

Griswold Elementary School
GES School Climate Committee

Principal	Psychologist
Assistant Principal	Social Worker
Guidance Counselor	Regular Ed. Teacher
Parent	Campus-Wide Athletics & Activities Director
School Security Officer	Nurse

Promoting a Safe School Climate

There are many ways Griswold Elementary School promotes a safe school climate. A major focus is placed on developing strong partnerships with and between students, staff, parents and the community.

- School-wide motto, *we, try our best, to do our best, to be our best. Respect Yourself, Respect Others, and Respect Your School*
- Restorative Practices
- Commitment to the statement that at "Griswold Elementary School we will be thoughtful members of the school community."
- Students are "Caught at My Best" for any act that is recognized as displaying the school's motto- PAW stickers are visually displayed in various locations
- Student Recognition, Student of the Month/Week
- Character Education, reference guide for teachers, including literacy books
- Research Based Second Step program for Kindergarten classrooms
- Social support groups (based on student needs) children and change, career, friendship, lunch bunch
- Promote and support parental involvement by working closely with the home and the community to foster meaningful partnership roles for parents (Parent Teacher Organization, School Family Community Partnership, Children's First Griswold)
- Collaboration with school staff for ongoing educational improvement
- Daily contact with the families through the use of student planners, notebooks, phone and web use
- Communication with the home and community through the use of Wednesday folder

- Use of an automated phone system (Connect-Ed) to keep the community informed
- Student Match program and Student Mentoring programs, including, weekly tutoring, mentoring, field trips, etc. to produce positive academic and behavioral improvements
- GES School Wide Rallies throughout the school year that focus on the different character traits- respect, responsibility, honesty, and care
- Check in/ check out system by support staff

Reporting System

Any person can report an incident that he or she believes to be bullying, intimidating, or harassing behavior to any school employee. (School employees include but are not limited to building administrator, faculty, staff, social worker, coach, or any other person that has regular contact with students of Griswold as an employee of Griswold Public Schools.) Furthermore, that person may report the incident by completing the *Student Conflict Reporting Form* and turning it to the main office. Any school employee that witnesses or receives a report of possible bullying or harassment must report the behavior to building administration orally within one school day and file a written report within two school days after making the oral report. The Student Conflict Reporting Form is available in the main office, or can be downloaded off the GES website.

Investigating a Report

All incidents reported will be investigated. Anonymous reports, however, will be more limited, because the investigating team will not have as many people they can interview and gather information. The investigating team can include the Building Principal, the Assistant Principal, the Support Staff, and the Campus-Wide Activities and Athletic Director, as well as other people when deemed necessary.

An investigation will include many strategies, all of which will begin based on the information provided by the initial report. It could include interviewing the alleged victim, the alleged perpetrator(s), and any other students, teachers, or staff that 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 written statement explaining what they saw and heard and any other pertinent information related to the incident. No person interviewed is required to give a statement in writing, but it is encouraged. During the investigation, the cameras that are set up inside the school and around the perimeter of the school could be consulted to see if there is any visual evidence that supports the report.

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 victim will be notified by phone by members of the investigating team and told what was reported and what the next steps are. They will be kept apprised of any developments related to the reported incident.

Notifying the Parents/Guardians of the Students Involved

At the conclusion of the investigation, the alleged perpetrator and victim will meet separately with members of the investigating team and be told the results of the investigation. 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 victim 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.

Follow-Up

It is vital to follow-up with the victim and his or her family afterwards to make sure that no further acts of bullying have occurred after the situation has been addressed by school officials. For that reason, a team member will check in with both the victim and his or her family two weeks and four weeks after the situation has been resolved if an occurrence of bullying has been determined. Throughout the follow-up process, strict confidentiality will be maintained. The purpose of the follow-up is to verify nothing further has happened, including any retaliation, and that the student once again feels safe and comfortable at school. If, through the follow-up, it is determined that another incident has occurred, it will be addressed immediately. During the follow-up, we will monitor and respond to any instances of retaliation against any individuals that report or assist in the investigation.

Recording & Filing

A case file will be started with the receipt of the Student Conflict Reporting Form reporting an alleged act of bullying, harassment, or intimidation. At the conclusion of the investigation, the *Conflict Incident Summary Form* will be completed. This form will include detailed conclusions about the incident that has been reported, including whether or not the situation was determined to be bullying, disciplinary or other actions taken, and recording the dates and times when we follow up with the students involved in the incident and their families. A brief written summary of the incident will also be included. 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.

Educating Students and Preventing Future Occurrences

Children who are perpetrators need to be educated on what bullying is, why they shouldn't bully, and how to prevent that type of behavior in the future. In order to achieve that, Griswold Elementary School has several approaches in place. There is a structured discipline-versus- intervention model that includes in-school suspension, out of school suspension and other approaches to discipline. Students who are identified as verified bullies will be required to meet with our School Counselor or Student Support Staff for bullying education.

At the beginning of each and every year, the building Principal and Assistant Principal meet with all students by class and explain the dangers of bullying, communicate our zero tolerance for threatening and intimidating behavior, and explain how to report an incident. This time with each class sets the tone of respect that permeates our building and drives everything we do.

We have instituted a GES school motto, *We, try our best, to do our best, to be our best. Respect yourself, respect others, and, respect your school.* Students are educated about specific school rules/expectations that have been established for hallways, playground, cafeteria, restroom, and bus. Rules are explicitly reviewed with all students and reminders are posted throughout the building and on all buses. Along with members of the support staff and our entire staff at GES, students are learning strategies and skills on how to handle student conflict through:

- Consistent reinforcement of the school-wide motto, *We, try our best, to do our best, to be our best. Respect Yourself, Respect Others, and Respect Your School*
- Commitment to the statement that at "Griswold Elementary School we will be thoughtful members of the school community."
- "Caught at My Best" stickers for any act that is recognized as displaying the school's motto, PAW stickers are visually displayed
- Student Recognition, Student of the Month/Week
- Built in classroom lessons through a character education reference guide for teachers, including a list of literacy books that align with the character traits- respect, responsibility, honesty, and care
- Research Based Second Step program for Kindergarten classrooms
- Social support groups (based on student needs)- children and change, career, friendship, lunch bunch
- Promote and support parental involvement by working closely with the home and the community to foster meaningful partnership roles for parents (Parent Teacher Organization, School Family Community Partnership, Children's First Griswold) Collaboration with school staff for ongoing educational improvement
- Lessons regarding bullying in all health classes throughout the school year
- School Wide Rallies throughout the school year that focus on the different character traits- respect, responsibility, honesty, and care.