



Madison Public Schools Safe School Climate Plan

Approved by

The Madison Board of Education
November 15, 2011

Madison Public Schools
10 Campus Drive
Madison, Connecticut 06443

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**Madison Public Schools
Safe School Climate Plan Timeline**

October 2011

July 1, 2011 and Before the Opening of School:

1. Revise the Code of Conduct to reflect the definition of bullying.
The Code of Conduct was revised and posted on the district website and each school website in July 2011 to include the revised definition of bullying per P.A. #11-232 which follows:
“Bullying” is defined as the repeated use by one or more students of a written, verbal, or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student in the same school district that: (A) causes physical or emotional harm to the student or damage to the student’s property, (B) places the student in reasonable fear of harm to himself or herself, or of damage to his or her property, (C) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate), (D) infringes on the rights of the student at school, or (E) substantially disrupts the education process or the orderly operation of a school. “Bullying” includes, but is not limited to, written, verbal, or electronic communications, or physical acts or gestures that are 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.

2. Revise Board of Education Policy #5090.3.6.1.1 Bullying to reflect the changes required by P.A. #11-232.
July 2011 legal counsel reviewed the current bullying policy and incorporated changes as per P.A. # 11-232.

3. The Board of Education Policy Committee will review the changes to Policy #5090.3.6.1.1 Bullying in preparation for bringing the policy to the Board of Education for action.
The Board of Education Policy Committee scheduled a meeting in August. The Board of Education took action on revised Policy #5090.3.6.1.1 Bullying at its meeting on August 16, 2011.

4. The Superintendent (Safe School Climate Coordinator) will meet with the Safe School Climate Specialists (School Principals) to review the revisions to Policy #5090.3.6.1.1 Bullying and the administrative regulations, review Policy #5120.4.2.4 Sexual

Harassment and the administrative regulations, complete the Safe School Climate Plan, and develop the talking points to be used in the in-service training programs / staff meetings in August 2011.

The August 2011 Administrative Council meeting agendas included the following agenda items:

- *Review of the revisions to Policy #5090.3.6.1.1 and the administrative regulations*
- *Review of Policy #5120.4.2.4 and the administrative regulations*
- *Completion of the Safe School Climate Plan*
- *Development of the talking points to be used in the in-service training programs / staff meetings scheduled prior to the opening of school.*

By January 2012:

1. The district must develop a Safe School Climate Plan to be submitted per Board of Education approval to the State Department of Education no later than January 1, 2012.
Each school currently has a program(s) in place as an ongoing learning experience to help students accept another's perspective in the absence of judgment, thereby building their capacity for greater understanding and acceptance of diversity. The district codified these programs as its Safe School Climate Plan at the August Administrative Council meeting.
2. The district must provide an in-service training program for certified teachers, administrators, and pupil personnel that includes information that addresses the prevention and identification of, and response to bullying and sexual harassment.
The Madison Public Schools Administrative Team at its August 2011 meetings developed the talking points to be used in the in-service training programs / staff meetings. The in-service training programs / staff meetings were facilitated by the Safe School Climate Specialist in each school prior to the opening of school in August 2011.

By July 1, 2012

1. A Safe School Climate Coordinator must be appointed as of July 1, 2012. The Superintendent or designee of the Madison Public Schools is the Safe School Climate Coordinator. Responsibilities include:
 - Implementing the Safe School Climate Plan
 - Coordinating with the Safe School Climate Specialists
 - Receiving / analyzing data regarding bullying and sexual harassment
 - Meeting at least twice annually with the Safe School Climate Specialists to make recommendations concerning amendments to the district's Safe School Climate Plan.
 - Overseeing completion of the biennial Safe School Climate assessment created and disseminated by the State Department of Education beginning July 2012*The Superintendent or designee was appointed as the Safe School Climate Coordinator in August 2011. The first Administrative Council meeting agenda of each month, beginning August 16, 2011 will have a standing agenda item concerning Safe School*

Climate. In addition, the Superintendent / Safe School Climate Coordinator will utilize the School Safety / Security Committee as the districtwide Safe School Climate Committee and will include Safe School Climate as an agenda item on a quarterly basis.

2. The district must appoint a Safe School Climate Specialist in each school. The principal or designee in each of the Madison Public Schools is the Safe School Climate Specialist. Responsibilities include:
 - Investigating or supervising the investigation of reported acts of bullying and sexual harassment in accordance with the district's Safe School Climate Plan
 - Collecting and maintaining records of reports and investigations of bullying and sexual harassment in the school
 - Acting as the primary school official responsible for preventing, identifying, and responding to reports of bullying and sexual harassment in the school
 - Completing the biennial Safe School Climate assessment created and disseminated by the State Department of Education beginning July 2012

The principal in each of the Madison Public Schools was appointed as the Safe School Climate Specialist in August 2011. The Safe School Climate Specialist has and will continue to effectuate these responsibilities.

3. A committee must be established or an existing committee may be designated in each school that is responsible for developing and fostering a Safe School Climate and addressing issues related to bullying and sexual harassment in the school. The principal (Safe School Climate Specialist) must appoint a parent or guardian of a student enrolled in the school to the committee.

In August 2011, the Safe School Climate Specialist designated the committee in the school that has been responsible for developing and fostering a Safe School Climate as the Safe School Climate Committee. The school principal (Safe School Climate Specialist) will continue to facilitate the schools Safe School Climate Committee meetings.

4. The Madison Public Schools will observe the first Wednesday in October of each year as *Safe School Climate Awareness Day*, as designated by the State Department of Education, to increase awareness of the effects of bullying and to promote respect for differences among students across the state.

The first Safe School Climate Awareness Day for the Madison Public Schools is scheduled during the week of October 3, 2011. Beginning 2012, Safe School Climate Awareness Day will be observed the first Wednesday in October.

