

## BULLYING PREVENTION AND INTERVENTION

The Colchester Board of Education (the “Board”) is committed to creating and maintaining an educational environment that is physically, emotionally, and intellectually safe and thus free from bullying, teen dating violence, harassment, and discrimination. In accordance with state law and the Board’s Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior 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 Board.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (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. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, “Bullying” means an act that is direct or indirect and severe, persistent or pervasive, which:

- 1) causes physical or emotional harm to an individual;
- 2) places an individual in reasonable fear of physical or emotional harm; or
- 3) infringes on the rights or opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral, 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.

For purposes of this policy, "Cyberbullying" means 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.

For purposes of this policy, "Teen Dating Violence" means 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.

Consistent with the requirements under state law, the Board authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;
- (3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that 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 were directed receive prompt notice that such investigation has commenced;
- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;

- (6) include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to 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 described in subdivision (4), above; (A) of the results of such investigation, and (B) verbally or by electronic mail, if such parents' or guardians' electronic mail addresses are known, that such parents or guardians may refer to the plain language explanation of the rights and remedies available under Conn. Gen. Stat. Section 10-4a and 10-4b published on the Internet website of the Board;
- (9) require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;
- (10) require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
- (11) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (12) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (13) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- (14) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety

measures the school will take to protect such students against further acts of bullying;

- (15) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (16) prohibit bullying (A) 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 Board, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, or (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;
- (17) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- (18) require that all school employees annually complete the training described in Conn. Gen. Stat. §§ 10-220a or 10-222j related to the identification, prevention and response to bullying.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) 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. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

The Board shall submit its Safe School Climate Plan to the State Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

As required by state law, the Board, after consultation with the Connecticut Department of Education and the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative, shall provide on the Board's website training materials to school

administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' (1) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability, or (2) association with individuals or groups who have or are perceived to have one or more of such characteristics.

As required by state law, the Board shall post on its website the plain language explanation of rights and remedies under Connecticut General Statutes §§ 10-4a and 10-4b, as developed and provided to the Board by the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative.

Legal References:

Public Act 19-166 Conn. Gen. Stat. § 10-145a

Public Act 21-95

Conn. Gen. Stat. § 10-145o

Conn. Gen. Stat. § 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. § 10-222g

Conn. Gen. Stat. § 10-222h

Conn. Gen. Stat. § 10-222j

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222l

Conn. Gen. Stat. § 10-222q

Conn. Gen. Stat. § 10-222r

Conn. Gen. Stat. §§ 10-233a through 10-233f


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Policy revised: November 9, 2021

COLCHESTER PUBLIC SCHOOLS  
Colchester, Connecticut

**Colchester Public Schools Safe School Climate Plan**

**Introduction**

There is a growing understanding that school climate is an integral component of the learning environment and essential for school improvement. Connecticut has defined school climate as “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.” The National School Climate Standards provide a vision and framework for a positive and sustainable school climate. Through the implementation of appropriate prevention and intervention strategies the Colchester Public Schools will sustain school environments where all members are welcomed, supported and feel safe in school; socially, emotionally, physically, and intellectually. In response to the need to establish these positive school climates, the Board of Education has adopted the following Safe School Climate Plan.

<b>Component</b>	<b>Actions</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>
Bullying Prevention and Intervention Policy	Implement and enforce Bullying Prevention and Intervention Policy which includes: <ul style="list-style-type: none"> <li>• Student codes of conduct that are defined and prohibit bullying in accordance with state law.</li> <li>• A prohibition against bullying 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.</li> <li>• A prohibition of bullying 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.</li> <li>• 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.</li> <li>• A prohibition against teen dating violence as defined as, “any act of physical, emotional, or sexual abuse, including stalking, harassment and threatening that occurs between two students who are currently or have</li> </ul>	Superintendent of Schools School Administrators 	Ongoing

