

**Tolland Public Schools
Safe School Climate Plan
December 14, 2011**

The Tolland Board of Education is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board policy. This plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Component	Actions	Person(s) Responsible	Timeline
Safe School Climate Plan	<ul style="list-style-type: none"> • Develop Safe School Climate Plan in accordance with PA 11-232 • Submit Safe School Climate Plan for Board approval • Submit Board-approved Safe School Climate Plan to CSDE • Publish Safe School Climate Plan on District Web Site and in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks 	Superintendent Superintendent Superintendent Safe School Climate District Coordinator	By January 1, 2012 By January 1, 2012 By January 1, 2012 By February 1, 2012
Safe School Climate Committee	<ul style="list-style-type: none"> • Appoint District Safe School Climate Coordinator • Appoint Safe School Climate Specialist in each school • Establish Safe School Climate Committee in accordance with PA 11-232 (include at least one parent/guardian of a student at the school) • Establish roles, responsibilities and procedures for Safe School Climate Committee including: <ul style="list-style-type: none"> ○ Receive copies of completed reports following investigations of bullying; 	Superintendent Principal Safe School Climate District Coordinator and Safe School Climate Specialists Safe School Climate Committee	By July 1, 2012 By July 1, 2012 By July 1, 2012

Component	Actions	Person(s) Responsible	Timeline
	<ul style="list-style-type: none"> ○ Identify and address patterns of bullying among students in the schools; ○ Review and make recommendation to amend school policies relating to bullying; ○ Review and make recommendations to the district's safe school climate coordinator regarding the District's Safe School Climate plan based on issues and experiences specific to the school; ○ Educate students, school employees and parents and guardians of students on issues relating to bullying; ○ Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law; ○ 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. 		
Notification Requirements	<ul style="list-style-type: none"> ● Provide all school employees with a written or electronic copy of the school district Safe School Climate Plan. ● Notify students and parents or guardians of students of the process by which students may make reports of bullying. ● Provide students with notice of the definition of bullying, cyberbullying and the potential consequences of engaging in such acts by the inclusion of language in student codes of conduct 	<p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator</p>	<p>By July 1, 2012 and annually</p> <p>By July 1, 2012 and annually</p> <p>By July 1, 2012 and annually</p>

Component	Actions	Person(s) Responsible	Timeline
	<p>concerning bullying.</p> <ul style="list-style-type: none"> • Publish Safe School Climate Plan on the school district's Internet web site and ensure that such plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks. 	Safe School Climate District Coordinator	By July 1, 2012 and annually
Reporting Procedures	<ul style="list-style-type: none"> • Orally notify the Safe School Climate Specialist or school Administrator after being witness to acts of bullying or receiving reports of bullying • File a written report with the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying • Any student who believes s/he has been victim of bullying/cyberbullying may report the matter to any school employee, either in writing or anonymously. • Parent(s)/guardians(s) may file written reports of Suspected bullying/cyberbullying. 	<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 oral notification</p> <p>Ongoing</p> <p>Ongoing</p>
Investigation	<ul style="list-style-type: none"> • Develop and disseminate investigation procedures that align with PA 11-232 and comply with FERPA • Investigate all reports of bullying & ensure that the investigation is completed in accordance with PA 11-232. • Determine whether the alleged conduct occurred & whether such conduct constitutes bullying as defined in the district policy. 	<p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p>	<p>By July 1, 2012</p> <p>Upon receipt of report</p> <p>Upon completion of investigation</p>

Component	Actions	Person's Responsible	Timeline
Response to Verified Acts of Bullying	<ul style="list-style-type: none"> • 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. • Notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. This notification shall 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. 	Safe School Climate Specialist	Upon determination that bullying has occurred 48 hours after the completion of the investigation
	<ul style="list-style-type: none"> • Invite the parent(s)/guardians of students who engage in any verified acts of bullying after the completion of the investigation to a meeting at which the following will be shared: <ol style="list-style-type: none"> 1. A description of the verified act(s). 2. A description of the school's interventions in response to the act(s). 3. Any consequences that may result from the commission of any further acts of bullying. 	Safe School Climate Specialist	
	<ul style="list-style-type: none"> • Invite the parent(s)/guardians of student against whom an act of bullying was verified after the completion of the investigation to a meeting at which the following will be shared: <ol style="list-style-type: none"> 1. A description of the verified act(s). 2. A description of the school's interventions in response to the act(s). 	Safe School Climate Specialist	Upon determination that bullying has occurred

Component	Actions	Person's Responsible	Timeline
	<p>3. Any consequences that may result from the commission of any further acts of bullying plan.</p> <p><i>Except in rare circumstances, such meetings with parents and guardians should be held separately.</i></p> <ul style="list-style-type: none"> • Develop a student safety support plan for any student against whom an act of bullying was directed. The plan shall address safety measures the school will take to protect such students against further acts of bullying. • Develop case-by-case interventions to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline. • Notify the appropriate local law enforcement agency when principal, or designee, believes that any acts of bullying constitute criminal conduct. 	<p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Principal or designee</p>	<p>Upon determination that bullying has occurred</p> <p>Upon determination that bullying has occurred</p> <p>As appropriate</p>
Prevention and Intervention Strategy	<ul style="list-style-type: none"> • 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"> ○ Students will participate in an evidence-based approach, program or process approved by the State Department of Education that is designed to ensure a positive school climate & prevent bullying. ○ Students will be made aware school rules 	Safe School Climate District Coordinator, Specialists and Safe School Climate Committee(s)	By July 1, 2012

Component	Actions	Person(s) Responsible	Timeline
	<ul style="list-style-type: none"> ○ prohibiting bullying and harassment. ○ Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur; ○ Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school; ○ Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees; ○ School-wide training related to safe school climate; ○ Student peer training, education and support; ○ Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions. ● Implement the prevention and intervention strategies identified by the Safe School Climate Committee ● Provide students with access to evidence-based prevention and intervention strategies 	<p>All School Employees</p> <p>All School Employees</p>	<p>Ongoing</p> <p>Ongoing</p>
Assessment of School Climate	<ul style="list-style-type: none"> ● Complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education for each school 	Safe School Climate Committee	By July 1, 2012, and biennially thereafter

Component	Actions	Person(s) Responsible	Timeline
	<ul style="list-style-type: none"> • Submit assessment results for each school in the district to the State Department of Education • Review data obtained from climate surveys to make necessary modifications to the district plan and ongoing practices. 	<p>Safe School Climate District Coordinator</p> <p>Safe School Climate Committee</p>	<p>By July 1, 2012 and according to CSDE guidelines</p> <p>Annually</p>
Training	<ul style="list-style-type: none"> • Provide all certified school employees training on the prevention, identification and response to bullying and the prevention of and response to youth suicide. The training will be provided to teachers, administrators and pupil personnel who hold the initial educator certificate via in-service training. • Provide all other school employees training provided by the State Department of Education. 	<p>Safe School Climate District Coordinator and Specialists</p> <p>CSDE</p>	<p>By July 1, 2012, and annually thereafter</p> <p>Annually</p>
Documentation and Record Keeping	<ul style="list-style-type: none"> • Establish a procedure for each school to <ul style="list-style-type: none"> ○ Document and maintains records relating to reports and investigations of bullying in the school ○ 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's schools to the Department of Education in such manner as prescribed by the Commissioner of Education. 	<p>Safe School Climate District Coordinator and Specialist</p> <p>Safe School Climate District Coordinator</p>	<p>By July 1, 2012</p> <p>Annually based on timeline established by CSDE</p>