5. Each school in the district will complete the State Department of Education's School Climate Assessment beginning July 1, 2012 and biennially thereafter. The district will collect the School Climate Assessments and submit them to the State Department of Education.

Madison Board of Education Policy #5090.3.6.1.1

Bullying

The Board of Education is committed to creating and maintaining a secure and safe school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that any form of bullying behavior, whether 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 of Education; is expressly forbidden.

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 the school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

A student who engages in bullying behavior shall be subject to appropriate disciplinary action up to and including suspension, expulsion and / or referral to law enforcement officials in accordance with the Board's policy on student discipline, and consistent with state and federal law.

The Superintendent shall develop regulations and procedures which carry out the provisions of this policy. This policy shall be included in all student and faculty handbooks and shall be disseminated in a manner to be determined by the Superintendent.

For the purposes of this policy, "bullying" is defined as the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or physical act or gesture 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;

Madison Board of Education Policy #5090.3.6.1.1
Bullying

- 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.

Bullying shall include, but not be limited to, a written, verbal 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 the 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.

Consistent with the requirements under state law, the Madison Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Specialists, 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:

- 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 annually 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;

Madison Board of Education Policy #5090.3.6.1.1
Bullying

- 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;
- 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;
- 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;
- 9) Require each school to: (a) invite the parents or guardians of a student who commits any verified act of bullying to a meeting to discuss disciplinary and other measures to prevent further acts of bullying and (b) invite 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;
- 10) 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;
- 11) 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;
- 12) Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- 13) 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;

Madison Board of Education Policy #5090.3.6.1.1
Bullying

- 14) 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 constitutes criminal conduct;
- 15) 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 local or regional board of education, 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, (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;
- 16) 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
- 17) Require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (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.

Not later than January 1, 2012, the Madison Board of Education shall approve the Safe School Climate Plan developed pursuant to this policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web

Madison Board of Education Policy #5090.3.6.1.1
Bullying

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.

In addition, the standards that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

- (cf. 5020 - Equal Educational Opportunity)
- (cf. 5020.1 - Nondiscrimination)
- (cf. 5090.3 - General Rules of Student Conduct)
- (cf. 5090.3.3 - Student Conduct on School Buses)
- (cf. 5090.3.4 - Out of School Misconduct)
- (cf. 5090.3.6.1 - Hazing)
- (cf. 5090.5 - Secret Societies / Gang Activity)
- (cf. 5110 - Student Discipline)
- (cf. 5110.4 - Suspension / Expulsion / Exclusion From School / School Activities)
- (cf. 5120.4.2.4 - Sexual Harassment Among Students)
- (cf. 5180.1 – Records / Confidentiality)

Legal References:

- Public Act 11-232 An Act Concerning the Strengthening of School Bullying
- Connecticut General Statutes
- 10-145a
- 10-145o
- 10-220a
- 10-222d
- 10-222g
- 10-222h
- 10-233a through 10-233f

Date of Adoption: June 5, 2001
Date of Revision: January 21, 2003
Date of Revision: August 16, 2005
Date of Revision: February 8, 2006
Date of Revision: January 20, 2009
Date of Revision: August 16, 2011

Administrative Procedures
Madison Board of Education Policy #5090.3.6.1.1
Bullying

The District's Bullying Program:

1. Requires that the district develop and the Board of Education approve a safe school climate plan that addresses the existence of bullying in its schools. The school climate plan will be submitted to the State Department of Education no later than January 1, 2012. The district's safe school climate plan will:
 - Prohibit discrimination and retaliation against an individual who reports, or assists in the investigation of an act of bullying;
 - Prohibit bullying on school grounds, at school-sponsored or school-related activities whether on or off school grounds, at school bus stops or on school-provided transportation, through the use of electronic devices or electronic mobile devices owned, leased, or used by the district;
 - Prohibit bullying outside the school setting if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or substantially disrupts the education process or the orderly operation of the school;
 - Enable students to anonymously report acts of bullying to school employees and require students and their parents to be notified annually of the process by which they may make such reports;
 - Enable the parents of guardians of students to file written reports of suspected bullying;
 - Require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist not later than one school day after witnessing the act of bullying or receiving a report of an act of bullying. School employees must file a written report not later than two days after making their oral report;
 - Require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying to ensure that such investigation is completed promptly after receipt of written reports;
 - Require the safe school climate specialist to review any anonymous reports, provided that no disciplinary action shall be issued solely on the basis of an anonymous report;

Administrative Procedures
Madison Board of Education Policy #5090.3.6.1.1
Bullying

- Require the school principal or the principal’s designee to notify the appropriate law enforcement agency when the principal or designee believes that any act of bullying constitutes criminal conduct;
- Require schools to notify parents / guardians of student who commit any verified acts of bullying and parents / guardians of students against whom such acts were directed not later than 48 hours after the completion of the investigation
- Require schools to: (a) invite the parents / guardians of the victim of bullying to a meeting to communicate the measures being taken to ensure the student’s safety and (b) to invite parents / guardians of the perpetrator to a meeting to discuss disciplinary and other measures to prevent further acts of bullying;
- Include a prevention and intervention strategy for school employees to deal with bullying;
- Provide for the inclusion of language in student codes of conduct concerning bullying;
- Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying and to maintain a list of the number of verified acts of bullying. This list must be made available to the public, and must be annually reported to the State Department of Education (ED166);
- Require each school in the district to assess its school climate using school climate assessment instruments created by the State Department of Education and to submit the completed assessment to the State Department of Education;
- 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. These interventions may include counseling and discipline; and
- District schools will observe the State Department of Education’s *Safe School Climate Awareness Day* (the first Wednesday in October) as a day to increase awareness of the effects of bullying and to promote respect for differences among students across the state.

