

Killingly Memorial School

Killingly Memorial School Safe School Climate Committee

The purpose of the KMS 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 KMS Safe School Climate Committee meets 3 times a year as well as when necessary to discuss any school climate concerns. 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 socially culturally and developmentally rich diversity. We believe every student and adult must take pride in our community to improve the overall climate and culture of Killingly Memorial School.

The members of our KMS Safe School Climate consist of the following members from our school community:

Safe School Climate Specialist

Social Worker

Administration

Custodian

Teacher

Parent

School Counselor

Cafeteria Staff

Nurse

The following pages describe how Killingly Memorial 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 KMS to address this behavior.

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If you have any questions or concerns, please contact:

Peter Gerardi, School Resource Office and the District School Climate Coordinator

Or

Tim Jonasch, Assistant Principal and KMS School Climate Specialist

KMS Promoting a Safe School Climate

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

Committees

- **KMS Safe School Climate/Security Committee** – committee that meets during the year to identify and address both positive and negative behavior patterns in school, review discipline reports that focus on safety, bullying investigations, highlight the implementation of safe school activities, and educate the school community on issues related to behavior and bullying.
- **Tools for Schools** – walkthroughs (interior and exterior) of the school to address safety concerns of the building and structures in place that need to be addressed with Operations and Maintenance.
- **Wellness Committee** – team that adheres to a written policy that guides Local Education Agency (LEA) in establishing a healthy school environment. The committee evaluates and maintains a health school environment. This includes goals to create supportive nutrition and physical activity environments as well as other wellness-related topics.
- **IDT – Data Teams** – meetings that are academically focused and data driven. Discussions include support for strategic students in the classroom. Concerns are often addressed about students who are not making adequate progress. SSTs may be more focused on individual student needs- academically, behaviorally, or both. Curriculum questions and/or pacing may be discussed.
- **Student Success Review Board (SSRB)** – committee that meets on a weekly or bi-weekly rotation which focuses on student attendance, absences, tardies and early dismissals during the school year. The School Resource Officer (SRO) leads this committee and, if necessary, holds meetings with families to provide support for chronically absent students.
- **Parent Teacher Community Association (PTCA)** – The goal of the PTCA is to create a sense of community and connection between parents, teachers and administrators. By keeping lines of communication open it helps to foster a positive climate and highlight the goals and programs being offered to our students.
- **Positive Behavioral Intervention and Supports (PBIS) Committee** – team that meets on a monthly basis to identify appropriate behavior strategies for all children, intervene early, use a multi-tier model of service delivery, use research-based, scientifically validated intervention to the extent available, monitor student progress to inform interventions, and use data to make decisions.
- **Literacy/Math Committee** – committee focuses on whole school events such as grandparents' days, reading/math challenges, summer reading/math programs, and math/literacy events.
- **Cultural Committee** – the committee seeks to create a platform that provides the students with an opportunity to display creative talents in a variety of ways. The purpose of a school culture is to promote a positive school climate and students' ability to learn.
- **Service Committee** – plans and organizes any staff gatherings—holiday party, retirement party, etc. The committee organizes, collects, and purchases gifts for people who retire or leave for a new position.
- **School Leadership Team (SLT)**

Programs

- **Champion Program** – a mentor-based program that focuses early outreach initiatives to build relationships with students and families to improve attendance for the school year.

