



## Torrington Board of Education

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### **TORRINGTON PUBLIC SCHOOLS SAFE SCHOOL CLIMATE PLAN**

Approved by Torrington Board of Education March 14, 2012

**Under the direction of the TORRINGTON PUBLIC SCHOOLS Superintendent of Schools , the district will appoint a Safe School Climate Coordinator effective no later than July 1, 2012 and each school year thereafter. The coordinator's duties include:**

- Monitoring and implementing the safe school climate plan;
- Collaborating with the safe school climate specialists on matters pertaining to bullying;
- Providing data to the superintendent, district, and CSDE regarding bullying;
- Meeting at least twice annually with the safe school climate specialists to make recommendations concerning amendments to the district's safe school climate plan.

**Each school will designate a safe school climate specialist, starting no later than July 1, 2012. This specialist will be the program administrator or a designee of the administrator. The specialist's duties include:**

- Investigating or supervising the investigation of reported acts of bullying in accordance with the district's safe school climate plan;
- Collecting and maintaining records of reports and investigations of bullying in the school and acting as the primary school official responsible for preventing, identifying, and responding to reports of bullying in the school.
- Coordinating annual in-service training for their respective school-based program unit, collaboratively with the Safe School Climate Committee, on the prevention, identification, and response to bullying, and the prevention of youth suicide;
- Chairing the Safe School Climate Committee in each school-based program unit.

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**Each school will establish a committee (or designate an existing committee) by no later than July 1, 2012, that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in school, school-related activities, on transportation vehicles to and from school-sponsored activities. Each school-based program unit administrator must appoint at least one parent or guardian of a student enrolled in the school to the committee. It is recommended that the Safe School Climate Specialist be the chair of the committee. The responsibilities of the Safe School Climate Committee are to:**

- Receive copies of completed forms from bullying investigations;
- Identify and address patterns of student bullying;
- Review and amend school rules and regulations related to bullying;
- Review and make recommendations to the district's Safe School Climate Coordinator regarding the district's safe school climate plan;
- Educate all school community members (students, school employees, parents/guardians) on issues related to bullying;
- Collaborate with the district's Safe School Climate Coordinator in the collecting of data (allegations and verified acts of bullying; school climate assessment results); and
- Perform other duties determined by the principal/program administrator related to identifying, preventing and responding to school bullying;

Any parent/guardian serving on this committee may not have full access to information that would compromise the confidentiality of any individual student(s).

## **Professional Development**

**TORRINGTON PUBLIC SCHOOLS will provide at least one annual in-service training program to all school employees that must include information addressing preventing, identifying and responding to bullying, and preventing and responding to youth suicide. This professional development will be determined by the Safe School Climate Specialists and the Safe School Climate Committee in each school-based program unit. It may also include:**

- Classroom management;
- Positive youth development;
- Positive relationship building;
- Managing the cyber-arena;
- Conflict resolution;
- Cultural and gender diversity training;
- Violence prevention.

## **Assessment**

**Each school within the district will be required, on or after July 1, 2012, and at least biannually thereafter, to complete a school climate assessment that will be submitted to the CSDE. While required biannually, the assessment will be completed annually if prior survey data or bullying data support a need for improvement. The assessment will align with the National School Climate Standards which provide a comprehensive and standards-based approach to overall school climate. TORRINGTON PUBLIC SCHOOLS will utilize the school climate assessment instruments developed by the Connecticut State Department of Education. The Safe School Climate Plan will be monitored using the assessment data from these school climate assessment instruments.**

## **The Essential Requirements of the Safe School Climate Plan**

- Approved by the TORRINGTON PUBLIC SCHOOLS Board of Education and submitted to the Connecticut State Department of Education by no later than January 1, 2012. Within thirty (30) calendar days of TORRINGTON PUBLIC SCHOOLS Board of Education approval, the plan must be available on the TORRINGTON PUBLIC SCHOOLS website, and on each individual school/program website;
- Include in each school's publication of rules, procedures, and standards of conduct for schools, and in all student handbooks for the 2012-2013 school year;
- Require each school/program to provide all school employees with a written or electronic copy of the plan at the beginning of each school year;
- Prohibit discrimination and retaliation against an individual who reports or assists in investigating an act of bullying;
- Prohibit bullying from occurring
  - on school grounds;
  - at a school-sponsored or school-related activities, whether on or off school grounds;
  - at school bus stop, school bus, or other transportation vehicle owned, leased, or used by TORRINGTON PUBLIC SCHOOLS ;
  - through the use of an electronic device or electronic mobile device owned, leased, or used by the district.
- Prohibit Bullying Outside of the School Setting if bullying
  - creates a hostile environment for the victim
  - infringes on the rights of the victim in school
  - substantially disrupts the educational process or the orderly operation of the school

## Reporting Requirements

- Enable students to report acts of bullying to any school employee;
  - Provide student mechanisms to anonymously report bullying to any school employee (i.e. Bullying Box);
  - Require that students and their parents be annually notified of the process for reporting acts of bullying;
  - Encourage parents to call school employees or school/program an administrator if they feel bullying has occurred. Ask parents to submit a written request to initiate an investigation;
  - School employees who witness acts of bullying or receive reports of bullying must immediately contact the Safe School Climate Specialist not later than one school day and must then submit a written report not later than two school days after making their oral report;
  - Safe School Climate Specialist investigates or supervises the investigation of all reports of bullying promptly after the receipt of the written report;
  - Safe School Climate Specialist must review all anonymous reports provided that no discipline or action be issued solely on the basis of an anonymous report;
  - School/program administrators or designee must notify the appropriate law enforcement agency when they believe any act of bullying constitutes criminal conduct;
  - Program administrator or designee (e.g. Safe School Climate Specialist) will notify parents/guardians of any student who commits any verified acts of bullying and parents/guardians of students against whom such acts were directed not later than 48 hours after the completion of the investigation;
  - Program administrator or designee (e.g. Safe School Climate Specialist) will invite the parents/guardians of the perpetrator and victim of the bullying to separate meetings to communicate the measures being taken to ensure the student's safety and prevent further acts of bullying;
  - Each school/program will document and maintain records related to reports and investigation of bullying using designated log and maintain a list of the number of verified acts of bullying using designated log (see appendix);
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- Verified acts of bullying log must be available to the public in main offices and submitted to the CSDE annually;