



St. Anthony School

Bullying Prevention and Intervention Plan

I. Introduction.

St. Anthony School (the School) acknowledges that its purpose is to live out its mission in providing a “safe and supportive atmosphere” so that each child may learn without being subjected to Bullying, Cyber-Bullying or Retaliation. To that end, all students are expected to behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation will not be tolerated.

Accordingly, St. Anthony’s hereby promulgates this Bullying Prevention and Intervention Plan (the “Plan”) as required by the Archdiocese of Boston Bullying Prevention Policy (the “RCAB Bullying Prevention Policy”).

II. Definitions.

For purposes of this Plan, the following definitions shall apply: “Aggressor”, means a student who engages in Bullying or Retaliation.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, including but not limiting to contact, directed at a Target that:

- causes physical or emotional harm to the Target or damage to the Target’s property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at School for the Target;
- infringes on the rights of the Target at the School; or
- materially and substantially disrupts the education process or the orderly operation of the School.

By way of example only, Bullying may involve, but is not limited to:

- unwanted teasing
- threatening
- intimidating
- stalking
- Cyber-Stalking
- physical violence
- theft
- sexual, religious, racial or any other type of harassment
- public humiliation
- destruction of School or personal property
- social exclusion, including incitement and/or coercion
- rumor or spreading of falsehoods

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For the purpose of this Plan, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying (as defined below).

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetics
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying shall

also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

“Hostile Environment” means a situation in which Bullying causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a School building or facility is located or property that is owned, leased or used by a School for a School-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, School nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Target”, means a student against whom Bullying or Retaliation has been perpetrated.

III. Leadership.

Leadership will play a critical role in developing the Plan in consultation with the School Board, School staff, parents, and students. Notice and comment period by families of students currently attending the School will be provided as the Plan will be adopted by the School. The Principal and designated members of the Staff, working with Pastor, will be responsible for setting priorities as to how to prevent and effectively respond to Bullying.

- A. Assessing Needs and Resources. During the fall, the faculty and staff held discussions to ensure that the Parent/Student Handbook contained anti-bullying language and AUP (Acceptable Use Policy) language defining cyberbullying. The Student's *Code of Conduct* was also amended to include language prohibiting bullying and clearly defining consequences connected to it.

An email stopbully@saseverett.com, was established so that it can be used by anyone to report bullying. A "Bullying Report Form" was also posted on the school website, along with several links to anti-bullying/prevention/violence reduction sites.

- B. Planning and oversight.

The Principal or designee will be responsible for:

1. receiving reports on Bullying;
2. planning supports that respond to the needs of Targets and Aggressors;
3. revising current policies, developing new ones, if needed, including an Internet safety policy, and designating key Staff to be in charge of implementation of them;
4. amending student and Staff handbooks and codes of conduct;
5. leading the parent or family engagement efforts and drafting parent information materials; and
6. reviewing and updating the Plan biannually, or as needed.

- C. Priorities

St. Anthony School expects that all members of the School community to treat each other in a respectful manner. Therefore, the School is committed to providing students with a safe learning environment that is free from Bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent Bullying and other harmful and disruptive behavior that can impede the learning and teaching processes.

We will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our School, on School Grounds, or in School-related activities. We will investigate and respond promptly to reports and complaints of Bullying and Retaliation.

The School is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. The Principal, working under the supervision of the Pastor, will be responsible for the implementation and oversight of the Plan.

IV. Prohibition Against Bullying and Retaliation.

Bullying is prohibited:

- On School Grounds owned, leased or used by a School;
- On property immediately adjacent to School Grounds;
- At any School-sponsored or School-related activity, function or program whether on or off School Grounds;
- On a School bus or any other vehicle leased or used by the School; or,
- Through the use of technology or an electronic device owned, leased or used by the School;

Bullying is also prohibited at a location, activity, function or program that is not School-related or through the use of technology or an electronic device that is not owned, leased or used by the School if the act or acts in question:

- create a Hostile Environment at School for the Target;
- infringe on the rights of the Target at School; or
- materially and substantially disrupt the education process or the orderly operation of the School.

Retaliation against any person who reports Bullying or Retaliation provides information during an investigation of Bullying or Retaliation, or witnesses or has reliable information about Bullying or Retaliation is also prohibited.

V. Training

- A. Annual Staff Training on the Plan. Annual training for all School Staff, and, at the discretion of the Principal, for volunteers who have significant contact with students, will be provided. Personnel hired after the start of the School year may be required to participate in School-based training during the School year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.
- B. Written Notice to Staff. At the beginning of each school year, the Principal or designee will provide written notice to the School Staff of the RCAB Policy and the Plan. Relevant sections of the RCAB Policy and the Plan relating to the duties of School Staff will be included in the School employee handbook.

