

**Curriculum Subcommittee Meeting**  
**Wednesday, April 2, 2025, 5:30 PM**  
**Central Office**

**I. Public Comment**

**{{Goal-}}**

**{{Attachment:}}**

**{{RecommendedMotion}}**

**II. Approve Minutes from the March 5, 2025 Curriculum Subcommittee Meeting**

**{{Goal-}}**

**{{Attachment:}}**

**{{RecommendedMotion}}**

**III. Assistant Superintendent's Report**

**{{Goal-}}**

**{{Attachment:}}**

**{{RecommendedMotion}}**

**IV. Scheduling Update**

**{{Goal-}}**

**{{Attachment:}}**

**{{RecommendedMotion}}**

**V. Policies:**

**{{Goal-}}**

**{{Attachment:}}**

**Rationale:**

- Policy 5131.911 - School Climate
- Policy 5141.5 - Suicide Prevention

**{{RecommendedMotion}}**

**VI. Other**

**{{Goal-}}**

**{{Attachment:}}**

**{{RecommendedMotion}}**

## Curriculum Subcommittee Meeting, March 5, 2025 – Approved Minutes Central Office

### Present:

|                       |                  |
|-----------------------|------------------|
| Liz Barlow            | Cheri Burke      |
| Monica Logan          | Jennifer Parsons |
| David Peling          |                  |
| Karen Richmond-Godard |                  |

Meeting commenced at 5:33 pm and adjourned at 6:45 pm

- 1. Public Comment:** There were no public comments this evening.
- 2. Approve Minutes from the February 5, 2025 Curriculum Subcommittee Meeting:** A motion was made by David Peling. and seconded by Liz Barlow. to approve the minutes from the February 5, 2025 Curriculum Subcommittee Meeting. Motion carried.
- 3. Assistant Superintendent’s Monthly Report:**
  - Second to last PD day on Friday. Only day when K-12 teams are together.
  - Open Choice students traveled with Family Engagement Specialist, Bethany Grupp, to Washington, DC to visit HBCU and one student got into Howard. Traveled with Simsbury and used Open Choice grant funding to help pay for this.
  - Ten (10) seats are open in Kindergarten for Open Choice students; however, only 3 have signed up so far.
  - The Scheduling Committee has determined there will be an 8-period day and they are working out the details.
- 4. Curriculum Review, Revision and Approvals:**

There have been major curriculum-related accomplishments since 2020 and Jenn Parsons shared policy connections with the committee members. She also shared a breakdown of curriculum, assessments and instruction and how resources are selected. Finally, information was shared about upcoming curriculum work, as well as outlining the role of the Board of Education in curriculum. Assistant Superintendent Parsons then shared the proposed curriculum review cycle with us. It is a 5-year cycle.
- 5. Policies:**
  - Policy 4112.5 – Fingerprinting: This policy was approved to bring forward to the BOE for a first read on March 19<sup>th</sup>.
  - Policy 5131.911 – School Climate: This policy was tabled to the April Curriculum Subcommittee Meeting.
  - Policy 5145.5 – Suicide Prevention: This policy was tabled to the April Curriculum Subcommittee Meeting
- 6. Other:** N/A

A motion was put forth to adjourn. A motion was made by Dave Peling and seconded by Liz Barlow. The meeting adjourned at 6:45 pm.

# Scheduling Guiding Coalition Decisions

Spring 2025



# Planning for Identified Opportunities

## **2025-26**

5. Align the bell schedules of both schools to enable more student-centered schedules.
2. Prioritize embedding content-specific collaboration time within the school day at both schools to ensure teachers have ample time to collaborate on and prepare rigorous tier 1 instruction.

## **2026-27**

1. Align academic intervention programming at both schools with best practices.
3. Manage low-enrollment and single section classes at the high school differently to more cost-effectively provide variety to students.

## 2025-26

5. Align the bell schedules of both schools to enable more student-centered schedules.

|   |   |  |  |
|---|---|--|--|
| 1 | 7:35-8:20 (45)  |  |  |
| 2 | 8:23-9:08 (45)  |  |  |
| 3 | 9:11-9:57 (46) *Announcements   |  |  |
| 4 | 10:00-10:45 (45)  |  |  |
|   | 1st Lunch -<br>L 10:48-11:18 (30)<br>5B 11:21-12:06 (45)<br>6B 12:09-12:54 (45) | 2nd Lunch -<br>5A 10:48-11:33<br>L 11:36-12:06<br>6B 12:09-12:54 | 3rd Lunch -<br>5A 10:48-11:33<br>6A 11:36-12:21<br>L 12:24-12:54 |
| 7 | 12:57-1:42 (45)   |  |  |
| 8 | 1:45-2:30 (45)  |  |  |

