

Island Avenue School Safe School Climate Plan

The Madison Public School District is committed to providing all students with a safe learning environment that is free from bullying, cyberbullying, and teen dating violence. The goal is the establishment of a positive school climate in which norms, values, and expectations make students and adults feel socially, emotionally, intellectually and physically safe. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and teen dating violence and other harmful and disruptive behavior that can impede the learning process. The District expects that all members of the school community will treat each other in a civil manner and with respect for differences.

The following plan, “The Island Avenue School Safe School Climate Plan”, addresses the mandated areas of compliance which are required under C.G.S.10-222d as amended. In addition to the following current efforts, the administration, faculty and staff of this school commit to continue to improve, enhance, and update both the Plan and its implementation biennially in order to best serve the students, parents, guardians and the community.

School long term goal: To create a positive school climate where students, staff, and families support clearly articulated behavioral expectations and understand the consequences for unkind or unsafe behavior.

School short term goal: To promote a safe and supportive learning environment where students and staff work together to: 1) create appropriate behavioral expectations for each school setting; 2) communicate those expectations with clarity and enthusiasm; and 3) support and celebrate school-wide success.

Component	Actions	Person(s) Responsible	Timeline
Bullying Prevention and Intervention Policy	Approve revised Bullying Prevention and Intervention Policy	Board of Education	By May 19, 2015
	Implement and enforce Bullying Prevention and Intervention Policy which includes: <ul style="list-style-type: none">• Student codes of conduct that are defined and prohibit bullying and/or teen dating violence in accordance with state law.• A prohibition against bullying and/or teen dating violence on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school	Superintendent of Schools School Administrators	Ongoing

Component	Actions	Person(s) Responsible	Timeline
	<p>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.</p> <ul style="list-style-type: none"> • A prohibition of bullying and/or teen dating violence 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. A prohibition against any form of discrimination and retaliation directed toward an individual who reports or assists in the investigation of an act of bullying is also strictly prohibited. • A prohibition of discrimination and retaliation against an individual who reports, or assists in the investigation of an act of bullying or teen dating violence 		
Notification Requirements	Provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan.	Safe School Climate District Coordinator	Annually and posted on website within 30 days of approval by the State Department of Education

Component	Actions	Person(s) Responsible	Timeline
	Educate students about the district's Bullying Prevention and Intervention Policy as well as teen dating violence through developmentally appropriate discussions of the schools' behavioral expectations as specified in policy.	School Administrators Teachers, School Psychologist, Counselors, Health teachers	Ongoing
	Educate parents/guardians/ caregivers about the school's Bullying Prevention and Intervention Policy through a variety of communication vehicles including open houses, Parent Advisory Council meetings, orientations, community forums, websites, etc. Publish Bullying Prevention and Intervention Policy and Safe School Climate Plan on the school and district's websites and in handbooks for access by parents, guardians, caregivers and student. Include notification for students and parents/guardians/caregivers of the process by which students may make reports of bullying and/or teen dating violence. Include policy in annual notifications.	School Administrators Superintendent of Schools; Safe School Climate District Coordinator; School Principal Superintendent of Schools Safe School Climate District Coordinator; School Principal	Ongoing Annually and posted on website within 30 days of approval by the State Department of Education Annually
Safe School Climate Committee	Appoint Safe School Climate Specialists in each school	School Principals	Ongoing
	Establish Safe School Climate Committee in accordance with the law, including at least one parent/guardian/caregiver of a student at the school.	Safe School Climate Specialist	Ongoing

Component	Actions	Person(s) Responsible	Timeline
	Ensure that parents, guardians and caregivers serving on the committee do not participate in any activities that may compromise the confidentiality of any student.	Safe School Climate Specialist	Ongoing
	<p>Establish roles, responsibilities and procedures for Safe School Climate Committee including:</p> <ul style="list-style-type: none"> a. Receive copies of completed reports following investigations of bullying; b. Identify and address patterns of bullying among students in the school; c. Review and make recommendations to amend school policies relating to bullying; d. 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; e. Educate students, school employees, and parents and guardians of students on issues relating to bullying and/or teen dating violence; f. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying and/or teen dating violence, in accordance with the law; g. Perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying and/or teen dating violence. 	Safe School Climate Specialist	By July 1, 2012