Administrative Procedures
Madison Board of Education Policy #5090.3.6.1.1
Bullying

2. Requires that the safe school climate plan is available on the district’s website, and each individual school’s website. In addition, the plan must also be included in each school’s student handbook and code of conduct and a paper or electronic copy of the plan will be provided to all school employees at the beginning of each school year.
3. Requires that as of July 1, 2011, the Superintendent or designee will act as the safe school climate coordinator. The coordinator is responsible for implementing the safe school climate plan, collaborating with the safe school climate specialists, meeting at least twice annually with the safe school climate specialists to make recommendations concerning amendments to the district’s safe school climate plan.
4. Requires that the school principal or designee acts as the safe school climate specialist and must investigate or supervise the investigation of reported acts of bullying in accordance with the district’s safe school climate plan. The specialist must collect and maintain records of reports and investigations of bullying in the school and act as the primary school official responsible for preventing, identifying, and responding to reports of bullying in the school.
5. Requires that a committee is established or an existing committee is designated to be responsible for developing and fostering a safe school climate and addressing issues related to bullying in the schools. At least one parent or guardian of a student enrolled in the school must be appointed to the committee.

Safe School Climate Committees

Daniel Hand High School	Leadership Team
Walter C. Polson Middle School	Leadership Team
Dr. Robert H. Brown Middle School	Leadership Team
J. Milton Jeffrey Elementary School	School Resource Team
Island Avenue Elementary School	School Resource Team
Kathleen H. Ryerson Elementary School	School Resource Team

6. Requires that the district provide an in-service training program for its certified teachers, administrators, and student services personnel that includes information addressing the prevention and identification of and response to bullying.

Implemented July 2011

To be completed by the complainant.

MADISON PUBLIC SCHOOLS
Madison Connecticut
STUDENT BULLYING COMPLAINT REPORT

Student's Name: _____

School: _____ Grade/Teacher: _____

Home Address: _____

Telephone: _____

Date of Complaint: _____

Complaint filed against (name/position): _____

Description of complaint: *(Please include: location(s) of event(s), timeframes, frequency of offense(s), and specific details as to the actions giving rise to the suspicion of bullying.)*

Witnesses (if applicable):

Name/Position

Address Telephone

Name/Position Address

Address Telephone

Signatures

Complainant: _____ Date: _____
Relationship (if other than student)

School Official: _____ Date: _____
Title

Original forms are available in the Safe School Climate Specialist's / Principal's Office, Health Office, School Psychologist's Office, School Counselor's Office and School and District Websites.

**MADISON PUBLIC SCHOOLS
REPORT OF BULLYING**

SCHOOL CLIMATE SPECIALIST INVESTIGATION SUMMARY

NOTES: Investigation must be completed as soon as possible but not later than within five (5) school days after receiving a written report.

Not later than 48 hours after the completion of the investigation, parents / guardians of students who commit verified acts of bullying and parents / guardians against whom such acts were directed must be notified of the results of the investigation.

School: _____

Date: _____

Safe School Climate Specialist / Principal: _____

Reporter Information:

- Anonymous Student Report
- Staff Member Report Name: _____
- Parent/Guardian Report Name: _____
- Student Report Name: _____

Name of Student Reported as Committing Act: _____

Name of Student Reported as Victim: _____

Time and Location of Alleged Act(s): _____

Description of Alleged Act(s): _____

Names of Potential Witnesses: _____

Action of Reporter: _____

MADISON PUBLIC SCHOOLS
REPORT OF BULLYING
SCHOOL CLIMATE SPECIALIST INVESTIGATION SUMMARY

Safe School Climate Specialist / Principal Investigation Notes: _____

Bullying is NOT verified based on the results of the investigation.

1. The Safe School Climate Specialist / Principal will contact the parents / guardians of the complainant not later than 48 hours after the investigation is complete and invite them to a meeting. The complainant should also be invited to participate in the meeting. The purpose of the meeting is to discuss that the investigation did not determine a verified act of bullying and to communicate measures being taken by the school to ensure that the complainant feels safe at school. The meeting will be followed by a letter summarizing the discussion.

Measures / Actions Taken to Ensure a Safe School Climate for the Complainant: _____

2. The Safe School Climate Specialist / Principal will contact the parents / guardians of the accused not later than 48 hours after the investigation is complete and invite them to a meeting. The accused should also be invited to participate in the meeting. The purpose of the meeting is to discuss that the investigation did not determine a verified act of bullying and to communicate:

- Classification of Infraction Committed by Accused Student(s) if any: _____
- Disciplinary Action per Code of Conduct: _____

The meeting will be followed by a letter summarizing the discussion.

Bullying IS verified based on the results of the investigation.

1. The Safe School Climate Specialist / Principal will contact the parents / guardians of the complainant not later than 48 hours after the investigation is complete and invite them to a meeting. The accused should also be invited to participate in the meeting. The purpose of the meeting is to discuss the outcome of the investigation and to communicate measures being taken by the school to ensure that the complainant feels safe at school. The meeting will be followed by a letter summarizing discussion.

Measures / Actions Taken to Ensure a Safe School Climate for the Complainant: _____

2. The Safe School Climate Specialist / Principal will contact the parents / guardians of the accused not later than 48 hours after the investigation is complete and invite them to a meeting. The accused should also be invited to participate in the meeting. The purpose of the meeting is to notify them that the investigation determined a verified act of bullying and to communicate disciplinary and other measures being taken by the school to prevent further acts of bullying. The meeting will be followed by a letter summarizing the discussion.

Measures / Actions Taken to Prevent Further Acts of Bullying by the Accused: _____

Incident File:

The incident file will include: bullying complaint, witness statements, all notes regarding the investigation, the outcome of the investigation, notification(s) to parents / guardians of students involved, and measures / action(s) taken.