### Proposed Base Schedule: 8 period + 30-min. lunch

45-minute classes - 135 hr/class/yr

3-minute passing time

Staggered lunch

- $\frac{2}{3}$  period 5A (matches with 6A & 6B)
- $\frac{1}{3}$  period 5B (matches with 6B)
- $\frac{1}{3}$  period 6A (matches with 5A)
- $\frac{2}{3}$  period 6B (matches with 5A & 5B)

## THURSDAY CREW/ADVISORY SCHEDULE

|     |  |   |   |
|-----|--|---|---|
| 1   | 7:35-8:16 (41)   |   |   |
| 2   | 8:19-9:00 (41)   |   |   |
| C/A | 9:03-9:33 (30) * Announcements   |   |   |
| 3   | 9:36-10:17 (41)  |   |   |
| 4   | 10:20-11:01 (41)   |   |   |
|     | 1st Lunch -<br>L 11:04-11:34 (30)<br>5B 11:37-12:18 (41)<br>6B 12:21-1:02 (41) | 2nd Lunch -<br>5A 11:04-11:45<br>L 11:48-12:28<br>6B 12:31-1:02 | 3rd Lunch -<br>5A 11:04-11:45<br>6A 11:48-12:29<br>L 12:32-1:02 |
| 7   | 1:05-1:46 (41)   |   |   |
| 8   | 1:49-2:30 (41)   |   |   |

# Extended Block

- Reviewed extended block options
  - (1) 93-minute double block per week + 3 normal classes
  - (2) 93-minute double blocks per week + 1 normal class
  - Drop 2 (3) 61-minute blocks per week + 1 normal class
  - Drop 3 (3) 73-minute blocks per week + 1 extended advisory
  
- Reviewed data collected on need for double blocks per curriculum
  - GMMS - no need identified, no preference for
  - GMHS - varies in degrees of need and preference with Science/Practical Arts needing extended blocks of 75+ minutes

# Compromise for 2025-26: Single Set of Double Period Blocks at GMHS 7x/semester

| Monday   | Tuesday    | Wednesday  | Thursday  | Friday   |
|--|------------|------------|---|--|
| 8 period<br>+ 30-min. lunch<br><br>45-min. classes | 1 (93)     | 2 (93)     | 8 period<br>+ 30-min. lunch<br>+ 30-min. C/A<br><br>41-min. classes | 8 period<br>+ 30-min. lunch<br><br>45-min. classes |
|  | 3          | 4          |   |  |
|  | Lunch (30) | Lunch (30) |   |  |
|  | 5          | 6          |   |  |
|  | 7          | 8          |   |  |

## 2025-26

2. Prioritize embedding content-specific collaboration time within the school day at both schools to ensure teachers have ample time to collaborate on and prepare rigorous tier 1 instruction.

### What we know:

- Contract: teach 5, 30-minute lunch, 1 preparation period and the remaining 2 periods are “professional periods”
- 2 full professional periods + prep make it easier to align for collaboration/PLC
- 1 professional period for collaboration/PLC
- 1 professional period for study hall/AE/academic center or learning lab

Professional Period. A professional period is defined as a period in which a teacher is assigned to educational or collegial responsibilities, professional learning activities, student interventions, and/or direct contact with students. A professional assignment does not require preparation, implementation, or formal evaluation of student learning. Examples include homeroom, advisory periods, capstone periods, coaching, student interventions, child study team, student assistance team, PLC/team/grade level meetings, peer sharing, classroom visitations, student departmental assistance, study halls, and assemblies, activities and/or enrichment periods. Double periods count as two assignments.

Supervisory Duties. A supervisory duty is defined as time before or after the student day in which a teacher is assigned to the supervision of students and shall include hall monitoring and bus duties.

# Positive Outcomes

- Increased instructional time at the high school
  - PLC moved into the day
  - No extra lunch study
- Increased access to instructional support at the middle school
  - Full “AE” period
  - Preserve access to unified and fine arts
- Alignment for staff and students to flex across campus buildings
- Increased collaborative opportunities

## Students

### Connecticut School Climate Policy

#### Policy Statement

All schools must support and promote teaching and learning environments where all students thrive academically and socially, have a strong and meaningful voice, and are prepared for lifelong success.

