

SPRAGUE SCHOOL DISTRICT
Baltic, Connecticut

ADMINISTRATIVE REGULATIONS REGARDING BULLYING PREVENTION AND INTERVENTION

Safe School Climate Plan
November 16, 2011

Component	Actions	Person(s) Responsible	Timeline
Bullying Policy	<p>Continue to implement and enforce already approved Bullying Prevention and Intervention Policy which includes:</p> <ul style="list-style-type: none"> • Student codes of conduct that are defined and prohibit bullying in accordance with state law. • Bullying is prohibited on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education. • Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (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. • Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is also strictly prohibited. 	Board of Education and Superintendent	Ongoing

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<p>Prevention and Intervention Strategy</p>	<ul style="list-style-type: none"> • Appoint a Safe School Climate Coordinator/Specialist • 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 prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts; ○ 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 grade 8; ○ 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. • Committee to consider Children's Second Step Program 	<p>Superintendent</p> <p>Safe School Climate District Coordinator, Specialists and Safe School Climate Committee</p> <p>Safe School Climate Committee</p>	<p>By July 1, 2012</p> <p>By July 1, 2012</p>
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	<ul style="list-style-type: none"> • District to participate in the State Education Resource Center's Positive Behavior Interventions and Support initiative. • 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>All School Employees</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Reporting Procedures for Allegations of Bullying	<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 the victim of bullying/cyberbullying may report the matter to any school employee, either in writing or anonymously. • Parent(s)/guardian(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>
Notification Requirements	<ul style="list-style-type: none"> • Provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan. • Notify students and the 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 concerning bullying. 	<p>Safe School Climate Coordinator/Specialist</p>	<p>annually</p> <p>annually</p> <p>annually</p>

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	<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. 		By Feb 1, 2012 and annually
Investigation	<ul style="list-style-type: none"> • Develop and disseminate investigation procedures. • Investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. • Review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report. • Determine whether the alleged conduct occurred & whether such conduct constitutes bullying as defined in the district policy. 	Safe School Climate Coordinator/Specialist	<p>Upon receipt of report Promptly</p> <p>Upon completion of investigation</p> <p>Upon completion of investigation</p>
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. • Invite the parent(s)/guardian(s) 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). 	Safe School Climate Coordinator/Specialist	<p>Upon determination that bullying has occurred</p> <p>48 hours after the completion of the investigation</p> <p>Upon determination that bullying has occurred</p>

	<p>2. A description of the school’s interventions in response to the act(s).</p> <p>3. Any consequences that may result from the commission of any further acts of bullying.</p> <ul style="list-style-type: none"> • Invite the parent(s)/guardian(s) of any student against whom an act of bullying was verified after the completion of the investigation at which the following information 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 designed to keep the student safe & prevent any further acts of bullying. 3. The content of the student safety support plan. <p><i>Except in rare circumstances, such meetings with parents and guardians should be held separately.</i></p> <ul style="list-style-type: none"> • Maintain a record documenting attempts to contact parents. • 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. Such plan shall be communicated to appropriate staff. • 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 style="text-align: center;">Safe School Climate Specialists</p>	<p>Upon determination that bullying has occurred</p> <p>Upon determination that bullying has occurred</p> <p>Upon determination that bullying has occurred</p> <p>As appropriate</p>
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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 Sayles School. • Submit assessment results for each school in the district to the State Department of Education. • Review and analyze data obtained from climate surveys/ make necessary modifications to the district plan. • Compare and contrast survey results with the National School Climate Standards and best practices. 	<p>Safe School Climate Committee</p> <p>Safe School Climate Coordinator/Specialist</p> <p>Safe School Climate Committee</p> <p>Safe School Climate Committee</p>	<p>By July 1, 2012, and biennially thereafter,</p> <p>By July 1, 2012 and according to CSDE guidelines</p> <p>Ongoing</p> <p>Ongoing</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 maintain 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 Coordinator/Specialist</p> <p>Safe School Climate Coordinator/Specialist</p>	<p>By July 1, 2012</p> <p>Annually based on timeline established by CSDE</p>

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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, provisional educator or professional educator certificate via in-service training. • Provide all other school employees training provided by the State Department of Education. 	Safe School Climate Coordinator/Specialist	Annually
		CSDE with Safe School Climate District Coordinator and Specialists	Annually

Policy Adopted: January 11, 2012