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	recently been in a dating relationship.”		
Notification Requirements	<ul style="list-style-type: none"> <li>• Provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan.</li> <li>• Notify students and parents/guardians/caregivers of the process by which students may make reports of bullying.</li> <li>• Notify students and parents/guardians of the process by which students may make anonymous reports of bullying.</li> <li>• Educate students about the district’s Bullying Prevention and Intervention Policy through developmentally appropriate discussions of the schools’ behavioral expectations as specified in policy.</li> <li>• Educate parents/guardians/caregivers about the district’s Bullying Prevention and Intervention Policy through a variety of communication vehicles including the digital backpack, open houses, PTO meetings, Community conversation/forums, etc.</li> <li>• Publish Bullying Prevention and Intervention Policy and Safe School Climate Plan on the school and district's web sites and in the District Policy Handbook for parents/guardians/caregivers and student handbooks.</li> </ul>	<p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator, Specialists, and School Administrators</p> <p>School Administrators Teachers</p> <p>School Administrators</p> <p>Superintendent of Schools School principal</p>	<p>Annually</p> <p>Annually</p> <p>Ongoing</p> <p>Ongoing</p> <p>Annually</p> <p>Annually</p>
Safe School Climate Committee	<ul style="list-style-type: none"> <li>• Appoint District Safe School Climate Coordinator</li> <li>• Appoint Safe School Climate Specialists in each school</li> <li>• Establish Safe School Climate Committee in accordance with the law, including at least one parent/guardian/caregiver of a student at the school</li> <li>• Ensure that parent(s)/guardian(s)/caregiver(s) serving on the Committee do not participate in any activities</li> </ul>	<p>Superintendent of Schools</p> <p>School Principals</p> <p>Safe School Climate District Coordinator and Safe School Climate Specialists</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p>



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	<p>which may compromise the confidentiality of any student.</p> <ul style="list-style-type: none"> <li>• Establish roles, responsibilities and procedures for Safe School Climate Committee including: <ul style="list-style-type: none"> <li>• Receive copies of completed reports following investigations of bullying;</li> <li>• Identify and address patterns of bullying among students in the school;</li> <li>• Review and make recommendations to amend school policies relating to bullying;</li> <li>• 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;</li> <li>• Educate students, school employees and parents and guardians of students on issues relating to bullying;</li> <li>• Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law;</li> <li>• 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.</li> </ul> </li> </ul>	<p>Safe School Climate District Coordinator and Safe School Climate Specialists</p> <p>Safe School Climate Specialists</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>Prevention and Intervention Strategy</p>	<ul style="list-style-type: none"> <li>• Identify effective evidence-based prevention and intervention strategies. Strategies may include, but are not limited to the following: <ul style="list-style-type: none"> <li>○ Implement a positive behavioral interventions and supports process or another evidence-based curriculum for safe school climate or for the prevention of bullying</li> <li>○ Make students aware of school rules prohibiting bullying, harassment and intimidation and establish appropriate consequences for those who engage in such</li> </ul> </li> </ul>	<p>Director of Curriculum, Instruction, Safe School Climate District Coordinator and Safe School Climate Specialists</p> <p>Identified teachers</p> <p>School Administrators and Teachers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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	<p>acts;</p> <ul style="list-style-type: none"> <li>○ Provide adult supervision of outdoor areas, hallways, the lunchroom, the bus, and other specific areas where bullying is likely to occur;</li> <li>○ Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school;</li> <li>○ Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees;</li> <li>○ School-wide training related to safe school climate, to include relevant training in Title IX/Sexual harassment, Section 504/ADA, and cultural diversity.</li> <li>○ Student peer training, education and support, including advocacy for victims</li>   <li>○ Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.</li>   <li>○ Training in prevention, identification and response to teen dating violence for school employees.</li> <li>● Implement the evidence-based prevention and intervention strategies identified by the Safe School Climate Committee</li> </ul>	<p>School Administrators and School Employees</p> <p>Director of Curriculum and Instruction, Identified Teachers</p> <p>Safe School Climate Specialists and School Administrators</p> <p>Director of Curriculum and Instruction/School Principals</p> <p>Safe School Climate Specialists</p> <p>Safe School Climate Specialists and School Administrators</p> <p>School Administrators</p> <p>Identified School Employees</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Annual</p> <p>Ongoing</p> <p>Ongoing, as indicated As determined by Committee</p>
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## Bullying Prevention & Intervention #5131.911(e)

<p>Assessment of School Climate</p>	<ul style="list-style-type: none"> <li>• Complete an assessment using the school climate assessment instruments including surveys, approved and disseminated by the State Department of Education for each school</li> <li>• Submit assessment results for each school in the district to the State Department of Education</li> <li>• Review and analyze data obtained from climate surveys/ make necessary modifications to the district plan</li> <li>• Compare and contrast survey results with the National School Climate Standards and best practices</li> <li>• 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</li> </ul>	<p>Safe School Climate Committee</p> <p>Safe School Climate District Coordinator</p> <p>Safe School Climate Committee</p> <p>Safe School Climate Committee</p> <p>District Safe School Climate Coordinator</p>	<p>Biennially thereafter,</p> <p>Biennially</p> <p>Ongoing</p> <p>Ongoing</p> <p>Two times per school year</p>
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## Bullying Prevention & Intervention #5131.911(f)