Implementation of the following set of guiding principles and systemic strategies will promote a positive school climate, which is essential to achieving these goals.

This policy sets forth the framework for an effective and informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the Connecticut School Climate Standards, as detailed herein.

The Board recognizes that improving school climate is contextual. Each school needs to consider its history, strengths, needs, and goals. Furthermore, this policy will support and promote the development of restorative action plans that will create and sustain safe and equitable learning environments.

The Granby Board of Education adopts this policy.

#### Definitions

1. **“School climate”** means the quality and character of the school life, with a particular focus on the quality of the relationships within the school community, and which is based on patterns of people's experiences of school life and that reflects the norms, goals, values, interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.
2. **“Positive Sustained School Climate”** is the foundation for learning and positive youth development and includes:
  - a. Norms, values, and expectations that support people feeling socially, emotionally, culturally, racially, intellectually, and physically safe.
  - b. People who treat one another with dignity and are engaged, respected and solve problems restoratively.
  - c. A school community that works collaboratively together to develop, live, and contribute to a shared school vision.
  - d. Adults who model and nurture attitudes that emphasize the benefits and satisfaction gained from learning; and
  - e. A school community that contributes to the operations of the school and the care of the physical environment.

## Students

### Connecticut School Climate Policy

#### Definitions (continued)

3. **“Social and emotional learning”** means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.
4. **“Emotional intelligence”** means the ability to (A) perceive, recognize, and understand emotions in oneself or others, (B) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication, (C) understand and identify emotions, and (D) manage emotions in oneself and others.
5. **“Bullying”** means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.
6. **“School environment”** means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs that occur outside of a school-sponsored or school-related activity, function or program if bullying at or during such other activities, functions or programs negatively impacts the school environment.
7. **“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 other electronic communication.
8. **“Teen dating violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
9. **“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk or equipment on which digital images are taken or transmitted.
10. **“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

## Students

### Connecticut School Climate Policy

#### Definitions (continued)

11. **“School climate improvement plan”** means a building-specific plan developed by the school climate committee, in collaboration with the school climate specialist, using school climate survey data and any other relevant information, through a process that engages all members of the school community and involves such members in a series of overlapping systemic improvements, school-wide instructional practices and relational practices that prevent, identify and respond to challenging behavior, including, but not limited to alleged bullying and harassment in the school environment.
12. **“Restorative practices”** means evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.
13. **“School climate survey”** means a research-based, validated and developmentally appropriate survey administered to students, school employees and families of students, in the predominant languages of the members of the school community, that measures and identifies school climate needs and tracks progress through a school climate improvement plan.
14. **“Connecticut school climate policy”** means the school climate policy developed, updated and approved by an association in the state that represents boards of education and adopted by the Social and Emotional Learning and School Climate Advisory Collaborative, established pursuant to section 10-222q of the general statutes, as amended by this act, that provides a framework for an effective and democratically informed school climate improvement process that serves to implement Connecticut school climate standards, and includes a continuous cycle of (A) planning and preparation, (B) evaluation, (C) action planning, and (D) implementation.
15. **“School employee”** means (A) a teacher, substitute teacher, administrator, school superintendent, school counselor, school psychologist, social worker, school nurse, physician, paraeducator or coach employed by a local or regional board of education, or (B) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public school, pursuant to a contract with a local or regional board of education.
16. **“School community”** means any individuals, groups, businesses, public institutions and nonprofit organizations that are invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.

## Students

### Connecticut School Climate Policy

#### Definitions (continued)

17. **“Challenging behavior”** means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.
18. **“Evidence Based Practices”** in education refers to instructional and school-wide improvement practices that systematic empirical research has provided evidence of statistically significant effectiveness.
19. **“Effective School Climate Improvement”** is a restorative process that engages all stakeholders in the following six essential practices:
  - A. Promoting decision-making that is collaborative and actively involves all stakeholders (e.g., school personnel, students, families, community members) with varied and meaningful roles and perspectives where all voices are heard;
  - B. Utilizing psychometrically sound quantitative (e.g., school climate survey, discipline data) and qualitative (e.g., interviews, focus groups) data to drive action planning, preventive and intervention practices and implementation strategies that continuously improve all dimensions of school climate, including regularly collecting data to evaluate progress and inform the improvement process;
  - C. Tailoring improvement goals to the unique needs of the students, educators, and broader school community. These goals shall be integrated into overall school improvement efforts thereby leveraging school strengths to address evidence-based areas of need, while sustaining the improvement process over time;
  - D. Fostering adult learning in teams and/or professional learning communities to build capacity building among school personnel and develop common staff skills to educate the whole child;
  - E. Basing curriculum, instruction, student supports, and interventions on scientific research and grounding in cognitive, social-emotional, and psychological theories of youth development. Interventions include strength-based programs and practices that together represent a comprehensive continuum of approaches to promote healthy student development and positive learning environments as well as address individual student barriers to learning and adult barriers to teaching; and
  - F. Strengthening policies and procedures related to:
    - a. climate and restorative informed teaching and learning environments;
    - b. infrastructure to facilitate data collection, analysis, and effective planning;
    - c. implementation of school climate improvement plans with the goal of becoming restorative;
    - d. evaluation of the school climate improvement process; and
    - e. sustainability of school climate and restorative improvement efforts.