Madison Board of Education Policy #5120.4.2.4 Sexual Harassment

The Board of Education is committed to the principle that all students must be allowed to learn and work in an environment which is free from sexual harassment and intimidation, and which respects their basic human dignity. Every student has a right to freedom from sexual harassment from his or her peers in the schools.

General

Sexual harassment will not be tolerated among students of the school district, and any form of sexual harassment is forbidden on school premises and during any school programs and activities. Students shall exhibit conduct which is respectful and courteous to fellow students, and to all persons in the school setting.

Definition

While it is difficult to define sexual harassment precisely, it includes any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct by an individual is used and/or threatened to be used as the basis for making any educational decisions affecting a student; or
2. such conduct is sufficiently severe, persistent, or pervasive so as to limit an individual's ability to participate in or benefit from the educational programs; or creates an intimidating, hostile, or offensive educational or work environment

Sexual harassment includes a wide range of conduct – from pressure or requests for sexual activities to unwelcome sexual comments and innuendo to verbal abuse of a sexual nature. Examples of the type of conduct prohibited by this policy include:

Madison Board of Education Policy #5120.4.2.4 Sexual Harassment

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or academic progress or status.
2. Unwelcome sexual attention, flirtations and advances including verbal comments, sexual invitations and leering, unwelcoming touching of an individual.
3. Graphic or verbal commentaries about an individual's body, and/or the use of sexually degrading words to describe an individual.
4. Displays in the school of sexually suggestive objects or pictures, or use of sexually suggestive or obscene comments, invitations, letters, notes, slurs, jokes, cartoons, epithets or gestures.

This is some of the conduct that may constitute sexual harassment. Sexual harassment may be subtle and even unintentional. It may be directed towards members of the opposite or same sex, and toward students or staff.

The Board of Education encourages students who are victims of sexual harassment to report such claims promptly to the principal or his/her designee. Complaints shall be investigated promptly and disciplinary and corrective action taken when allegations are verified. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good faith charges of sexual harassment.

This district shall provide a sexual harassment program for students periodically and shall distribute this policy to students annually.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

Legal References: Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2 (a).
Equal Employment Opportunity Commission Policy Guidance (N-915.035)
on Current Issues of Sexual Harassment, effective 10/15/88.
Title IX of the Education Amendments of 1972, 34 CFR Section 106

Madison Public Schools
Madison, Connecticut

Madison Board of Education Policy #5120.4.2.4 Sexual Harassment

Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)
Connecticut General Statutes
46a-60 Discriminatory employment practices prohibited.
Constitution of the State of Connecticut, Article 1, Section 20
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)
Burlington Industries, Inc. v Ellerth, No. 97-569 (U.S. Supreme Court, June 26, 1998)
Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)
Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court May 24, 1999)

Date of Adoption: September 3, 1996
Date of Revision: December 7, 1999
Date of Revision: August 16, 2005
Date of Revision: April 21, 2009

Administrative Procedures
Madison Board of Education Policy #5120.4.2.4
Sexual Harassment

Sexual harassment will not be tolerated among students of the school district, and any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers in the schools. Students shall exhibit conduct which is respectful and courteous to employees, to fellow students, and to the public.

Definition

Sexual Harassment includes any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct by an individual is used and / or threatened to be used as the basis for making any educational decisions affecting a student; or
2. such conduct is sufficiently severe, persistent, or pervasive so as to limit an individual's ability to participate in or benefit from the educational programs; or creates an intimidating, hostile, or offensive educational or work environment

Sexual harassment includes a wide range of conduct – from pressure or requests for sexual activities to unwelcome sexual comments and innuendo to verbal abuse of a sexual nature.

Examples of the type of conduct include but are not limited to:

5. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and / or academic progress or status.
6. Unwelcome sexual attention, flirtations and advances including verbal comments, sexual invitations and leering, unwelcoming touching of an individual.
7. Graphic or verbal commentaries about an individual's body, and / or the use of sexually degrading words to describe an individual

Administrative Procedures
Madison Board of Education Policy #5120.4.2.4
Sexual Harassment

8. Displays in the school of sexually suggestive objects or pictures, or use of sexually suggestive or obscene comments, invitations, letters, notes, slurs, jokes, cartoons, epithets or gestures.

This is some of the conduct that may constitute sexual harassment. Sexual harassment may be subtle and even unintentional. It may be directed towards members of the opposite or same sex, and toward students or staff. Sexual violence is a form of sexual harassment.

The Board of Education encourages victims of sexual harassment to report such claims promptly to the Safe School Climate Specialist or designee. Complaints shall be investigated promptly and corrective action taken when allegations are verified. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good faith charges of sexual harassment.

The district shall provide staff development for district administrators and other staff and annually shall distribute information to staff and students through its Safe School Climate Plan.

Complaint Procedures

1. If a student believes that he / she is being or has been harassed, that person should immediately inform the harasser that his / her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
2. As soon as a student feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the appropriate school personnel, or the Safe School Climate Specialist / Principal or designee. The student will be provided a copy of Board of Education Policy #5120.4.2.4 and made aware of his or her rights and the complaint procedures.

