

**SAFE SCHOOL CLIMATE PLAN  
ANDOVER BOARD OF EDUCATION**

STATUTORY REQUIREMENT	ACTIVITIES
<b>A. Reporting Procedures</b>	<p>1. Any student who believes he or she has been the victim of bullying may report the matter to any school employee. Students may anonymously report acts of bullying to school employees.</p> <p>2. Parents or guardians of students may file written reports of suspected bullying with the school principal.</p> <p>3. School employees who witness acts of bullying or receive reports of bullying are required to orally notify the school principal who serves as 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.</p>
<b>B. Investigation</b>	<p>1. The school principal (Safe School Climate Specialist) shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports.</p> <p>2. The Safe School Climate Specialist (SSCS) shall review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report.</p> <p>3. The SSCS shall assess whether there is a necessity to take immediate interim measures to prevent further allegations of bullying or retaliation of any kind while the investigation is pending.</p> <p>4. The SSCS shall remind involved parties that any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is strictly prohibited.</p> <p>5. At all times, the SSCS shall be mindful of the requirements regarding the confidentiality of education records.</p> <p>6. If the allegations of bullying involve acts that may also constitute unlawful harassment based</p>

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	<p>upon a student's race, color, national origin, sex, disability, religion, sexual orientation or gender identity or expression, the investigator shall notify the district's Title IX Coordinator. The student who has made a report of bullying and his/her parent or guardian will be provided with information about the district's policies and procedures for making a complaint of unlawful harassment.</p> <p>7. After a prompt investigation, the SSCS should ascertain whether the alleged conduct occurred and whether such conduct constitutes bullying as defined by this policy.</p>
<p><b>C. Response to Verified Acts of Bullying</b></p>	<p>1. If it is determined that bullying has occurred, the school will take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior. As part of such remedial action, the offender may be subject to appropriate disciplinary action which may include, but is not limited to, one or a combination of the following: counseling, awareness training, warning, reprimand, reassignment, transfer, suspension, termination or expulsion.</p> <p>2. The SSCS shall 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.</p> <p>3. The SSCS is required to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the 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 to prevent further acts of bullying. This invitation shall also include the description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Except in rare circumstances, such meetings with parents and guardians should be held separately.</p> <p>4. A student safety support plan shall be developed by the SSCS 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.</p>

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	<p>5. Case-by-case interventions shall be developed by the SSCS to address repeated incidents of bullying against a single individual or recurrently perpetuated bullying incidents by the same individual that may include both counseling and discipline.</p> <p>6. The principal of the school, or designee, shall notify the appropriate local law enforcement agency when such principal, or designee, believes that any acts of bullying constitute criminal conduct.</p>
<p><b>D. Prevention and Intervention Strategy</b></p>	<p>Students shall be provided with a variety of prevention and intervention strategies which may include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. The implementation of the Second Step program, which is a positive behavioral intervention and support program to promote a safe school climate for the prevention of bullying.</li> <li>2. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts.</li> <li>3. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur.</li> <li>4. Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees.</li> <li>5. School-wide training related to safe school climate held at the start of the school year.</li> <li>6. Student peer training, education and support.</li> <li>7. Promotion of parent involvement in bullying prevention through individual or group meetings, trainings and interventions.</li> </ol>
<p><b>E. Documentation and Record Keeping</b></p>	<ol style="list-style-type: none"> <li>1. The SSCS shall establish a procedure to:             <ol style="list-style-type: none"> <li>a. Document and maintain records relating to reports and investigations of bullying in school.</li> </ol> </li> </ol>

