

Regional School District 17
Haddam-Killingworth

Safe School Climate Plan



Regional School District 17
Safe School Climate Plan

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Safe School Climate Plan

The Region 17 schools promote a secure and safe school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior or teen dating violence. Therefore bullying or harassment of a student by another student is prohibited.

Consistent with legislative requirements, the Superintendent is authorized to develop and implement a Safe School Climate Plan that contains the essential elements outlined in Public Act 11-232 An Act Concerning the Strengthening of School Bullying Laws.

Students who engage in any act of bullying, harassment or teen dating violence, 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 the Board of Education, or through the use of an electronic device, or an electronic mobile device, owned, leased or used by the Board of Education, and outside of the school setting if such act(s):

1. Creates a hostile environment at school for the target.
2. Infringes on the rights of the target at school, or
3. Substantially disrupts the educational process or the orderly operation of a school.

Such acts are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement.

“Bullying” is defined as the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, teen dating violence, or a physical act or gesture directed at another student attending school in the same district that:

- I. causes physical or emotional harm to such student or damage to such student’s property;
- II. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- III. creates a hostile environment at school for such student;
- IV. infringes on the rights of such student at school; or
- V. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or

physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

The following sections outline and further delineate key components and information related to the RSD 17 Safe School Climate Plan. For further information, or specific language in the plan, please refer to the RSD 17 Board of Education policies regarding Bullying and Harassment.

School Climate The quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

Hostile environment A situation in which bullying or harassment among students is sufficiently severe or pervasive to alter the conditions of the school climate.

Harassment Any physical or verbal hostility toward someone with legally protected status. Such status pertains to race, color, religious creed, gender, age, national origin, ancestry, sexual orientation, disability (Including past or present history of mental disability), physical disability, learning disability, mental retardation, genetic information, prior criminal conviction, or other lawfully protected status. Such hostility can be severe, persistent, or pervasive.

Sexual Harassment An unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcomed conduct will in any way influence a decision regarding that student, or conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures.

Teen Dating Violence Any act of physical, emotional or sexual abuse, including stalking, harassing, and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Cyberbullying Any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Electronic communication Any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

Mobile electronic device Any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

Key Roles and Responsibilities

Safe School Climate Coordinator: Dr. Holly Hageman, Assistant Superintendent

The Safe School Climate Coordinator will meet with the Safe School Climate Specialists twice during the school year to review and discuss issues relating to school climate, bullying and harassment, and to consider adjustments to the Safe School Climate Plan as needed.

Safe School Climate Specialists

Haddam Killingworth High School: Sheila Ward; Assistant Principal

Haddam Killingworth Middle School: Ryan Mackenzie; Assistant Principal

Haddam Elementary School: Brienne Whidden; Principal

Burr Elementary School: Eric Larson; Principal

Killingworth Elementary School: Dennis Reed; Principal

Safe School Climate School Committees

All Safe School Climate Committees will meet twice each year to review efforts to foster a safe school climate and to develop plans to address any issues related to bullying or harassment in the school. In particular, the committee shall review data regarding bullying and harassment, review policies related to bullying and harassment, review the Safe School Climate plan as it relates to that school, discuss opportunities to educate students, employees and parents/guardians on issues related to bullying and harassment, and address any other duties as determined by the Principal (or his or her designee) as it relates to building and maintaining a positive school climate and preventing bullying and harassment.

Prevention and Intervention

RSD 17 has various programs in place for building positive school climate, as well as educating students and staff in a variety of topics related to bullying and teen dating violence prevention and intervention. These include, but are not limited to the following:

- School-wide Expectations for Positive Behavior
- School-wide Assemblies Clarifying and Celebrating Positive Behavior
- HKHS Advisory Program
- HKMS CORE Values – Respect, Responsibility, Caring
- Developmental Guidance Curriculum and Classroom Lessons
- Small Group and Individual Counseling Sessions including Scientific Research-Based Interventions (SRBI) tiered supports
- Clubs & Programs- Student Council, Student Advisory Group, Spirit Club, etc.
- Professional development for teachers and staff on bullying, harassment, suicide prevention, and other appropriate and necessary training.

Bullying/Harassment/Sexual Harassment Reporting, Investigating, and Communicating Protocol

Reports of bullying, harassment, sexual harassment or teen dating violence may be received from students, school personnel, parents/guardians or may be anonymous. Students and parents/guardians may file written reports of bullying, sexual harassment, harassment, or teen dating violence with a school administrator or Safe School Climate Specialist.

Students may request anonymity when making a report to a school employee or to the Safe School Climate Specialist. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, while maintaining the confidentiality of the source of the complaint. *Note that no disciplinary action shall be taken solely on the basis of an anonymous complaint.* Such reports made to a school employee should be promptly forwarded to a school administrator or Safe School Specialist.

School employees who witness acts of bullying, sexual harassment, harassment, or teen dating violence, or receive reports of bullying, sexual harassment, harassment, or teen dating violence must orally notify the Safe School Climate Specialist or school administrator not later than one school day after such school employee witnesses or receives a report. The same school employee must file a written report not later than two school days after making the oral report.

Informal reports that are considered to be bullying, sexual harassment, harassment, or teen dating violence will be promptly transcribed into writing and will follow the same procedure outlined above.

All reports of bullying, harassment, sexual harassment, or teen dating violence will be reviewed and investigated.