Administrative Procedures
Madison Board of Education Policy #5120.4.2.4
Sexual Harassment

3. The complaint should state the:
Name of complainant;
 - (a) Date of complaint
 - (b) Date of alleged harassment;
 - (c) Name or names of alleged harasser or harassers;
 - (d) Location where such alleged harassment occurred;
 - (e) Detailed statement of the circumstances constituting the alleged harassment.
4. Any student who makes an oral complaint of harassment to any of the above mentioned personnel will be provided a copy of this regulation, including the appropriate forms and requested to make a written complaint as outlined above.
5. All complaints are to be forwarded immediately to the Safe School Climate Specialist / Principal or designee unless that individual is the subject of the complaint in which case the complaint should be forwarded directly to the Title IX Coordinator / Assistant Superintendent or the Safe School Climate Coordinator / Superintendent.
6. As soon as possible or within five (5) school days of receipt of the complaint, the Safe School Climate Specialist / Principal shall commence an effective, thorough, objective and complete investigation. The Safe School Climate Specialist / Principal shall consult with individuals reasonably believed to have relevant information, including the student and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discretely, maintaining confidentiality as possible while still conducting an effective and thorough investigation. Throughout the investigative process, due process rights of the alleged harasser will be protected.
7. The Safe School Climate Specialist / Principal shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide written notification of the results of the investigation and

Administrative Procedures
Madison Board of Education Policy #5120.4.2.4
Sexual Harassment

- proposed disposition of the matter to the complainant, the alleged harasser, and, as appropriate, to others directly concerned.
8. If the student complainant is dissatisfied with results of an investigation, he or she may file a written appeal to the Title IX Coordinator / Assistant Superintendent who shall review the investigator's written report, information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Title IX Coordinator / Assistant Superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the Title IX Coordinator / Assistant Superintendent shall respond as soon as possible in writing to the complainant.
 9. If the student complainant is dissatisfied with response of the Title IX Coordinator / Assistant Superintendent, he or she may file a written appeal to the Safe School Climate Coordinator / Superintendent who shall review the investigator's written report, information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Safe School Climate Coordinator / Superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the Safe School Climate Coordinator / Superintendent shall respond as soon as possible in writing to the complainant.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take actions in accordance with the Madison Public Schools Code of Conduct to ensure the harassment ceases and will not recur and that no acts of retaliation occur.

To be completed by the complainant.

MADISON PUBLIC SCHOOLS
Madison Connecticut
STUDENT SEXUAL HARASSMENT COMPLAINT REPORT

Student's Name: _____

School: _____ Grade/Teacher: _____

Home Address: _____

Telephone: _____

Date of Complaint: _____

Complaint filed against (name/position): _____

Description of complaint: *(Please include: location(s) of event(s), timeframes, frequency of offense(s), and specific details as to the actions giving rise to the suspicion of sexual harassment.)*

Witnesses (if applicable):

Name/Position

Address Telephone

Name/Position Address

Address Telephone

Signatures
Complainant: _____ Date: _____
Relationship (if other than student)

School Official: _____ Date: _____
Title

Original forms are available in the Safe School Climate Specialist's / Principal's Office, Health Office, School Psychologist's Office, School Counselor's Office and School and District Websites.

**MADISON PUBLIC SCHOOLS
REPORT OF SEXUAL HARASSMENT
SCHOOL CLIMATE SPECIALIST INVESTIGATION SUMMARY**

NOTES: Investigation must be completed as soon as possible but not later than within five (5) school days after receiving a written report.
Not later than 48 hours after the completion of the investigation, parents / guardians of students who commit verified acts of bullying and parents / guardians against whom such acts were directed must be notified of the results of the investigation.

School: _____

Date: _____

Safe School Climate Specialist / Principal: _____

Reporter Information:

- Anonymous Student Report
- Staff Member Report Name: _____
- Parent/Guardian Report Name: _____
- Student Report Name: _____

Name of Student Reported as Committing Act: _____

Name of Student Reported as Victim: _____

Time and Location of Alleged Act(s): _____

Description of Alleged Act(s): _____

Names of Potential Witnesses: _____

Action of Reporter: _____

MADISON PUBLIC SCHOOLS
REPORT OF SEXUAL HARASSMENT
SCHOOL CLIMATE SPECIALIST INVESTIGATION SUMMARY

Safe School Climate Specialist / Principal Investigation Notes: _____

Sexual Harassment is NOT verified based on the results of the investigation.

3. The Safe School Climate Specialist / Principal will contact the parents / guardians of the complainant not later than 48 hours after the investigation is complete and invite them to a meeting. The complainant should also be invited to participate in the meeting. The purpose of the meeting is to discuss that the investigation did not determine a verified act of sexual harassment and to communicate measures being taken by the school to ensure that the complainant feels safe at school. The meeting will be followed by a letter summarizing the discussion.
Measures / Actions Taken to Ensure a Safe School Climate for the Complainant: _____

4. The Safe School Climate Specialist / Principal will contact the parents / guardians of the accused not later than 48 hours after the investigation is complete and invite them to a meeting. The accused should also be invited to participate in the meeting. The purpose of the meeting is to discuss that the investigation did not determine a verified act of sexual harassment and to communicate:
- Classification of Infraction Committed by Accused Student(s) if any: _____
 - Disciplinary Action per Code of Conduct: _____
- The meeting will be followed by a letter summarizing the discussion.

Sexual Harassment IS verified based on the results of the investigation.

3. The Safe School Climate Specialist / Principal will contact the parents / guardians of the complainant not later than 48 hours after the investigation is complete and invite them to a meeting. The accused should also be invited to participate in the meeting. The purpose of the meeting is to discuss the outcome of the investigation and to communicate measures being taken by the school to ensure that the complainant feels safe at school. The meeting will be followed by a letter summarizing discussion.
Measures / Actions Taken to Ensure a Safe School Climate for the Complainant: _____

4. The Safe School Climate Specialist / Principal will contact the parents / guardians of the accused not later than 48 hours after the investigation is complete and invite them to a meeting. The accused should also be invited to participate in the meeting. The purpose of the meeting is to notify them that the investigation determined a verified act of sexual harassment and to communicate disciplinary and other measures being taken by the school to prevent further acts of sexual harassment. The meeting will be followed by a letter summarizing the discussion.
Measures / Actions Taken to Prevent Further Acts of Sexual Harassment by the Accused: _____

Incident File:

The incident file will include: sexual harassment complaint, witness statements, all notes regarding the investigation, the outcome of the investigation, notification(s) to parents / guardians of students involved, and measures / action(s) taken.

