**Killingly Central School**

**Killingly Central School Safe School Climate Committee**

The purpose of the KCS Safe School Climate Committee is to discuss both positive and negative behavior patterns within the school through a review of our discipline reports (including but not limited to bullying) and school climate surveys. The committee can review bullying investigations, coordinate the implementation of Safe School Climate activities, and educate the school community on issues related to behavior and bullying. The KCS Safe School Climate Committee meets 5 times a year (1 time in the Fall, 1 in the Winter, 1 in the Spring and at the end of the year) as well as when necessary to discuss any school climate concerns. This Committee works in collaboration with the KCS PBIS Committee, KCS Crisis Team, and KCS Leadership Committee.

We believe in a safe school climate which exemplifies responsibility, excellence and dedication to all members of our community. We believe in fostering a safe school climate which is respectful of and kind to every member of our community. We believe in providing opportunities to enhance students’ understanding of our community’s social structure, cultural opportunities and rich diversity. We believe every student and adult must take pride in our community to improve the overall climate and culture of Killingly Central School.

**The members of our KCS Safe School Climate consist of the following members from our community:**

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| ***Administration***  ***Office Administrative Assistant*** | ***School Counselor***  ***Social Worker*** |
| ***Teachers*** | ***Custodian*** |
| ***Parent*** | ***When available: Bus Driver and Cafeteria Staff*** |
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The following pages describe how Killingly Central School implements activities and programs to support a safe school climate for all of our community members. The pages also contain information on how to report a concern of mean-spirited/bullying behavior and the process at KCS to address this behavior.

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If you have any questions or concerns, please contact:

Peter Gerardi, School Resource Office

Or

Emily Caviggia, Principal and KCS School Climate Specialist

**KCS Promoting a Safe School Climate**

We provide many opportunities, activities and support to promote a safe school climate at Killingly Central School. The following is a list of some of the opportunities we offer at Killingly Central School.

KCS…

* …building administration meets with all staff at the beginning of the school year to introduce and review PBIS initiatives and beliefs. The administration and PBIS Committee review the expectations of being kind and safe, and discuss the planned lessons to teach these expectations in all settings of the school.
* …staff use praise and tickets to support and promote positive behavior. Classrooms and the entire school celebrate student successes of being “Kind and Safe” through small rewards and school-wide incentives.
* …classrooms begin their day with a Responsive Classroom morning meeting, creating a sense of community in the classroom.
* …building administration and KCS staff hold monthly Community Meetings with all students and staff. The theme of each meeting always incorporates Social Emotional learning or meeting important members of our community.
* …has a Social Worker and School counselor who assists each classroom teacher with establishing and teaching the use of a Think Space, an area used for self-regulation.
* …uses the 5 Point Scale from Zones of Regulation to assist students with identifying feelings and ways to self-regulate.
* …offers Pixi, a play based opportunity in a 1:1 setting, to assist students with overcoming adjustment difficulties.
* …believes in the importance of play to develop executive functioning skills. Therefore, all classrooms have embedded Purposeful Play into their daily schedules.
* …has a Play Room, supervised by the Social Worker and Counselor, to provide a highly structured, guided play experience for students in need of regulation strategies and peer socialization strategies.
* …uses Second Step, to promote the social-emotional development, safety, and well-being of children.
* … has protocols in place to support students who may be in crisis and need support. Furthermore, KCS has connections with local community based support to offer referrals to families when outside support is needed.
* …shares discipline data with the Crisis Team on a weekly basis to review progress and concerns. The team collaboratively creates individual Safety Plans for students requiring one.
* …offers a backpack program where students can take a backpack of non-perishable food home each weekend to support families who request this backpack. You may contact the main office for more information on this program.
* …Safe School Climate committee is dedicated to improving school climate through educational programs, review of climate data and PBIS.
* …has a comprehensive discipline policy (matrix in handbook) to deter negative behavior and to provide restorative practices to ensure students are heard and learn to make better decisions.
* …has created an anti-bullying procedure for students who engage in bullying behavior. The goal of this procedure is designed to support students in understanding the impact of their behavior and how to change their behavior.