## **Students**

### **Connecticut School Climate Policy (continued)**

#### **School Climate Coordinator Roles and Responsibilities**

For the school year commencing July 1, 2025, and each school year thereafter, the superintendent of schools for each school district, or an administrator appointed by the superintendent, shall serve as the school climate coordinator for the school district.

The school climate coordinator shall be responsible for:

1. providing district-level leadership and support for the implementation of the school climate improvement plan for each school;
2. collaborating with the school climate specialist, for each school to (A) develop a continuum of strategies to prevent, identify and respond to challenging behavior, including, but not limited to, alleged bullying and harassment in the school environment, and (B) communicate such strategies to the school community, including, but not limited to, through publication in the district student handbook;
3. collecting and maintaining data regarding school climate improvement, including, but not limited to, school discipline records, school climate assessments, attendance rates, social and emotional learning assessments, academic growth data, types and numbers of alleged and verified bullying complaints submitted by members of the school community, types and numbers of challenging behaviors addressed using the restorative practices response policy, and data concerning the implementation and outcome of restorative practices; and
4. meeting with the school climate specialist for each school at least twice during the school year to (A) identify strategies to improve school climate, including, but not limited to, by responding to challenging behavior and implementing evidence and research-based interventions, such as restorative practices, (B) propose recommendations for revisions to the school climate improvement plan, and (C) assist with the completion of the school climate survey.

#### **School Climate Specialist**

For the school year commencing July 1, 2025, and each school year thereafter, the principal of each school, or a school employee who holds professional certification pursuant to section 10-145 of the general statutes, is trained in school climate improvement or restorative practices and is designated as the school climate specialist by the school principal, shall serve as the school climate specialist for the school.

The school climate specialist shall be responsible for:

1. leading in the prevention, identification, and response to challenging behavior, including, but not limited to, reports of alleged bullying and harassment;

## **Students**

### **Connecticut School Climate Policy**

#### **School Climate Specialist** (continued)

2. implementing evidence and research-based interventions, including, but not limited to, restorative practices;
3. scheduling meetings for and leading the school climate committee; and
4. leading the implementation of the school climate improvement plan.

#### **School Climate Committee**

For the school year commencing July 1, 2025, and each school year thereafter, each school climate specialist shall appoint members to the school climate committee who are diverse, including members who are racially, culturally, and linguistically representative of various roles in the school community.

The school climate committee shall consist of:

1. the school climate specialist;
2. a teacher selected by the exclusive bargaining representative for certified employees chosen pursuant to section 10-153b of the general statutes;
3. a demographically representative group of students enrolled at the school, as developmentally appropriate;
4. families of students enrolled at the school; and
5. at least two members of the school community, as determined by the school climate specialist.

Membership of the school climate committee shall be annually reviewed and approved by the school climate specialist, in coordination with the school climate coordinator.

The school climate committee shall be responsible for:

1. assisting in the development, annual scheduling, and administration of the school climate survey, and reviewing of the school climate survey data.
2. using the school climate survey data to identify strengths and challenges to improve school climate, and to create or propose revisions to the school climate improvement plan.

## **Students**

### **Connecticut School Climate Policy**

#### **School Climate Committee (continued)**

3. assisting in the implementation of the school climate improvement plan and recommending any improvements or revisions to the plan.
4. advising on strategies to improve school climate and implementing evidence and research-based interventions, including, but not limited to, restorative practices, in the school community.
5. annually providing notice of the uniform challenging behavior and/or bullying complaint form, or similar complaint form used by the school, to the school community.

#### **School Climate Survey**

For the school year commencing July 1, 2025, and biennially thereafter, the school climate committee, for each school, shall administer a school climate survey to students, school employees and families of students, provided the parent or guardian of each student shall receive prior written notice of the content and administration of such school climate survey and shall have a reasonable opportunity to opt such student out of such school climate survey.