- **Recess Wrap-Up** – classroom teachers review activities and behaviors after recess to reflect on what’s working well and what needs to improve. Students take part of this conversation and reflect on their experiences.
- **KHS Mentoring** – Students from KHS mentor students from KMS throughout the school year. This program mimics a “big brother...big sister” concept for elementary students who may need additional support.
- **KCP** – The goal of the Killingly Childcare Program is to engage students in positive and safe behaviors during non-school hours, while supporting the learning goals and objectives of KMS. It is another way for families to feel involved in the school community. Students participate in a variety of social and educational activities to promote safe and healthy behaviors.
- **Strive for Success** – Strive for Success is an afterschool program designed to help fourth grade students with their math homework. It takes place after school three days a week till 4:15p.m. Three adults stay after school to assist students with their homework and provide extra support in areas that the individual student needs.
- **Discovery Choir** – an extracurricular group for students who would like experience singing and performing in a choir setting. Students explore a variety of choral music throughout the school year which will result in several performances both in and out of school.
- **Ruler Program** – Is Recognizing emotions in oneself and others. Understanding the causes and consequences of emotions in oneself and others. Labeling those emotions with accurate words. Expressing those emotions differently depending on the context, the situational expectations, and the culture. Regulating these emotions with effective strategies.
- **Responsive Classrooms**
- **Morning Meetings**
- **Closing Circles**

Activities/Events/Meetings

- **Field trips** – Field trips are an integral part of the education process. Students have a wide variety of trips provided to them. Special needs children will be included in field trips with any necessary special supervision being adequately planned for in advance.
- **Hygiene Awareness** – personal hygiene plays a major role to promote a healthy lifestyle. Hand washing is promoted in daily student’s activities.
- **School Health Alert** – current health/wellness alerts are provided to education students about health concerns. Students can use this information to make informed healthy choices.
- **The Golden Fork** – students entering the dining hall quietly, eating their lunch using nice manners, not being messy and staying in their seats. Cleaning up their area and throwing away their trash silently. When a class earns 10 golden forks, they receive a specially decorated cafeteria table during their lunch time, and their teacher along with their students chooses another class reward.
- **Student of the Month** – Each month, classroom teachers submit the names of two students who demonstrate exceptional behaviors worth celebrating. The student’s names are announced during a bi-monthly, whole-school showcase assembly. Students receive a certificate with their name and a description of the exceptional behavior.
- **Traveling Trophy** – attendance reward system for each grade. The trophy represents each grade level that has the best attendance for the month. The grade level classroom keeps the trophy in their room for the following month.
- **Assemblies** – Students perform 3 assemblies throughout the school year: Holiday, Spring and end of year. Each grade level puts on the performance and their families are invited.

- **Art Show** – Every student creates a masterpiece and it is displayed throughout the building. The Evening of the Arts show takes place in May and the entire community is invited to walk the halls of KMS to admire the art.
- **Field Day** – Students spend the entire day rotating among stations while performing a fun and exciting physical activity.
- **Grandparent's / Someone Special Day** – each grade level invites their grandparents or someone special to school on separate days. The purpose of this day is to recognize special people that are in the lives of our students and take part in activities at school.
- **Teacher Appreciation Day** – This annual event is a way for parents and students to thank and recognize their teachers for the contributions they make to help foster a safe and comfortable learning environment all year long. The PTCA traditionally supports and actively looks for volunteers to help plan the events held during this time.
- **Heart Heroes (formerly Jump Rope for Heart)** – Students raise money for the American Heart Association to save lives. In PE class the students spend an entire unit learning how the heart works and performing a variety of jumping activities.
- **Open House** – At the beginning of the school year students and their families are invited to come to KMS to explore the school and meet their new teachers.
- **Book Fairs** – During open house and parent teacher conferences, Scholastic offers a variety of books that can be purchased for the classroom or for home.
- **504 plans** – formal plans that the school develops to give students with disabilities the support they need. These plans prevent discrimination and protection rights of students with disabilities in the school. They're covered under Section 504 of the Rehabilitation Act. This is a civil rights law.
- **Student Success Team (SST)** – the purpose is to design a support system for students having difficulty in the regular classroom. The SST is a group formed within the school to further examine a student's academic, behavioral and social-emotional progress. The SST team can propose interventions for the student.
- **Planning and Placement Team (PPT)** – the purpose of this meeting is to initiate and discuss evaluation; determine eligibility for special education services; develop a child's Individualized Education Program (IEP); or to review and/or revise the child's program.
- **Reading Volunteers** – Retired teachers and KHS students read with students.
- **Nutrition Education** – The school nurse sends home news flyer information in regards to eating well, recipes for healthful foods, etc. In PE class the students spend an entire unit learning about Choose My Plate- portions sizes, food groups, etc.
- **Robo calls** – weekly reminder calls from the Principal to families explaining upcoming events, fundraisers, procedures, new information, etc.
- **Teacher webpages** – Teachers have individual webpages with introductions, pictures, event dates, homework assignments, etc.
- **ACES Walk** – All Children Exercising Simultaneously- PE teacher organizes a walk around the block so all children and staff can exercise together. People all over the world participate in this even on the first Wednesday in May every year.
- **4th Grade Step-Up Ceremony** – an event to highlight the KMS 4th grade students transitioning from elementary school to Killingly Intermediate School.
- **Game Night** – Game Night is a free family fun night for all students and their families. By promoting after hours events for parents and students to interact with teachers, administrators and other parents in an enjoyable and stress-free environment it helps to foster a sense of community and togetherness.
- **Newsletters** – Each grade level along with each Unified Arts teacher sends quarterly newsletters home to all KMS families with news, updates, etc.

