Colchester Public Schools Safe School Climate Plan

Introduction

Component	Actions	Person(s) Responsible	Timeline
Bullying Prevention and Intervention Policy	Implement and enforce Bullying Prevention and Intervention Policy	Superintendent of Schools School Administrators	Ongoing
Notification Requirements	Provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan	District Safe School Climate Coordinator	Annually
	Notify students and parents/guardians/caregivers of the process by which students may make reports of bullying	District and School Safe School Climate Coordinator	Annually
	Notify students and parents/guardians of the process by which students may make anonymous reports of bullying	District Safe School Climate Coordinator, Specialists, and School Administrators	Ongoing
	The principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct	School Administrators	Ongoing
	 The principal of a school, or the principal's designee, to notify the Director of Pupil Services when such principal, or the principal's designee, believes that an acts of bullying are acts of discrimination or harassment The Board shall make its Safe School Climate Plan 	School Administrators	
	available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks	Superintendent of Schools	

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Safe School Climate	Appoint District Safe School Climate Coordinator (See job description)	Superintendent of Schools, or designee	Annually
Committee	• Act as or appoint a Safe School Climate Specialists in each school (see job description)	Principals	Annually
	 Establish a Safe School Climate Committee including, but not limited to, the following members: Safe School Climate Specialists At least one parent/guardian of a student enrolled in the school, as appointed by the school principal school personnel, including, but not limited to, at least one teacher selected by the exclusive bargaining representative for certified employees medical and mental health personnel assigned to such school at least one student enrolled at Bacon Academy who is selected by the students of Bacon Academy in a manner determined by the principal 	Principals	Annually
	 Establish roles, responsibilities and procedures for the Safe School Climate Committee including: Attend training in the investigation of bullying Conduct investigations (Climate Specialists only) Receive copies of completed reports following investigations of bullying Identify and address patterns of bullying among students in the school Review and make recommendations to amend school policies relating to bullying 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 	District Safe School Climate Coordinator and Safe School Climate Specialists	Ongoing

	o Educate students, school employees and parents and guardians of students on issues relating to bullying o Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law o Perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying for the school o Parent/guardian or student members of the Committee shall not participate in any activities which may compromise the confidentiality of any student		
Prevention and	Identify effective evidence-based prevention and	Director of Teaching &	Ongoing
Intervention	intervention strategies. Strategies may include, but are	Learning, Safe School Climate	
Strategy	not limited to the following:	Coordinator and Safe School	
	o Implement a positive behavioral interventions and supports process or another evidence-based curriculum for safe school climate or for the prevention of bullying	Climate Specialists	Ongoing
	o Make students aware of school rules prohibiting bullying, harassment and intimidation and establish appropriate consequences for those who engage in such acts	Identified teachers	Ongoing
	o Provide adult supervision of outdoor areas, hallways, the lunchroom, the bus, at school sponsored events, on school-owned devices and other specific areas where bullying is likely to occur	School Administrators and Teachers	Ongoing
	o Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school	School Administrators and School Employees	Ongoing
	o Develop individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees	Director of Teaching & Learning, Identified Teachers	Ongoing

	 o Plan and initiate school-wide training related to a positive school climate, to include relevant training in Title IX/Sexual Harassment, Section 504/ADA, and diversity, equity and inclusion o Student peer training, education and support, including advocacy for victims o Direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying o Training in prevention, identification and response to teen dating violence and bullying 	Director of Teaching & Learning, Safe School Climate Specialists Diversity, Equity, and Inclusion committee members, and School Administrators	Annually
	Implement the evidence-based prevention and intervention strategies identified	Identified School Employees	Ongoing
Assessment of School Climate	Complete an assessment using the school climate assessment instruments including survey and focus groups	Safe School Climate Committee	Biennially
	Review and analyze data obtained from climate surveys/ make necessary modifications to the district plan	Safe School Climate Committee	Ongoing
	Meet with Safe School Climate Specialists at least twice during each school year to discuss issues related to school climate/bullying	District Safe School Climate Coordinator	Two times per school year

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Training	Require that all school employees annually complete	Director of Teaching &	Annually
	the training described in Conn. Gen. Stat. §§10-220a or	Learning and School Principal	
	10-222j related to the identification, prevention and		
	response to bullying		
	Provide a prevention and intervention strategy for	Director of Teaching &	Annually
	school employees to deal with bullying and teen dating violence	Learning and School Principal	
	Provide annual notice to students and	School Climate Specialists	Annually at
	parents/guardians/caregivers of the process by which		beginning of school
	bullying reports are made		year
	Provide all school employees with written or electronic	School Principal	Annually at
	copy of school district's safe school climate plan		beginning of school
			year
	Provide on the Board's website training materials to	Director of Teaching &	Ongoing
	school administrators regarding the prevention of and	Learning	
	intervention in discrimination against and targeted		
	harassment of students based on such students' (1)		
	actual or perceived differentiating characteristics, 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 (2) association with individuals or		
	groups who have or are perceived to have one or more		
	of such characteristics		
	Train Safe School Climate Specialists in the	Director of Teaching &	Annually
	investigation procedures	Learning and District Safe	
		School Climate Coordinator	