#### **School Climate Improvement Plan**

For the school year commencing July 1, 2025, and each school year thereafter, the school climate specialist, for each school, in collaboration with the school climate coordinator, shall develop, and update as necessary, a school climate improvement plan. Such plan shall be based on the results of the school climate survey, any recommendations from the school climate committee, including the protocols, supports, and any other data the school climate specialist and school climate coordinator deem relevant. Such plan shall be submitted to the school climate coordinator for review and approval on or before December thirty-first of each school year. Upon approval of such plan, a written or electronic copy of such plan shall be made available to members of the school community and such plan shall be used in the prevention of, identification of and response to all challenging behavior.

Additionally, districts may place the school climate improvement plans into their district and school improvement plans.

#### **Training**

For the school year commencing July 1, 2024, and each school year thereafter, each local and regional Board of Education shall provide resources and training to school employees regarding:

1. social and emotional learning;
2. school climate and culture and evidence and research-based interventions; and
3. restorative practices.

## **Students**

### **Connecticut School Climate Policy**

#### **Training** (continued)

Such resources and training may be made available at each school under the jurisdiction of such board and include technical assistance in the implementation of a school climate improvement plan. Any school employee may participate in any such training offered by the board under this section. The school climate coordinator, shall select, and approve, the individuals or organizations that will provide such training.

#### **Funding**

The school district shall in its discretion allocate sufficient funding to satisfy the requirements of this policy for all schools in the district. Such funding shall be distributed accordingly, with Superintendent approval, for assessments and professional development, as well as for school community outreach, training, and technical assistance.

#### **Accountability**

The Board shall adopt and allocate adequate resources to support the Connecticut School Climate Policy and adhere to state regulations set forth in Public Act 23-167.

### **Connecticut School Climate Standards**

1. The school district community<sup>2</sup> has a shared vision and plan for promoting and sustaining a positive school climate<sup>3</sup> that focuses on prevention, identification, and response to all challenging behavior<sup>4</sup>.
2. The school district community adopts policies that promote:
  - a. a sound school environment that develops and sustains academic, social, emotional, ethical, civic, and intellectual skills; and
  - b. a restorative school environment focused on overcoming barriers to teaching and learning by building and supporting meaningful school-wide relationships, and intentionally re-engaging any disengaged students, educators, and families of students in the school community.

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<sup>2</sup> School Community means any individuals, groups or businesses, public institutions and nonprofit organizations invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.

<sup>3</sup> School climate means the quality and character of the school life, with a particular focus on the quality of relationships within the school community, and which is based on patterns of people's experiences of school life, and that reflects the norms, goals, values and interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.

<sup>4</sup> Challenging behavior means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

## **Students**

### **Connecticut School Climate Policy**

#### **Connecticut School Climate Standards (continued)**

3. The school community's practices are identified, prioritized, and supported to:
  - a. promote learning and the positive academic, social, emotional, ethical, and civic development of students;
  - b. enhance engagement in teaching, learning, and school-wide activities;
  - c. address barriers to teaching and learning; and
  - d. develop and sustain a restorative infrastructure that builds capacity, accountability, and sustainability.
4. The school community creates a school environment<sup>5</sup> where *everyone* is safe, welcomed, supported, and included in all school-based activities.
5. The school community creates a restorative system that cultivates a sense of belonging through norms and activities that promote social and civic responsibility, and a dedication to cultural responsiveness, diversity, equity, and inclusion.

Legal Reference: Connecticut General Statutes  
10-222d Policy on bullying behavior as amended by PA 08-160, P.A. 11-232, P.A. 14-172 and PA 18-15 and PA 19-166.  
10-222g Prevention and intervention strategy re bullying and teen dating violence  
10-222h Analysis of school districts' efforts re prevention of and response to bullying in schools. School climate assessment instruments  
10-222i State-wide safe school climate resource network. [*Repealed, Effective 7/1/2025 State-wide safe school climate resource network*]  
10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee (as amended by PA 21-95, Section 14)  
10-222p Review of safe school climate plans by Department of Education. Approval or rejection.  
PA 23-167 An Act Concerning Transparency in Education

Policy adopted:  
cps 11/23

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<sup>5</sup> School environment means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs if bullying at or during such other activities, functions, or programs negatively impacts the school environment.

## Challenging Behavior Reporting Form

This form is not required by law or policy but serves as a model challenging behavior reporting form that local and regional boards of education may adapt and adopt.