- Dental Van
- Parent Teacher Conference

Counseling and Social Worker Consultation

KMS...

- Implements positive behavior support for all students on a daily basis. KMS has a Positive Behavioral Interventions and Supports (PBIS) committee which focuses on encouraging positive behavior through the use of motivators such as Koala Tickets and Star Awards. Students also participate in 2nd Step Curriculum which is a program rooted in social-emotional learning.
- Utilizes strong classroom management strategies such as recess wrap up and check-in/check-out which help students problem solve. Teachers also implement Responsive Classroom which is an evidence-based approach to teaching and discipline that focuses on engaging academics, positive community, effective management, and developmental awareness.
- Offers social/emotional support to students in the form of individual contact and lunch bunches. Support staff implement various curriculums focused in this area including Social Thinking, Zones of Regulation, and other CBT approaches.
- Collaborates with our district Board Certified Behavior Analyst (BCBA) to develop and implement Functional Behavior Assessments (FBAs) and other behavioral plans. These plans are used to target problem behaviors and replace them with appropriate ones.
- KMS provides supportive outreach opportunities in collaboration with community resources to include, holiday giving – gifts and monetary support, backpack, coats and sneakers drives.
- Transitional planning for 4th graders includes small group tours, large group tours of KIS and KMS/KIS staff collaboration regarding student needs.
- Social workers offer various opportunities for parents to include developmental histories, home visits and referrals to various community agencies/supports to benefit students.
- In school mental health support varies from, individual and group counseling, crisis assessments, 211 calls, DCF careline referrals and referrals to local mental health agencies.

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, coach, or any other person who has regular contact with students at Killingly Memorial 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 assistant principals' 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 or assistant principal (School Climate Specialist).

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

Investigating Reports and/or Inappropriate Behavior

The assistant principal (School Climate Specialist) will review the bullying form and investigate along with the support of the principal and security team 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. Law enforcement may be contacted in some cases of bullying.

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. The School Climate Specialist will contact all parents/guardians from the students that were involved in the investigation.

Notifying the Parents/Guardians of the Students Involved

At the conclusion of the investigation, the alleged perpetrator and target will meet separately with members of the investigating team and be told the results of the investigation. This may also be in the form of a phone conversation. If there are disciplinary consequences related to the incident, then they will be given at that time. The students will also be told how to act going forward to avoid any future problems.

After meeting with all students involved, 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 have been 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 KMS Main 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 4th grade. Once they have graduated, the file will be destroyed.

At the conclusion of the investigation, the **KMS 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 KMS 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.

Local law enforcement will be notified by the School Climate Specialist or designee of any acts of bullying that constitute criminal conduct.

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 Verified 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 the KMS Main 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.

School Climate Committee Membership Dates

- Two types of committee meetings: (see potential meeting times below):
 1. KMS Safe School Climate/Security Committee
 2. KPS District Safety and Health Committee

	September	October	November	December	January	February	March	April	May	June
KMS										
District										