**Reporting Suspected Bullying**

Any person can report an incident they believe to be bullying\* to any school employee, which includes, but is not limited to a building administrator, teacher, staff, social worker, nurse, or any other person who has regular contact with students at Killingly Central School. Furthermore, that school employee may report the incident by completing a referral in Educators Handbook, contacting school administration or completing an incident form with the administrative assistant in the main office. If the behavior is suspected to be bullying, the individual must notify administration within 24 hours and complete a bullying report form located on the Killingly Public Schools website under the tab labeled, “Parent and Community Forms” within 48 hours of the incident. This form must be turned into the principal (School Climate Specialist) or Head Teacher.

\*Bullying can only be verified through an investigation and by the School Climate Specialist.

**Investigating Reports and/or Inappropriate Behavior**

The principal (School Climate Specialist) will review the bullying form and investigate along with the support of the Head Teacher to determine if the behavior is identified as bullying. Bullying can only be confirmed after an investigation by the School Climate Specialist using the appropriate reporting forms and bullying checklist.

An investigation will include many strategies, all of which will begin based on the information provided by the initial bullying report. A bullying report form must be submitted in order to begin the process of investigating any potential acts of bullying. It could include interviewing the alleged target, the alleged perpetrator(s), and any other students, teachers, or staff who may have been witness to the incident(s) of bullying. During the investigation, any person with knowledge of the situation will be interviewed and asked to give a statement explaining what they saw and heard and any other pertinent information related to the incident. Any person interviewed during an investigation will not be discriminated against and their confidentiality will be protected to the best of our ability. Any retaliation towards a person who has shared information will not be tolerated, and that behavior will be addressed by the building administration. Any anonymous reports of bullying will be investigated. No disciplinary action will be taken solely based on the anonymous report.

During the investigation, the parents of the alleged perpetrator and target will be notified by phone by members of the investigating team and told what was reported and what the next steps are. They will be kept apprised of any developments related to the reported incident.

**Notifying the Parents/Guardians of the Students Involved**

At the conclusion of the investigation members of the investigating team will contact the parents/guardians of the perpetrator and target within 48 hours of concluding the investigation and explain the results of the investigation. If any disciplinary consequences will be given, they will share them at that time. The parents/guardians will be given an opportunity to come in and meet with members of the team to go over all aspects of the situation. If the situation is identified as bullying, a Safety Plan will be put in place between all students involved to ensure parents and students are aware of expectations moving forward which may include future disciplinary action if the Safety Plan is violated. The Safety Plan will be for the entire school year and then revisited at the beginning of the next school year to determine if another Safety Plan for that year needs to be implemented. All students’ teachers and relevant staff will be informed of the Safety Plan.

**Recording & Filing Bullying Report Incidents**

It is important to file and record all incidents of reported bullying whether or not the report becomes a confirmed act of bullying. Having an organized system will allow the school to prevent acts of bullying from continuing and reflect on previous cases.

An official case will be started with any official reporting of an alleged act of bullying. All evidence collected and determinations made will be filed in the folder created for that case. A separate, organized filing cabinet located in the School Climate Specialist Office will be designated solely for bullying incidents. Files will be labeled with student’s names and the date of the incident. All files will be kept until all students involved in the situation have graduated. Once they have graduated, the file will be destroyed.

At the conclusion of the investigation, the **KCS Bullying Investigation Form and Checklist** will be completed. This form will include conclusions about the incident that has been reported, including whether or not the situation was determined to be bullying, disciplinary or other actions taken. The notes from the investigation will be attached to the KCS Bullying Investigation Form and Checklist. The form will be for office use, and it will only be used to refer back to in case future incidents occur.

A notebook will be kept in the main office which contains the records of the number of bullying incidents, the date/s and the administrator (school climate specialist) who investigated and/or identified an incident of bullying.

**Incidents Which Are Not Identified As Bullying**

The incident reporting forms, bullying reporting forms, investigative forms and/or bullying checklist as well as any other forms related to the incident will be kept on file in a file cabinet in the School Specialist’s office. Files will be labeled with students’ names and the date of the incident. All files will be kept until all students involved in the situation have graduated. Once they have graduated, the file will be destroyed.