<p>Training</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide all other school employees training provided by the State Department of Education.</li> <li>• Provide annual notice to students and parents/guardians/caregivers of the process by which bullying reports are made</li> <li>• Ensure the inclusion of language in student discipline policy concerning bullying as posted in District Parent Policy Manual</li> <li>• Provide all school employees with written or electronic copy of school district's safe school climate plan</li> <li>• Require that all school employees and bus drivers annual complete training on the identification, prevention, and response to bullying as required by law</li> </ul>	<p>Safe School Climate District Coordinator and Specialists</p> <p>CSDE with Safe School Climate District Coordinator and Specialists</p> <p>School Principal</p> <p>Superintendent of Schools Board of Education</p> <p>Superintendent of Schools</p> <p>Director of Curriculum and Instruction/School Principals Transportation Coordinator</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually at beginning of school year</p> <p>Annually</p>
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## Bullying Prevention & Intervention #5131.911(g)

<p>Reporting Procedures</p>	<ul style="list-style-type: none"> <li>Orally notify the Safe School Climate Specialist or school Administrator after being witness to acts of bullying or receiving reports of bullying</li> <li>File a written report with the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying</li> <li>Any student who believes s/he has been the victim of bullying/cyberbullying or who has witnessed bullying behavior should report the matter to any school employee, either in writing or anonymously.</li> <li>Parent(s)/guardian(s)/caregiver(s) may file written reports of Suspected bullying/cyberbullying.</li> <li>Report acts of bullying that may constitute a criminal offense to appropriate law enforcement</li> </ul>	<p>All school employees</p> <p>All school employees</p> <p>All Students</p> <p>All Parents/Guardians/Caregivers</p> <p>School administrator</p>	<p>Within one school day after witnessing/receiving report</p> <p>Within two school days of oral notification</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Investigation</p>	<ul style="list-style-type: none"> <li>Develop and disseminate investigation procedures for use by safe school climate specialists.</li> <li>Investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports.</li> <li>Review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report.</li> <li>Determine whether the alleged conduct occurred &amp; whether such conduct constitutes bullying as defined in the district policy.</li> <li>Investigate bullying incidents that raise concerns about discrimination or harassment on basis of legally protected classifications</li> </ul>	<p>Safe School Climate District Coordinator</p> <p>Safe School Climate Specialists/School Administrators</p> <p>Safe School Climate Specialists/School Administrators</p> <p>Safe School Climate Specialists/School Administrators</p> <p>School administrators refer</p>	<p>Annually</p> <p>Promptly</p> <p>Promptly</p> <p>Upon completion of investigation</p> <p>As indicated</p>

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	<ul style="list-style-type: none"> <li>Notify the parents/caregivers of the victim and the parents/caregivers of the student alleged to have committed acts of bullying that an investigation has commenced.</li> </ul>	investigations to Director of Pupil Services School Administrators	Promptly
Response to Verified Acts of Bullying	<ul style="list-style-type: none"> <li>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.</li> <li>Notify the parents/guardians/caregivers of students who commit any verified acts of bullying and the parents or guardians of students against whom 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 privacy rights of others 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.</li> <li>Invite the parent(s)/guardian(s)/caregiver(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"> <li>A description of the verified act(s).</li> <li>A description of the school’s interventions in response to the act(s).</li> <li>Consequences, as appropriate</li> </ol> </li> <li>Invite the parent(s)/guardian(s)/caregiver(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"> <li>A description of the verified act(s).</li> <li>A description of the school’s interventions designed to keep the student safe &amp; prevent any further acts of bullying.</li> <li>The content of the student safety support plan.</li> </ol> </li> </ul>	Safe School Climate Specialists/School Administrators  School Administrators          School Administrator          School Administrator	Upon determination that bullying has occurred          48 hours after the completion of the investigation          Upon determination that bullying has occurred          Upon determination that bullying has

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	<p><i>Except in rare circumstances, such meetings with parents and guardians should be held separately.</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<p>Safe School Climate Specialists/School Administrators</p> <p>Safe School Climate Specialists/School Administrators</p>	<p>occurred</p>  <p>Upon determination that bullying has occurred</p>  <p>Upon determination that bullying has occurred</p>
<p>Documentation and Record Keeping</p>	<ul style="list-style-type: none"> <li>• Establish a procedure for each school to:             <ul style="list-style-type: none"> <li>○ Document and maintain records relating to reports and investigations of bullying in the school.</li> <li>○ 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.</li> </ul> </li> <li>• 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</li> </ul>	<p>Safe School Climate District Coordinator &amp; Specialists</p>  <p>Safe School Climate District Coordinator</p>	<p>July 1, 2012</p>  <p>Annually based on timeline established by CSDE</p>

## Bullying Prevention & Intervention #5131.911(j)

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Colchester Public Schools  
Colchester, CT