### Instructions

This form is for **students, parents or guardians of students enrolled in the school, and school employees** to report any alleged challenging behavioral incidents. Challenging behavior is behavior that negatively impacts school climate or interferes, or is at risk with interfering, with the learning or safety of a student or the safety of a school employee. This form should also be used to report alleged bullying incidents, meaning: unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.

Complete this form electronically, or in writing, or go to your school climate specialist (principal, vice principal, or other certified administrator) who will assist you with completing this form. All completed reports require a response from the school climate specialist, and every student, parent or guardian, and school employee **who completed this form** will receive a copy of the "Response Process(es) Notification Form" describing the action steps taken, within three (3) school business days after an assessment has been completed.

The school climate specialist will assess the facts of a challenging behavior incident and complete the "Response Process(es) Notification Form" (located on page 5 of this document). A confirmation of receipt of the "challenging behavior reporting form" will be provided to the individual who completed this form within **three (3) school business days**, and the behavioral assessment will be finalized within a reasonable amount of time.

**If this is an emergency, and you feel that you or someone else is in imminent danger, please call 911, or your municipal police department.**

Name: First \_\_\_\_\_ Last \_\_\_\_\_ or check here  for any **student** who would like to submit anonymously.

I am a:  Student,  Parent and/or Guardian or  School Employee

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact me by:  Phone  Email

Was this previously reported to any school employee prior to this report? If yes, identify to whom, when, and what was reported? \_\_\_\_\_

Where did the incident occur? \_\_\_\_\_

Check any boxes that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> On school property                                    | <input type="checkbox"/> On a school bus           |
| <input type="checkbox"/> At a school-sponsored activity or off school property | <input type="checkbox"/> On the way to/from school |
| <input type="checkbox"/> Electronic communication, internet, and social media  | <input type="checkbox"/> Outside of school         |
|  | <input type="checkbox"/> Other _____               |

Approximate date of incident (if known): \_\_\_\_\_

This form does not modify or eliminate any rights or obligations under state and federal laws, including, any constitutional and civil rights protections, or any applicable policies and procedures or collective bargaining agreements. All students' private and personal information will remain confidential throughout this process, subject to any wavier rights or disclosure responsibilities as permitted or required by law.

Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

Please describe what happened?

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Of the following statement(s) check any that may describe or include what happened:

- |  |   |
|--|---|
| <input type="checkbox"/> Teasing, name-calling, intimidating, or threatening, in person or through electronic communication            | <input type="checkbox"/> Making intimidating, and/or threatening gestures or remarks        |
| <input type="checkbox"/> Spreading rumors or gossip  | <input type="checkbox"/> Getting another person to do any of the behaviors listed above     |
| <input type="checkbox"/> Hitting, kicking, shoving, spitting, hair pulling, or throwing something or other acts of physical aggression | <input type="checkbox"/> Unwanted contact of a sexual nature (verbal, non-verbal, physical) |

Do you believe that the reported instance(s) of challenging behavior was in reference to a student's perceived or actual age, ancestry, color, learning disability, marital status, intellectual disability, national origin, physical disability, mental disability, race, religious creed, sex, gender identity or expression, sexual orientation, and status as a veteran? If so, why?

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If known, provide the name(s) of any witness(es) of the alleged incident: \_\_\_\_\_

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Date form submitted: \_\_\_\_\_

**\*For school climate specialist use only:**

Date received by school climate specialist: \_\_\_\_\_

Signature of receipt by school climate specialist: \_\_\_\_\_

This form does not modify or eliminate any rights or obligations under state and federal laws, including, any constitutional and civil rights protections, or any applicable policies and procedures or collective bargaining agreements. All students' private and personal information will remain confidential throughout this process, subject to any wavier rights or disclosure responsibilities as permitted or required by law.

Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

## Investigation Form

The purpose of this form is to provide a streamlined process to assess reported instances of challenging behavior.

This form is to be completed by the school climate specialist within a reasonable amount of time. Pursuant to the Federal Education Confidentiality Law (FERPA), students, parents or guardians, and school employees that completed the challenging behavior reporting form **cannot** receive a copy of this "Investigation Form" but will be provided with a copy of the "Response Process(es) Notification Form" after an assessment is completed.

