

Newsletter Safe School Climate Update

Voluntown Elementary School

August 2018

Dear Parent/Guardians, Students, and Staff,

This is a reminder about the information available in our student/parent handbooks and on our school website about maintaining a safe school climate. Bullying behavior by any student is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyber-bullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

1. Causes physical or emotional harm to such student or damage to such student's property,
2. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
3. Creates a hostile environment at school for such student,
4. Infringes on the rights of such student at school, or
5. Substantially disrupts the education process or the orderly operation of a school.

At Voluntown Elementary School we have:

1. Implemented positive behavioral interventions and supports for the prevention of bullying/harassment identified by the Department of Education.
2. Established a Safe School Climate committee that is responsible for fostering a safe school climate and addressing issues related to bullying in our school.
3. Created school rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
4. Maintained appropriate staffing levels for the supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is most likely to occur.
5. Implemented grade-appropriate bullying prevention curricula in all grades PK-8.
6. Used individual interventions with the perpetrator and parents; and school employees, and interventions with the victim, parents and the school staff.
7. Held school wide training related to safe school climate.
8. Promoted parent involvement in bullying prevention through individual or team participation in meetings, trainings, individual interventions, and written communications.
9. Planned school wide assemblies for the students related to bullying:

Students may file reports in oral or written form and parents/guardians may file reports in written form. Reports should be specific as to description of alleged act(s), date/time/location/frequency of incident(s), the student reported as the victim of the alleged act(s), suspected student committed the alleged act(s), and names of potential witnesses. Anonymous reports may be made by both a student and/or parent/guardian. Should anonymity be requested, the administrator will meet with students, but no disciplinary action may be taken solely on an anonymous report.

Attached is a "Report of Incident Form" to report an incident. Such reports may be filed with a teacher, which shall be promptly forwarded to an Administrator OR filed directly with an Administrator. Our Administrators investigate all reported incidents. Our Safe School Climate Specialist, in collaboration with the Safe School Climate Coordinator, and Title IX Coordinator, will determine if the incident meets the criteria for bullying and/or harassment. Follow-up activities are implemented based on this review process and are shared with the Safe School Climate Committee.

Please feel free to contact us at (860) 376-2325, if you have any questions and/or concerns regarding our Safe School Climate Plan.

Sincerely,

Alycia M. Trakas
Principal/Assistant Superintendent
Safe School Climate Coordinator
District Title IX Coordinator
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Amy L. Suffoletto
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Safe School Climate Specialist
Safe School Climate Committee Chair
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Emily MacEwen
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School Title IX Coordinator
Safe School Climate Committee Chair
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Voluntown Public Schools ~ Report of Incident Form
I. Report by Student, Parent/Guardian or Staff Member

Formal Complaints: Students may file reports in oral or written form and parents/guardians may file reports in written form. Reports should be specific as to description of alleged act(s), date/time/location/frequency of incident(s), the student reported as the victim of the alleged act(s), suspected student committed the alleged act(s), and names of potential witnesses. Anonymous reports may be made by both a student and/or parent/guardian. Should anonymity be requested, the administrator will meet with students, but no disciplinary action may be taken solely on an anonymous report. Such reports may be filed with a teacher, which shall be promptly forwarded to an Administrator OR filed directly with an Administrator. Our Administrators investigate all reported incidents.

School: Voluntown Elementary School

Date of Complaint: _____

Reporter Information and Name: _____

- Anonymous student/parent report
- Staff Member report
- Parent/Guardian report
- Student report

Student(s) Reported as Committing Alleged Act(s): _____

Student(s) Reported as Victim(s): _____

Names of Potential Witnesses: _____

Date of Incident(s): _____

Time of Incident(s): _____

Location of Incident(s): _____

Frequency of Incident(s): _____

Description of Alleged Act(s): _____

Received by (Teacher/Staff Member): _____ Date _____

Received by (Administrator): _____ Date _____