Component	Actions	Person(s) Responsible	Timeline
Prevention and Intervention Strategy	<p>Identify effective evidence-based prevention and intervention strategies. Strategies may include, but are not limited to the following:</p> <ul style="list-style-type: none"> a. Implement a positive behavioral intervention and support process or another evidence-based curriculum or program for safe school climate or for the prevention of bullying. b. Work collaboratively with students to identify positive behavioral expectations for all school settings, including classrooms, hallways, bathrooms, cafeteria, playground, dismissal areas, and buses; and communicate and reinforce these positive behavioral expectations through student-made posters and monthly spirit assemblies that celebrate the school motto: <i>Work hard. Be kind. Make a difference.</i> c. Provide opportunities for students to participate in school leadership positions and to support community service projects d. Support positive school climate and student responsibility by implementing elements of the research-based Responsive Classroom curriculum in the classroom, using activities such as morning meeting, guided exploration, and student choice to support student responsibility. 	<p>District Team Coordinator and Safe School Climate Specialist</p> <p>Identified Teachers outcome of Social/Emotional Study Group established January, 2015</p> <p>School Administrator/Teachers</p>	<p>Ongoing</p> <p>Upon conclusion of study and adoption of approach</p> <p>Ongoing</p>

Component	Actions	Person(s) Responsible	Timeline
	e. Make students aware of school rules prohibiting bullying, harassment and intimidation, establish appropriate consequences for those who engage in such acts, and communicate clear expectations and consequences to all students, staff, and families through the Handbook, Code of Conduct, and district website.	School Administrators/Teachers	Ongoing
	f. Provide adult supervision of outdoor areas, hallways, the lunchroom, the buses, and other specific areas where bullying is likely to occur, utilizing staff members to accompany students in the hallway, on the playground, in the cafeteria, and during dismissal. Supervision is also provided on the bus by drivers and video cameras.	School Administrators and School Employees	Ongoing
	g. Inclusion of grade-appropriate bullying education, including instructional units during health lessons, school-wide assemblies, and age-appropriate programs for students in grades K-4.	Assistant Superintendent Health Teachers	In accordance with Curriculum Review Cycle
	h. Offer individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees;	Safe School Climate Coordinators/School Administrators	As indicated

Component	Actions	Person(s) Responsible	Timeline
	i. School-wide training related to safe school climate, to include relevant training in Title IX/sexual harassment, Section 504/ADA, and cultural diversity.	Assistant Superintendent/School Principals/Title IX coordinator	Annual
	j. Student peer training education and support, including advocacy for victims, small group interventions, and social emotional tiered support by counseling staff.	Safe School Climate& Student Support Services Staff	Ongoing as indicated
	k. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions; parent representation on Safe School Climate Committee; parent support of enrichment programs to extend character development.	Safe School Climate Coordinators/School Administrators	Ongoing as indicated
	l. Implement the evidence-based prevention and intervention strategies identified by the Safe School Climate Committee through the SRBI process, including tiered interventions to meet the social emotional needs of students in the classroom and throughout the school	Identified School Employees	As indicated by Committee
Assessment of School Climate	Complete an assessment using the school climate assessment instruments including surveys, approved and disseminated by the State Department of Education for this school.	Safe School Climate Committee	By July 1, 2012 and biennially thereafter

Component	Actions	Person(s) Responsible	Timeline
	Submit assessment results for each school to the Superintendent of Schools	Safe School Climate Committee	According to CSDE Guidelines
	Review and analyze data obtained from climate surveys and make necessary modifications to the school plan Utilize formative indicators of progress for short and long term goals	Safe School Climate Committee	Ongoing
	Compare and contrast survey results with the National School Climate Standards and best practices	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 and make recommendations to BOE Policy Committee concerning revisions to the district's Bullying Prevention and Intervention Policy and/or Safe School Climate Plan	District Safe School Climate Coordinator	Two times per school year
	Require that all school employees annually complete online or in-service training on the identification, prevention, and response to bullying and/or teen dating violence as required by law.	Safe School Climate District Coordinator and Specialists/Principals HR Director	Annually
Training	Provide all other school employees training provided by the State Department of Education	CSDE Safe School Climate District Coordinator & Specialists	Annually

Component	Actions	Person(s) Responsible	Timeline
	Provide annual notice to students and parents/guardians/caregivers of the process by which bullying reports are made	School Principals	Annually
	Ensure the inclusion of language in student discipline policy concerning bullying as posted in district Policy Manual	Superintendent of Schools Board of Education	Upon Approval of Revised Policy
	Orally notify the Safe School Climate Specialist or School Administrator after being witness to acts of bullying or and/or teen dating violence receiving reports of bullying	All school employees	Within one school day after witnessing or receiving report
	File a written report with the Safe School Climate Specialist after witnessing acts of bullying and/or teen dating violence or receiving reports of bullying	All school employees	Within two school days of oral notification
Complaint Process and Reporting Procedures	Any student who believes s/he has been the victim of bullying/cyber-bullying or and/or teen dating violence or who has witnessed bullying behavior should report the matter to any school employee, either in writing or anonymously.	All students	Ongoing
	Parents/guardians/ caregivers may file written reports of suspected bullying/cyber-bullying and/or teen dating violence and notified of the process in the student handbook.	All Parents/Guardians /Caregivers	Ongoing