Record-Keeping System: Safe School Climate Binder/Incident Log

Each school shall maintain complaints of bullying, harassment, and sexual harassment, along with supporting documentation received and/or created as a result of bullying/sexual harassment/harassment investigations in a binder maintained by the school's Safe School Climate Specialist.

The Safe School Climate Specialist of each school shall maintain a log in the binder detailing the date of receipt of any/all bullying/harassment/sexual harassment complaints; date the investigation commenced; any interim safety/intervention measures afforded during the investigation; date investigation was completed and the resolution (allegation verified or not); a completed investigation report (including findings), and; any safety/intervention measures afforded upon completion of the investigation.

The Safe School Climate Specialist of each school shall maintain a log of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request (page 13). Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.

The Safe School Climate Specialist of each school shall maintain a log in the binder of each sexual harassment complaint.

Are there witnesses who can provide more information regarding your report?

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

If the witnesses are not school district staff or students, please provide contact information.

Name: _____

Address: _____

Telephone Number: _____

Have there been previous incidents that you are aware of? (check one) **Yes** **No**

If "yes", please describe the behavior of concern, the approximate dates and the location:

Were these incidents reported to school employees? (check one) **Yes** **No**

If "Yes", to whom was it reported and when?

Who: _____ When: _____

How was it reported? (circle one) **Verbal** **Written**

I verify that the above information and events are accurately depicted to the best of my knowledge.

Signature of Reporter

Date Submitted

Received By

Date

Administrator’s Summary of Investigation:

(Attach investigative report if space provided below is not sufficient, and note below “See Attached.”)

Resolutions/Conclusions from the Investigation

Finding of Policy Violation Yes No

- Bullying Sexual Harassment Teen Dating Violence
- Harassment (Identify Protected Class: _____)
(i.e. color, national origin, gender, sexual orientation, disability)

Investigator Name/Title: _____

Investigator Signature: _____ Date: _____

District Title IX Coordinator Signature: _____ Date: _____
(if verified Sexual Harassment case)

District Safe School Climate Coordinator Signature: _____ Date: _____
(if verified Bullying case)

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Verified Bullying/Harassment Communications (Form C)

Safe School Climate Specialist or Title IX Coordinator completes the following actions for verified bullying/harassment/sexual harassment cases:

1. Notification has been made to parents of student perpetrator(s):

Parents' Names: _____ Date Notified: _____ Meeting Date: _____

Parents' Names: _____ Date Notified: _____ Meeting Date: _____

Parents' Names: _____ Date Notified: _____ Meeting Date: _____

Parents' Names: _____ Date Notified: _____ Meeting Date: _____

2. Notification has been made to parents of student target:

Parents' Names: _____ Date Notified: _____ Meeting Date: _____

Parents' Names: _____ Date Notified: _____ Meeting Date: _____

Parents' Names: _____ Date Notified: _____ Meeting Date: _____

Parents' Names: _____ Date Notified: _____ Meeting Date: _____

3. Safe School Climate Specialist has developed and implemented Student Safety Support/Intervention Plan. Start date: _____

4. Report Submission Checklist:

____ Alleged Bullying/Harassment/Sexual Harassment Report and Investigation (Form A)

____ Intervention Plan (Form B) (AND File in each involved students' C file; exclude other students names)

____ Verified Bullying/Harassment/Sexual Harassment Communications (Form C)

____ File the above documents in the Safe School Climate Binder

____ Complete Safe School Climate Record-Keeping Log Entry

Safe School Climate Coordinator Signature: _____ Date: _____

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SAFE SCHOOL CLIMATE RECORD-KEEPING LOG

Date of Receipt of Alleged Complaint	Nature of Complaint	Date Investigation Commenced	Interim Measures Needed and Afforded	Resolution	Intervention/Safety Plan Created and Period of Plan for Verified Incidents
	<input type="checkbox"/> Bullying <input type="checkbox"/> Harassment <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Teen Dating Violence		<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • Date Investigation Completed: _____ Allegation Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No • Investigation Report Completed (including findings) Date: _____ • Verified Findings Report/Letter Sent to District Safe School Climate Coordinator Date Sent: _____ 	Dates: _____
	<input type="checkbox"/> Bullying <input type="checkbox"/> Harassment <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Teen Dating Violence		<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • Date Investigation Completed: _____ Allegation Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No • Investigation Report Completed (including findings) Date: _____ • Verified Findings Report/Letter Sent to District Safe School Climate Coordinator Date Sent: _____ 	Dates: _____
	<input type="checkbox"/> Bullying <input type="checkbox"/> Harassment <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Teen Dating Violence		<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • Date Investigation Completed: _____ Allegation Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No • Investigation Report Completed (including findings) Date: _____ • Verified Findings Report/Letter Sent to District Safe School Climate Coordinator Date Sent: _____ 	Dates: _____

School to copy blank log pages for a supply in a binder

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SAFE SCHOOL CLIMATE PLAN

VERIFIED ACTS OF BULLYING REPORTING LOG

School: _____ Year: _____

Verified Acts of Bullying

Month	Number of Acts Verified
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
Total Verified Acts	

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SAFE SCHOOL CLIMATE PLAN

COMPLAINTS OF SEXUAL HARASSMENT REPORTING LOG

School: _____ Year: _____

Date of Allegation Report	Verified or Not