

# Plainfield Central Middle School

## Safe School Climate Committee

**2021 – 2022** (DRAFT Aug. 2021)

The PCMS Safe School Climate Committee is designed to discuss behavior patterns in our school community 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 engage in efforts to educate the school community on school climate. The committee meets for a minimum five times and collaborates with the PCMS Crisis and Leadership Teams.

Our school focus this year is “Dream Big. Work Hard. Be Nice.” This committee embraces those goal and works to create an environment where members feel welcome, safe, and supported. safe school climate which exemplifies responsibility, excellence and dedication to all members of our community. We believe in engaging students in opportunities to promote social and civic responsibilities. We believe all school community members must take pride in our community to improve the overall climate and culture of Plainfield Central Middle School.

Plainfield Central Middle School implements activities and programs to support a safe school climate for our community members. The following is information regarding how to report any concern of mean-spirited/bullying behavior and the process at PCMS to address this behavior.

### PCMS School Climate Committee Members (21-22)

Scott Gagnon, Principal  
Becky Griffin, Head Secretary  
Beverly Mullen, Teacher  
Kayla Fafard, Social Worker  
Shana Evans, Parent

Colin Delaney, Vice-Principal  
Christine Bourque, Teacher  
Pam Tingle, Teacher  
Rachel Powell, Guidance Counselor  
Heather Smith, Parent and BOE Member

School-Based Committee Meeting Dates:  
September 13; October 18, November 15, January 10, March 14

District-Based Committee Meeting Dates:  
September 27; tba

## PCMS Promoting a Safe School Climate

Plainfield Central Middle School Royals' Expectations and Responsibilities  
(Established 2020 by Student Voices Committee)

*Welcome diversity of all members of our school community  
Respect that teachers must be free to teach  
Are expected to make positive choices each and everyday  
Are expected to respect the personal property of all school community members  
Should not be disrespected because of race, sex, religion, culture, size, financial status, etc.  
Are encouraged to develop their own self without disrespect or judgement  
Have a right to their education without being interrupted by respectful students  
Have a right to respectfully speak their mind, share their views and opinions, free of fear of verbal or physical disrespect*

**There are five National Climate Standards. Our collaborative work with Dr. Freiberg from School Climate Consultants for this 21-22 has us maintaining a focus on our expectations and responsibilities aligned with standard 4: "The community creates an environment where all members are welcomed, supported and feel safe in school: emotionally intellectually, and physically." The following documents our efforts and opportunities to support our environment. Updates for this current school year are *italicized*:**

PCMS...

- ...building administration meets with all staff and students at the beginning of the school year to review the expectations of being kind and safe, and discuss
- ...building administration and/or PCMS staff holds bi-monthly community meetings with all student teams. The themes of each meeting incorporate Social Emotional Learning and/or an academic focus
- ...support staff meet with each classroom teacher
- ...collaborative use of Suite 360 programming with PMS (*Restorative Practice*) to promote the social-emotional development, safety, and well-being of students
- collaborative use of Virtual Job Shadow programming (*Career Development*) with PHS
- *School Climate Specialists and Focus Your Locus were designed to have the following embedded in the activities: Social Emotional Learning, cultural humility, emotional literacy skills, goal setting, community building, trust, self and other advocacy, habits of scholarship, and positive, non-violent communication.*
- *School Climate Consultants (Dr. JoAnn Freiberg and Mrs. Patricia Ciccone) scheduled to provide in-person climate/restorative practice trainings with students and staff*
- *Collaboration with "Focus Your Locus" creator, Justin McGlammery to provide in-person team building with a tolerance and acceptance focus*

- ... has protocols in place to support students who may be in crisis and need support. PCMS collaborates with local community-based support to offer referrals to families when outside support is needed
- *hallway supervision-partial day assignments / students escorted to applied academics and at dismissal; additional social worker support added*
- *Students Voices Committee – including former students currently in grade 9 for transitional purpose supports for students*
- ...shares discipline data with the Crisis Team on a consistent to review progress and concerns. The team collaboratively creates individual Safety Plans for students requiring one
- PCMS staff engages in annual GCN Training which includes the following training sessions: Anti-bullying, Bloodborne Pathogens, mask wearing and coverings, DCF Mandated Reporter; Cultural Awareness and Implicit Bias, Sexual Harassment
- ...offers a backpack program where students can take a backpack of non-perishable food home each weekend to support families who request this backpack. You may contact the main office for more information on this program
- ...Site-based Safe School Climate committee (five meeting dates) is dedicated to providing supports designed positively impact school environment through educational programs and activities, review of climate data, teambuilding and a restorative approach; additionally, the District Safe Climate Committee includes representatives from all PPS, ensuring for common approaches and meets five times as well
- ...has a comprehensive discipline policy (see student handbook) to deter negative behavior and to provide restorative practices to ensure student voices are heard and better decisions are made
- *...has updated reporting forms and anonymous Royals Care reporting boxes for all school community members to report issues of concern.*

## Reporting and Investigating Reports for Inappropriate Behavior

All reports of mean-spirited behavior are taken seriously and must be reported to the administration within 24 hours by any member of our school community (student, parent, staff member). The following steps will then occur:

1. Royals Care reporting forms must be submitted to Principal by person reporting.
2. The principal or designee will investigate the report and speak with the alleged victim and alleged perpetrator as well as all witnesses included in the report; additional witnesses may become involved during the investigation's findings.
3. Verification of whether or not an act of bullying has occurred.

Should an act of bullying be verified, a notification letter and/or email to the victim and perpetrator must be sent home inviting parents of both parties to a meeting to discuss the reports, findings, and necessary action steps. (Letter should be mailed within a 48-hour time period).

If the situation is identified as bullying, a School Safety Plan will be put in place between all students involved to ensure that parents and students are aware of expectations moving forward. Should the expectations on the plan be violated, further disciplinary action will occur. The Safety Plan will remain in place for the entire school year and then will be 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.

Reports shall be included in the student's discipline file and verified cases will be entered into the bullying log in the main office.

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

At the conclusion of the investigation, a member of the investigating team will contact the parents/guardians of the perpetrator and target within 48 hours of concluding the investigation and explain the results of the investigation. If any disciplinary consequences will be given, they will share them at that time. As stated earlier, 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.

### **Recording & Filing Bullying Report Incidents**

It is important to file and record all incidents of reported mean-spirited/bullying behavior regardless if the report becomes a confirmed act of bullying. An official case will be started with each official reporting of an alleged act that is mean-spirited or bullying. A filing cabinet is located in the Principal's Office and a folder 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 been promoted to the high school level. At that point, the file will be destroyed.

At the conclusion of the investigation, the incident form will be completed. This form will include conclusions about the incident that has been reported, including whether or not the report was determined to be bullying and whether disciplinary or other actions taken. The notes from the investigation will be attached to the Royals Care Forms. These forms will be for office use, and it will only be used to refer back to in case future incidents occur.

## **Incidents Which Are Not Identified As Bullying**

The Royals Care forms will be kept on file in a file cabinet in the Principal's office. Files will be labeled with students' names and the date of the incident. All files will be kept until all students involved in the situation have been promoted to the high school level. Once this promotion occurs, the file will be destroyed.