Component	Actions	Person(s) Responsible	Timeline
	<p>Report acts of bullying and/or teen dating violence that may constitute a criminal offense to appropriate law enforcement.</p> <p>Develop and disseminate investigation procedures for use by Safe School Climate Specialists</p> <p>Investigate or supervise the investigation of all reports of bullying and/or teen dating violence and ensure that such investigations are completed promptly after receipt of any written reports.</p> <p>Notify the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts that such investigation has begun.</p>	<p>School Administrator and/or SRO</p> <p>Safe School Climate District Coordinator</p> <p>Safe School Climate Specialists/School Administrators</p>	<p>Upon completion of investigation</p> <p>Upon approval of Policy</p> <p>Promptly</p>
	<p>Require a consent form that allows the District to investigate all formal complaints that will provide a release that student's name to those third parties who the District contacts as part of its investigation of that complaint so long as that aforementioned student has not requested anonymity.</p>		
Investigation	Review all anonymous reports of bullying and/or teen dating violence.	Safe School Climate Specialists/School Administrators	Promptly

Component	Actions	Person(s) Responsible	Timeline
	Determine whether the alleged conduct occurred and if such conduct constitutes bullying and/or teen dating violence as defined in the district policy. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying or teen dating violence are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.	Safe School Climate Specialists/School Administrators	Upon completion of investigation
	Investigate bullying and/or teen dating violence incidents that raise concerns about discrimination or harassment on basis of legally protected classifications.	School administrators refer investigations to District School Climate Coordinator and/or Title IX officer and/or Section 504 coordinator and/or SRO	As indicated
	Take prompt corrective action (Non-disciplinary and/or disciplinary) that is reasonably calculated to stop the bullying and/or teen dating violence 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 the parents/guardians/ caregivers of students who commit any verified acts of bullying and/or teen dating violence and the parents or guardians of students against who such acts were directed. This notification shall include a description of the response of school employees to such acts, with care taken to respect the statutory	School Administrators	48 hours after completion of the investigation

Component	Actions	Person(s) Responsible	Timeline
	<p>privacy rights of other students, including the perpetrator. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian/caregiver's own child may not be disclosed except as provided by law.</p>		
Response to Verified Acts of Bullying	<p>Invite the parents/guardians/caregivers of students who engage in any verified acts of bullying and/or teen dating violence, after the completion of the investigation, to a meeting at which the following will be shared:</p> <ul style="list-style-type: none"> a. A description of the verified act(s). b. A description of the school's interventions in response to the act(s). c. Consequences, as appropriate. d. Consequences that may result from further acts. 	School Administrators	Upon determination that bullying has occurred

Component	Actions	Person(s) Responsible	Timeline
	<p>Invite the parents/guardians/ caregivers of any student against whom an act of bullying and/or teen dating violence was verified, after the completion of the investigation to a meeting at which the following information will be shared:</p> <ul style="list-style-type: none"> a. A description of the verified act(s). b. A description of the school's interventions designed to keep the student safe and prevent any further act(s) of bullying. c. The content of the student safety support plan. <p><i>Such meeting with parents and guardians shall be separate and distinct from each other.</i></p>	School Administrators	Upon determination that bullying has occurred
	<p>Develop a Student Safety Support Plan for any student against whom an act of bullying and/or teen dating violence was directed. The plan shall address safety measures the school will take to protect students against further acts of bullying.</p>	Safe School Climate Specialists/School Administrators	Upon determination that bullying has occurred
	<p>Develop case-by-case interventions to address repeated incidents of bullying and/or teen dating violence against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.</p>	Safe School Climate Specialists/School Administrators	Upon determination that bullying has occurred

Component	Actions	Person(s) Responsible	Timeline
Documentation and Record Keeping	<p>Establish a procedure for schools to:</p> <ul style="list-style-type: none"> a. Document and maintain records relating to reports and investigations of bullying in the school. b. 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. 	Safe School Climate District Coordinator and Specialists	Ongoing
	Report the number of verified acts of bullying in each School to the Safe School Climate District Coordinator.	Safe School Climate Specialist	Annually based on timeline established by CSDE