Madison Public Schools
Safe School Climate Plan
Reference Board of Education Policy #5090.3.6.1.1
Reference Board of Education Policy #5120.4.2.4

The Madison Public Schools promotes a secure and safe school climate, conducive to teaching and learning that is free from threat, harassment, including sexual harassment, intimidation, and any type of bullying behavior.

Definitions:

“Bullying” is defined by Public Act No. 11-232 as the repeated use by one or more students of a written, verbal, or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student in the same school district that: (A) causes physical or emotional harm to the student or damage to the student’s property, (B) places the student in reasonable fear of harm to himself or herself, or of damage to his or her property, (C) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate), (D) infringes on the rights of the student at school, or (E) substantially disrupts the education process or the orderly operation of a school. “Bullying” includes, but is not limited to, written, verbal, or electronic communications, or physical acts or gestures that are 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.

“Sexual Harassment” is defined by Title IX as unwelcome conduct of a sexual nature. It includes any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when: (A) submission to such conduct by an individual is used and / or threatened to be used as the basis for making any educational decisions affecting a student; (B) such conduct is sufficiently severe, persistent, or pervasive so as to limit an individual’s ability to participate in or benefit from the educational programs or creates an intimidating, hostile or offensive educational environment. Sexual violence is a form of sexual harassment prohibited by Title IX.

The Superintendent of Schools is the Safe School Climate Coordinator and collaborates with the school principals who are designated as the Safe School Climate Specialists to implement and make amendments to the Safe School Climate Plan. A district in-service training program developed by the Madison Public Schools Administrative Team that includes information addressing the prevention and identification of, and response to bullying and sexual harassment is provided each year at each school by the Safe School Climate Specialist to certified teachers, administrators and pupil personnel. There is a committee at each school that is responsible for developing and fostering a safe school climate and addressing issues related to bullying and sexual harassment in the school. The Safe School Climate Specialist facilitates these committee meetings. Each school will observe the first Wednesday in October of each year as *Safe School Climate Awareness Day*, as designated by the State Department of Education, and will provide programs to students that increase awareness of the effects of bullying and to promote respect for differences among students across the state. Beginning July 1, 2012, and biennially thereafter,

each school will complete an assessment using the school climate assessment instruments created and disseminated by the State Department of Education. The district shall collect the school climate assessments and submit them to the State Department of Education.

Madison Public Schools Programs and Initiatives

At the district level, the Madison Public Schools, through the health education curriculum (Grades K-12), addresses topics of Self Concept, Interpersonal Skills, and Bonding to Family, School, Peers, and Community. These themes are not delivered in isolation; rather they are imbedded in other content areas such as social studies and civics.

The comprehensive school guidance and counseling program for the Madison Public Schools is an integral component of the total educational process, grades 5-12. It is designed to respond to the developmental needs of all students and includes structured, sequential activities which are organized, implemented and delivered by certified school counselors in partnership with teachers, administrators, pupil support personnel, students, parents and community agencies. The program is designed to address the developmental needs of all students by helping them to acquire competencies in three broad domains of student development: personal and social development, educational development and career / vocational development.

Elementary School Programs and Initiatives

Island Avenue Elementary School (Grades 1-4)

Safe School Climate Specialist: Kathy Nutley, Principal
Safe School Climate Committee: School Resource Team

J. Milton Jeffrey Elementary School (Grades K-4)

Safe School Climate Specialist: Mona Goodman, Principal
Safe School Climate Committee: School Resource Team

Kathleen H. Ryerson Elementary School (Grades 1-4)

Safe School Climate Specialist: Kelly Spooner, Principal
Safe School Climate Committee: School Resource Team

At the elementary schools, various programs are in place that promote a safe school climate. The High Five for Excellence Program encourages students to reflect on making choices that impart kindness, caring, responsibility, respect, and a sense of safety. The Bucketfillers program, based upon the concept promoted in the book, Have You Filled A Bucket Today? by Carol McCloud, encourages students to think about making their words and actions “bucketfillers” that reflect positive character traits. This “bucketfiller” concept is utilized throughout the year to support positive choices. The premise of this concept is that we all carry an invisible bucket in which we keep our good thoughts and feelings. When our buckets are full, we are happy; when they are empty, we are sad. It's important to know that when we fill someone else's bucket, we fill our own, and when we "dip" in someone else's bucket, we dip in our own bucket, too (www.bucketfiller101.com). The *Second Step* curriculum is implemented in all grade levels throughout the year by the School Psychologist. The “Power Talk” program focuses on students

in grades 3 and 4 and includes lessons presented by the school psychologist and social worker that are implemented by the entire staff to help students accept another's perspective in the absence of judgment, thereby building their capacity for greater understanding and positive social connections. The "F.R.I.E.N.D.S." program (*Fostering Respect In Each Novel and Daily Situation*) focuses on giving students the tools needed to successfully resolve situations through the use of respect and friendship. Specially selected books are circulated and shared throughout each classroom three times during the school year with themes that encompass the spirit of friendship and respect. Parents are encouraged to be involved in the reading and discussion of these books and carefully designed discussion questions are attached to the inside front cover of each book to assist in guiding conversations on friendship and respect. Along with each book, families find a F.R.I.E.N.D.S. record sheet. After having read and discussed the book with their child, parents are afforded the opportunity to provide any comments, feedback, or suggestions. Additionally, small groups of students from each classroom meet to read and discuss alternate books in a book club format with guidance and direction from the school principal and school psychologist. Literature is selected to promote positive peer interactions appropriate to each grade level. Students in turn assist in presenting the text and participating in the class discussion with their own classmates. Family participation and support is celebrated at the elementary schools as we look to continually strengthen our home-school partnership. Morning messages from the administration further support these lessons as they address reflections around good character. The elementary school staff members meet regularly to enhance the program for the benefit of all within our elementary schools.