Date "Challenging Behavior Reporting Form" received: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name of school climate specialist who received the report: \_\_\_\_\_

Were these events already reported to any school employee? If yes, please identify to whom, when, and what was reported \_\_\_\_\_

Name of school community member who is reporting the incident: (student, parent or guardian, school or district employee, bystander, anonymous): \_\_\_\_\_

Name of student or students who were allegedly subjected to the challenging behavior: \_\_\_\_\_

Name of person or persons who allegedly engaged in the challenging behavior: \_\_\_\_\_

Where did the alleged incident occur? \_\_\_\_\_

Date and time alleged incident occurred: (if known): \_\_\_\_\_

Description of the alleged incident: \_\_\_\_\_

What investigative processes occurred? Answer all of the following questions below. A single incident may require an assessment into multiple areas. Please check all that apply.

Was this investigated as bullying? YES  NO   
Was this a verified act of bullying? YES  NO   
Was this investigated as cyberbullying? YES  NO   
Was this a verified act of cyberbullying? YES  NO   
Was this investigated as teen dating violence? YES  NO   
Was this verified teen dating violence? YES  or NO   
Was this investigated as an assault? YES  NO   
Was this a verified assault? YES  or NO   
Was this investigated as an act of physical violence?  
YES  NO

Was this a verified act of physical violence?  
YES  or NO   
Was this investigated as a protected class violation/  
harassment? YES  NO   
Was this a verified protected class violation/harassment?  
YES  NO   
Was this investigated as a Title IX violation? YES  NO  
  
Was this a verified Title IX violation? YES  or NO   
Was this a verified act of challenging behavior not listed  
above? YES  NO

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Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

What was the response by the school climate specialist? (E.g., utilization of restorative practices, school-based threat assessment, safety plan, student support services) Additionally, provide the date of each response.

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If applicable, please provide any additional notes, observations, or actions taken as a result of this incident:

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Signature or E-signature of responding school climate specialist: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date of response: \_\_\_\_\_

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Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

## **Response Process(es) Notification Form**

The purpose of this form is to provide a template for transparency and accountability to a person(s) that submit(s) a report of challenging behavior.

The school climate specialist will complete and submit this form within three (3) school business days **after an assessment has been finalized** and submit it to the student(s), parent(s), or guardian(s), and/or school employee(s) who completed the “Challenging Behavior Reporting Form”.

Describe the steps taken to address and prevent future instance(s) of challenging behavior(s). Responses may include:

- utilization of restorative practices;
- the completion of a school-based threat assessment;
- safety plan for student(s) involved in the instance of alleged challenging behavior;
- student support services;

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Signature or E-signature of school climate specialist: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date completed: \_\_\_\_\_

## **Definitions and Clarifying Terms**

***Restorative Practices:*** Evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.

***School Based Threat Assessment:*** An evidence-based systematic evaluation process used to prevent violence, help troubled students, and avoid over-reactions to challenging behavior.

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Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

## Students

### Suicide Prevention/Intervention

The Board of Education recognizes that suicide is a complex issue and that, while the school may recognize a potentially suicidal youth, it cannot make a clinical assessment of risk and provide in-depth counseling. Instead, the Board directs school staff to refer students who may be at risk of attempting suicide to an appropriate service for professional assessment, counseling and treatment services outside of the school.

The Board of Education recognizes the need for youth suicide prevention procedures and will establish student assistance program(s) to identify risk factors for youth suicide, procedures to intervene with such youth, referral services and training for teachers, other school professionals and students to provide assistance in these programs.

Risk factors for youth suicide will be based on the statewide strategic suicide prevention plan developed by the Connecticut Suicide Advisory Board, which includes, but is not limited to youth who are:

1. bereaved by suicide,
2. disabled or have chronic health conditions, such as mental health or substance use disorders,
3. involved in the juvenile justice system,
4. experiencing homelessness or placed in an out-of-home setting, such as foster care, or
5. lesbian, gay, bisexual, transgender or questioning.

To that end, the Board directs the Superintendent to implement an assessment recommended by the Connecticut State Department of Education for determining suicide risk. The assessment shall be used to determine the suicide risk of students who:

- a. exhibit mental health distress,
- b. have been identified as at risk of suicide, or
- c. are considered to be at an increased risk of suicide based on particular risk factors.

Any school employee who may have knowledge of a suicide threat, attempt or ideation must take the proper steps to immediately report this information to the building Principal or his/her designee who will, in turn, notify the appropriate school officials, the Crisis Intervention Team, the student's family and appropriate resource services outside and within the school system.

In addition, information regarding the 988 crisis line should be made widely available in schools and district offices. Text should note to call 988 if you are in emotional distress and/or you are having suicidal ideations. It should also include that by calling 988, you will be provided with support and connected to resources if needed.