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	<p>b. Maintain a list of the number of verified acts of bullying in 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.</p> <p>2. The SSCS shall annually report the number of verified acts of bullying in the school to the Department of Education in such manner as prescribed by the Commissioner of Education.</p>
<b>F. Training</b>	<p>1. All school employees must annually complete 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. (Such in-service training may not be required if the district implements any evidence-based model approach that is approved by the State Department of Education and is consistent with state law.) All other school employees shall receive such training as provided by the State Department of Education.</p> <p>2. As part of the prevention and intervention strategies, Andover Elementary School may also implement school-wide training related to safe school climate and student peer training, education and support.</p>
<b>G. Safe School Climate Committee</b>	<p>For the school year commencing July 1, 2012, and each school year thereafter, the principal of the school shall establish a committee (or designate at least one existing committee in the school) to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent or guardian of a student enrolled in the school appointed by the school principal. Parents or guardians who serve on such committee shall not participate in the activities described in subparagraphs (1) and (2) below or any other activity that may compromise the confidentiality of a student. The safe school climate committee of the school shall:</p> <p>1. Receive copies of completed reports following investigations of bullying.</p> <p>2. Identify and address patterns of bullying among students in the school.</p>

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	<ol style="list-style-type: none"> <li>3. Review and make recommendations to amend school policies relating to bullying.</li> <li>4. Review and make recommendations to the district SSCS regarding the district's Safe School Climate Plan based on issues and experiences specific to the school.</li> <li>5. Educate students, school employees and parents and guardians of students on issues relating to bullying.</li> <li>6. Collaborate with the district SSCS in the collection of data regarding bullying, in accordance with the law.</li> <li>7. 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> </ol>
<p><b>H. Periodic Assessment of School Climate</b></p>	<ol style="list-style-type: none"> <li>1. On and after July 1, 2012, and biennially thereafter, each school in the district shall complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education. The assessment shall be submitted to the State Department of Education so that the state can monitor bullying prevention efforts over time and compare each district's progress to state trends.</li> <li>2. Assessment tools may also be used by the Safe School Climate Committee to review and make recommendations for revisions to the district's Safe School Climate Plan.</li> </ol>
<p><b>I. Notice Requirements</b></p>	<ol style="list-style-type: none"> <li>1. At the beginning of each school year, the SSCS will provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan.</li> <li>2. Students and the parents or guardians of students shall be notified annually in the student handbook of the process by which students may make reports of bullying.</li> <li>3. Students shall be provided 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.</li> </ol>

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	<p>4. The district's Safe School Climate Plan shall be made available on the school's web page and such plan is included in the publication of the rules, procedures and standards of conduct for the school and in all student handbooks.</p>
<b>J. Claims for Damages</b>	<p>1. Effective July 1, 2012, no claim for damages shall be made against any employee who reports, investigates and responds to bullying, as defined in 10-222d, if such employee was acting in good faith in the discharge of his/her duties. Such immunity does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.</p> <p>2. No claim for damages shall be made against a student, parent or guardian of a student, or any other individual who reports an act of bullying to a school employee in accordance with the Safe School Climate Plan, as per 10-222d, if such individual was acting in good faith. This immunity does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.</p> <p>3. No claim for damages shall be made against the Board of Education that implements the Safe School Climate Plan, as per 10-222d, and reports, investigates and responds to bullying, as per 10-222d, if the Board was acting in good faith in the discharge of its duties. Such immunity does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.</p>

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Legal References: Connecticut General Statutes  
10-15c Discrimination in public schools prohibited  
46a-58 Deprivation of rights  
10-145a Certificates of qualification  
10-145o Teacher education and mentoring program  
10-220a In-service training  
10-222d Policy on bullying behavior  
10-222g Prevention and intervention strategy re: bullying  
10-222h Analysis of bullying policies

PA 11-232 “An Act Concerning the Strengthening of Bullying Laws”

United States Codes

20 U.S.C. 1400 Individuals with Disabilities Education Act  
20 U.S.C. 1681 Title IX of the Education Amendments of 1972  
29 U.S.C. 794 Section 504 of the Rehabilitation Act of 1973  
42 U.S.C. 2000d Title VI of the Civil Rights Act of 1964  
42 U.S.C. 12101 Americans with Disabilities Act

Resources: *The New Bullying Statue: Best Practices, by Thomas Mooney*  
*Safe School Climate Plan/Bullying, by Thomas Mooney*