Middle School Programs and Initiatives

Dr. Robert H. Brown Middle School

Safe School Climate Specialist: Julianne Phelps, Principal

Safe School Climate Committee: Leadership Team

Each year, the Dr. Robert H. Brown Middle School (Grades 5-6) has a theme, designed to promote a positive school climate and social responsibility. In years past, the themes were, "Leave it Better" and "Be the Change you Wish to See in the World." Several school-wide assemblies throughout the year reinforce this theme for students and encourage them to work within the school and larger community to make a difference. Work toward this goal is promoted by offering public recognition that includes student names on the school windows, positive statement bracelets, door decorating contests, and student recognition letters. Teams of teachers at Brown Middle School submit names monthly to the administration, acknowledging student work, effort, and collaboration. Teachers define the criteria, and students who work hard, help others, make improvements, or who simply do the right thing, are acknowledged with a letter home to parents, signed by a school administrator. Individual teams of teachers send home personalized notes of recognition throughout the year and each sixth grade team provides a personalized tribute at the end of a school year that addresses specific positive qualities of every single student. This "ceremony" is public, made in front of all students and teachers on the team. During the 2010-2011 school year, Brown School initiated a teacher / student advisory program called S.A.I.L. (Success, Achievement, Independence, and Leadership). These groups of 10-12 students met monthly with a teacher advisor and discussed issues / themes specific to life as a middle school student. Sample topics include team work, self advocacy, internet safety, and managing stress. This program will continue in the 2011-2012 school year. The Teaching Tolerance organization sponsors an annual event "Mix It Up Day" to support students in making

new friends and breaking some of the rigid social barriers of middle school. Throughout the year, the student council hosts events and fundraisers that create school based cohesiveness and raise money for charities. Students are placed on teams at Brown and each year, each team attends a team building day at a local venue – Camp Hazen for grade 5 students and Hammonasset State Park for grade 6. These days occur in September and October and are facilitated by trained counselors to build a sense of team, community, and unity among members of an interdisciplinary team – this work becomes the foundation of the team-building work for the remainder of the school year.

Walter C. Polson Middle School

Safe School Climate Specialist: Frank Henderson, Principal

Safe School Climate Committee: Leadership Team

At the beginning of each school year at the Walter C. Polson Middle School, the Safe School Climate Specialist meets with each grade level separately and reviews the Code of Conduct which includes the definition of bullying and sexual harassment and related consequences. In addition, students are provided with information as to whom and where they should go if they feel bullied or are sexually harassed. The Polson Middle School (Grades 7-8) PRIDE groups are built around Polson Middle School Core Values: Perseverance, Respect, Integrity, Dedication, and Enthusiasm and meet monthly to connect students to an additional adult in the building. *Rachel's Challenge*, a nationally acclaimed program for students and parents that spreads the message of kindness and compassion in an effort to promote positive behaviors in and outside of school was hosted at Polson Middle School on Tuesday, January 25, 2011. Two school assemblies were held during the day for students in Grades 7 and 8. Additionally, a two-hour Leadership Training session was held that included 40 students and 10 staff members. An evening program was presented on January 25, 2011 for parents and community members. The Polson Middle School FOR (Friends of Rachel) Club was created in response to *Rachel's Challenge*, and meets weekly under the direction of a team of volunteer teachers to spread kindness and respect rather than hurt. The Polson Peer Helpers, through guided initiatives, consistently spread the message of kindness and respect. Students participate in the Leo Club, a community service organization for young people ages 12 to 21. Leo Clubs are affiliated with Lions International, the world's largest service organization. The objective of the Leo Club is to promote service activities among the youth of the community to develop the individual qualities of Leadership, Experience and Opportunity. The goal is to unite members in friendship, fellowship and mutual understanding. The Daniel Hand High School "Perspectives" group which is made up of Daniel Hand High School student members of ARMS (Alliance of Racial Minority Students), Peer Advocates, and GASP (Gay and Straight People) present programs to Polson Middle School students on the ways in which language can be used to hurt, and ways to change the use of language to make situations better. Each day, during morning announcements, the "Polson Quote of the Day" supports an anti-bullying message.