Reporting Procedures	Orally notify the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying	All school employees	Not later than one school day witnessing/receiving report
	File a written report with the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying	All school employees	Not later than two school days of oral notification
	Any student who believes s/he has been the victim of bullying/cyberbullying or who has witnessed bullying behavior should report the matter to any school employee, either in writing or anonymously	All Students	Ongoing
	 Parent(s)/guardian(s)/caregiver(s) may file written reports of Suspected bullying/cyberbullying. Report acts of bullying that may constitute a criminal offense to appropriate law enforcement 	All Parents/Guardians/Caregivers School administrator	Ongoing
	Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education	School Principal and School Climate Specialist	
Investigation	• Investigate all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports	Safe School Climate Specialists, or trained designee	Promptly
	Review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report	Safe School Climate Specialists	Promptly
	Determine whether the alleged conduct occurred & whether such conduct constitutes bullying as defined in the district policy	Safe School Climate Specialists	Upon completion of investigation
	 Investigate bullying incidents that raise concerns about discrimination or harassment on basis of legally protected classifications 	Safe School Climate Specialists refer investigations to Director of Pupil Services	As indicated
	 Notify and send a <i>Notice of Investigation</i> to all parents/caregivers of victim and alleged bullies that an 	Safe School Climate Specialists	Promptly

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Revised 1.4.2.	investigation of an alleged act/acts of bullying has commenced (record date/time).		
Response to Verified Acts of Bullying	Take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior, if it is determined that bullying has occurred	Safe School Climate Specialists/School Administrators	Upon determination that bullying has occurred
	• Notify in writing, using the <i>Letter to Parents</i> , not later than forty-eight hours after the completion of the investigation, and invite to a meeting, the parents or guardians of student(s) who committed verified acts of bullying to discuss interventions to prevent further acts of bullying. Also, notify parents or guardians verbally or by electronic mail, if such parents' or guardians' electronic mail addresses are known, that such parents or guardians may refer to the plain language explanation of the rights and remedies available under Conn. Gen. Stat. Sections 10-4a and 10-4b once such explanation has been provided to the Board by the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative and published on the Internet website of Colchester Public Schools.	Safe School Climate Specialists/School Administrators	Not later than 48 hours after the completion of the investigation and upon determination that bullying has occurred
	• Notify in writing, using the <i>Letter to Parents</i> , not later than forty-eight hours after the completion of the investigation, and invite to a meeting, the parents or guardians of a student against whom such an act was directed to communicate the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying. Also, notify parents or guardians verbally or by electronic mail, if such parents' or guardians' electronic mail addresses are known, that such parents or guardians may refer to the plain language explanation of the rights and remedies available under Conn. Gen. Stat. Sections 10-4a and 10-4b once such explanation has been provided to the Board by the Connecticut Social and Emotional Learning and	Safe School Climate Specialists/School Administrators	Not later than 48 hours after the completion of the investigation and upon determination that bullying has occurred

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		School Climate Advisory Collaborative and published on the Internet website of Colchester Public Schools.		
	•	Create a support plan for the victim including safety and		Upon determination
		protective measures; communicate the plan to the involv student, his/her parents, and appropriate staff. If there are		that bullying has occurred
		repeated verified acts of bullying against a single individu		occurred
		student, develop case-by-case interventions that may		
		include counseling		
	•	Develop case-by-case interventions to address repeated	Safe School Climate	Upon determination
		incidents of bullying against a single individual or	Specialists/School	that bullying has
		recurrently perpetrated bullying incidents by the same individual that may include both counseling and	Administrators	occurred
		discipline.		
Documentation	•	Establish a procedure for each school to:	District Safe School Climate	July 1, 2021
and Record		o Document and maintain records relating to	Coordinator	
Keeping		reports and investigations of bullying in the school.		
		o Maintain a list of the number of verified acts of		
		bullying in the 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.		
	•	Report the number of verified acts of bullying in the	District Safe School Climate	Annually based on
		district's schools to the Department of Education in	Coordinator	timeline established
		such manner as prescribed by the Commissioner of Education		by CSDE
		Education		