. Each school will also review protocols for public dispersion of bullying data which will not include personally identifiable information.</li> <li>The number of verified acts of bullying in the district's schools will be reported to the Department of Education as prescribed by the Commissioner of Education.</li> </ul>	Safe School Climate Committee  Safe School Climate District Coordinator	Annually  Annual CSDE reporting protocols
Training	<ul style="list-style-type: none"> <li>School employees will receive training on the prevention, identification, and response to bullying and youth suicide. The training must be provided to all certified employees via in-service training. Para-educators and other building personnel will also be trained in the prevention, identification, and response to bullying and youth suicide. Research shows that a positive school climate results in increased student achievement. (JoAnn Freiberg Training)</li> <li>School employees will receive training by the State Department of Education.</li> </ul>	Safe School Climate Specialist and building administrator  CSDE with Safe School Climate District Coordinator and building administrator	Annually  Annually

*\*The Staffordville & West Stafford School Climate Plan was developed through adaptation of EASTCONN's School Climate Plan.*