High School Programs and Initiatives

Daniel Hand High School

Safe School Climate Specialist: Barbara Britton, Principal

Safe School Climate Committee: School Leadership Team

The Daniel Hand High School Mission states that students will graduate as "...motivated, self-reliant, creative, and ethical individuals who respect differences in others." Students at Daniel Hand High School are assigned to a PAW group (Partnership for Advisement and What's Happening). This is a four year assignment, facilitated by the same teacher for the four years. The goal is to provide students with an opportunity develop positive relationships with peers and an adult member of the faculty in a small group setting. During the initial PAW meetings, the importance of the acceptance of everyone as individuals is emphasized. Students discuss the Student Code of Conduct, sign off on an Integrity and Ethics Contract, and at the end of each trimester self-evaluate their civic and social responsibilities using a student developed Civic and Social Expectation Rubric. At the beginning of each year, the Principal, who is the Safe School Climate Specialist, meets with each class individually to review the Student Code of Conduct, including the definitions of bullying and sexual harassment. In addition, each year students attend a different assembly on a topic fostering acceptance and promoting acceptable behaviors. Programs such as a Rachel's Challenge, DIRT, and a CDA (Connecticut Drama Association) play about bullying produced by our students have all been positively accepted by our student body. Throughout the school year, students are encouraged to participate in activities sponsored by student initiated clubs such as: The Kindness Club, Interact Club, Peer Advocates, and the Diversity Club. For example, Diversity Clubs sponsors Mix It Up Day and world food menus. As well, working with Madison Youth Services, many of our students are involved in programs including: the *Reach Out Program*, which welcomes and supports peers; *Choices*, students who work with eight graders on decision-making skills; *Perspectives*, students who develop and present workshops to students on acceptance; and GASP (Gay and Straight People), students who promote AIDS Awareness and organize a school-wide observance of the National Day of Silence. Our Student Leadership Team and ad hoc student committees pull together to create solutions as issues arise. For example, students created Helping Hands Honorees as a way for the students to acknowledge the positive actions of their peers. The school community recognizes these actions each trimester and one student/group in each grade is awarded the Golden Tiger at the end of the year awards assemblies. Further, the developmental school counseling program has a well-articulated curriculum that addresses students' academic and personal/social issues in a pro-active manner. The school counselors meet with their students individually, in small group and larger assembly type settings. The school counselors also frequently collaborate and/or consult with other staff members, family members, and other community resources. The focus is always to support the Daniel Hand High School mission statement and student expectations as well as the State of Connecticut school counseling goals and objectives. These activities, in conjunction with consistent enforcement of the Student Code of Conduct, encourage tolerance and acceptance of all.

Madison Public Schools
Safe School Climate Plan
Appendices

Excerpt from Code of Conduct

DEFINITION OF TERMS

The following terms used in the Madison Public Schools Code of Conduct are defined to clarify language for the benefit of students, their parents / guardians, and the extended school community:

- **Area Violation, Unauthorized (Going to Parking Lot or Being Outside the School Without Prior Approval):** *Students are not permitted in unauthorized areas of the school building or campus, including but not limited to (1) an adjacent school campus, (2) unauthorized stairwells / hallways, (3) any area adjacent to the school building including parking lots, and (4) athletic fields / areas without permission. Reference Section IV.L. in the Behavior / Infraction Charts.*
- **Arson:** *Intentional attempt or act of starting a fire in the school on the school bus or on school property. Reference Section I.N. in the Behavior / Infraction Charts.*
- **Assault:** *Intent to cause physical injury to another person, causing such injury to such person or to a third party; or recklessly causing serious physical injury to another person; or causing physical injury to another person by means of a deadly weapon, a dangerous instrument, or an electronic defense weapon. Reference Sections I.K. and I.O. in the Behavior / Infraction Charts.*
- **Borrowing, Taking, or Receiving any Item (Including Money) by Force, Threat, or Intimidation:** *Students are prohibited from borrowing, taking, or receiving any item (including money) by force, threat, or intimidation of another student. Reference Section III.H. in the Behavior / Infraction Charts.*
- **Bullying:** *“Bullying” is defined as the repeated use by one or more students of a written, verbal, or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student in the same school district that: (A) causes physical or emotional harm to the student or damage to the student’s property, (B) places the student in reasonable fear of harm to himself or herself, or of damage to his or her property, (C) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate), (D) infringes on the rights of the student at school, or (E) substantially disrupts the education process or the orderly operation of a school. “Bullying” includes, but is not limited to, written, verbal, or electronic communications, or physical acts or gestures that are 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. Reference Section I.G. in the Behavior / Infraction Charts.*
- **Bus Misconduct:** *All students are extended the privilege of riding to and from school and to school activities on the school bus. The bus driver has the responsibility of maintaining orderly behavior of students on school buses and will report, in writing, all misconduct to the transportation services manager and the school administrator. Video cameras may be used to record student behavior on the school bus and videotapes of students’ behaviors may be used to support disciplinary action. Reference Section I.A. in the Behavior / Infraction Charts.*
- **Cafeteria / Dining and Assembly Hall Misconduct: Students are expected to adhere to the following behavioral guidelines as appropriate to student maturity / grade level:**
 - *eat their lunches exclusively in the designated cafeteria areas*
 - *clean their table areas after eating*
 - *remain in the cafeteria / dining hall until the end of the lunch period*
 - *keep all food and / or beverages within the cafeteria area unless other arrangements have been approved by teachers or administrators*
 - *deposit trays, utensils and trash in appropriate collection areas*
 - *address staff, teachers and fellow students courteously*
 - *sit appropriately at tables without overcrowding*

**Madison Board of Education Policies
that Foster Safe School Climate**

Policy # 1316	Conduct on School Property
Policy # 1340	Otherwise Lawful Possession of Firearms on School Property
Policy #1350	Relations with Law Enforcement Agencies
Policy #2250	Crisis Management
Policy #2270	Sex Offender Notification
Policy #4112.5	Drug-Free Schools
Policy #5090.1.4	Student Misconduct in Schools
Policy #5090.3	General Rules of Student Conduct
Policy #5090.3.2	Vandalism
Policy #5090.3.3	Student Conduct on School Buses
Policy #5090.3.3.1	Use of Video Cameras on School Buses
Policy #5090.3.6.1	Hazing
Policy #5090.3.6.1.1	Bullying
Policy #5090.4.1	Student Misconduct in Schools
Policy #5090.5	Secret Societies / Gang Activity
Policy #5090.7	Drugs, Alcohol, Tobacco, Inhalants, and Performance Enhancing Substances
Policy #5090.8	Weapons and Dangerous Instruments
Policy #5090.8.1	Search and Seizure
Policy #5090.8.1.2	Vehicle Searches on School Grounds
Policy #5090.11	Concerns / Issues Procedures
Policy #5110	Student Discipline
Policy #5120	Student Welfare / Safety
Policy #5120.4.2.3	Substance Abuse Counseling
Policy #5120.4.2.4	Sexual Harassment
Policy #5120.4.2.7	Racial Harassment of Students
Policy #5120.9.1	Supervision of Students