Information concerning a student's suicide attempt, threat, or risk will be shared with others to the degree necessary to protect that student and others.

~~In view of the increasing incidence of suicide and suicide attempts among young people, the Board~~

~~of Education will take a pro-active posture in the prevention of youth suicide. The Board will provide training for teachers, administrators and guidance personnel in order to increase their awareness of the risk factors and behaviors that may indicate suicidal thinking. The Board recognizes, however, that suicide is a complex issue and that, while school personnel may recognize potentially suicidal youth, they may not make a clinical assessment of risk or provide in-depth counseling, but must refer the youth to an appropriate place for such assessment and counseling.~~

~~Any school employee who may have knowledge of a suicide threat must take the proper steps to report this information to the building principal or his/her designee who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.~~

Legal Reference: Connecticut General Statutes

10-221(e) Boards of education to prescribe rules.

Policy Adopted: 6/20/90

GRANBY PUBLIC SCHOOLS  
Granby, CT

## Students

### Suicide Prevention/Intervention

#### A. Prevention

1. The K-12 Health curriculum will incorporate appropriate suicide prevention lessons.
2. The ~~Board of Education~~District, through its administration, will identify mental health clinics and other community resources that have expertise in the problem of youth suicide for the purpose of developing education and referral sources for the school district.
3. The ~~Board of Education~~District will develop in-service programs for teachers, administrators, and ~~guidance-counseling~~ personnel for the purpose of enhancing their ability to recognize those students who may be vulnerable to, or at risk, for suicide. Training will include, but may not be limited to, information about factors that increase a student's risk for suicide; recognition of the behavioral signs that may indicate that a student is suicidal; information on community resources available for students that may need assistance; information regarding school procedures for handling a suicidal student.
4. The ~~Board of Education~~District will make ~~guidance-counseling~~ resources available for students at risk of suicide. The Board of Education will also make ~~guidance-counseling~~ resources available to students subsequent to a suicide attempt by one of their peers.
5. The ~~Board of Education~~District may establish a youth assistance program for the purpose of developing educational programs for students about the risk factors related to suicide and the community resources available for students who may need counseling.

#### B. Intervention

If any member of the teaching, ~~guidance-counseling~~, or administrative staff is confronted by a student who makes a statement of suicidal thinking or, for any other reason suspects that an attempt at suicide is possible, the following procedures must be implemented:

1. The principal of the building or the principal's designee must be advised immediately. If the principal is absent from the building and if there are no designees available, then the Superintendent must be notified.

## **Students**

### **Suicide Prevention/Intervention**

#### **Intervention** (continued)

2. The principal or designee will notify the school nurse and the school ~~guidance~~ counselor, school psychologist, or school social worker who will immediately meet with the student.
3. The student will be brought to the school nurse's office or the school office. Under no circumstances is the student to be left alone.
4. The student's parents/guardians will be notified.
5. The student's parents/guardians will be referred to a local physician or community agency for emergency intervention and counseling.
6. The parents/guardians will be asked to pick the student up from school. The student will not be allowed to go home alone.
7. The principal or his designee will be responsible for following up with the student's parents/guardians to ensure that a referral has been made.
8. The student will be monitored by school ~~guidance~~-counseling personnel or social worker on a daily basis to assess if the threat of suicide continues. School personnel will maintain contact with the outside agency that is treating the student to support the treatment program.
9. If school staff has reason to believe that the student continues to have suicidal thoughts, and no referral has been made by the student's parents/guardians, the parents will be informed that their failure may constitute emotional neglect and a referral will be made to the Department of Children and Youth Services.
10. In the event any employee becomes aware that a student has attempted suicide, the principal and school nurse are to be notified immediately.
11. If the principal and school nurse determine that the student's medical or emotional condition requires hospitalization as a result of the suicide attempt, the parents/guardians will be contacted and the student will be transported immediately to an area hospital for medical treatment.
12. The student and his parents/guardians will be referred to a local physician or community agency for ongoing counseling.

**Administrative Regulations  
5141.5(c)**

**Students**

**Suicide Prevention/Intervention**

**C. Postvention**

1. There will be designated staff at each building who have been trained in postvention strategies and counseling techniques.
2. Policies governing crisis management procedures will be distributed to all staff.
3. Grief and loss support teams will be available.
4. Linkages with community resources will be established.

**Regulation approved: 6/20/90**

**GRANBY PUBLIC SCHOOLS  
Granby, CT**

Run Date: 3/5/2025