VI. Access to Resources and Services.

The School will work at promoting a positive climate to address the underlying emotional needs of Targets, Aggressors, and their families.

A. Identifying Resource. St. Anthony School's principal or designee will be responsible for identifying the resources and services needed by the targets, aggressors, and their families. The School will conduct an annual review of programs that support a positive school environment and take steps to identify agencies that can meet those needs.

B. Counseling and Other Services.

- Clinical Health Agencies
- Everett Police Department
- Department of Children and Families

C. Students with Disabilities.

If it is determined that a student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the School will consider what reasonable accommodations can be undertaken to develop the student's skills and proficiencies so as to avoid and respond to bullying.

D. Referral to Outside Services. The School will establish a protocol for referring students and families to outside services. The principal or designee will help students and families access appropriate and timely services.

VII. Policies and Procedures for Reporting and Responding to Bullying and Retaliation.

A. Reporting Bullying or Retaliation. Reports of Bullying or Retaliation may be made by Staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be recorded in writing. A School Staff member is required to report immediately to the Principal or designee any instance of Bullying or Retaliation the Staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not School Staff members, may be made anonymously. The School will make a variety of reporting resources available to the School community including, but not limited to, an Incident Reporting Form (*Appendix A*) and an email address.

Use of an Incident Reporting Form is not required as a condition of making a report. The School will: 1) include a copy of the *Incident Reporting Form* in the beginning of the year packets for students and parents or guardians; 2) make it available in the School's office, and other locations determined by the Principal or designee; and 3) post it on the School's website. If needed, the *Incident Reporting Form* will be made available in the most prevalent language(s) of origin of students and parents or guardians.

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At the beginning of each academic year, the School will provide the School community, including Staff, students, and parents or guardians, with written notice of its policies for reporting acts of Bullying and Retaliation. Reporting procedures and resources, including the name and contact information of the Principal or designee, will be incorporated in the student and Staff handbooks, on the School website, and in information made available to parents or guardians.

1. Reporting by Staff

A Staff member will report immediately to the Principal or designee when s/he witnesses or becomes aware of conduct that may be Bullying or Retaliation. The requirement to report to the Principal or designee does not limit the authority of the Staff member to respond to behavioral or disciplinary incidents consistent with School policies and procedures for behavior management and discipline.

2. Reporting by Students, Parents or Guardians, and Others

The School expects students, parents or guardians, and others who witness or become aware of an instance of Bullying or Retaliation involving a student to report it to the Principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a Staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of Bullying with a Staff member, or with the Principal or designee.

B. Responding to a report of Bullying or Retaliation.

1. Safety

Responses to promote safety may include, but are not be limited to:

- Creating a personal safety plan;
- Identifying a Staff member who will act as a “safe person” for the Target; and
- Pre-determining seating arrangements for the Target and/or the Aggressor in the classroom and at lunch;
- Keeping an open communication between school and home, or services outside the school;
- Altering the Aggressor’s schedule and access to the Target. The Principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal or designee will implement appropriate strategies for protecting from Bullying or Retaliation a student who has reported Bullying or Retaliation, a student who has witnessed Bullying or Retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of Bullying or Retaliation.

2. Obligations to Notify Others

- a. Notice to parents or guardians. Upon determining that Bullying or Retaliation has occurred, the Principal or designee will promptly notify the parents or guardians of the Target and the Aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. Notice to Another School. If the reported incident involves students from other schools, the Principal or designee first informed of the incident will promptly notify the Principal or designee of the other School(s) of the incident so that each School may take appropriate action.
- c. Notice to Law Enforcement. If the Principal or designee has a reasonable basis to believe that criminal charges may be pursued against the Aggressor, the Principal will notify the local law enforcement agency

In making this determination, the Principal will, consistent with the Plan and with applicable School policies and procedures, consult with other individuals the Principal or designee deems appropriate (including, but not limited to, the Office of the General Counsel of the Archdiocese).

- C. Investigation. The Principal or designee will investigate promptly all reports of Bullying or Retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. To the extent practicable, the Principal or designee will maintain confidentiality during the investigative process.

During the investigation the Principal or designee will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Principal or designee (or whoever is conducting the investigation) will remind the alleged Aggressor, Target, and witnesses that Retaliation is strictly prohibited and will result in disciplinary action.

Determinations. The Principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, Bullying or Retaliation is substantiated, the Principal or designee will take the necessary steps to prevent recurrence and to ensure that the Target is not restricted in participating in School or in benefiting from School activities. The Principal or designee will determine the appropriate disciplinary response, which may include detention, suspension (in or out of school), or expulsion.

The Principal or designee will promptly notify the parents or guardians of the Target and the Aggressor about the results of the investigation and, if Bullying or Retaliation is found, what action is being taken to prevent further acts of Bullying or Retaliation. All notice to parents will comply with applicable Massachusetts and federal privacy laws and regulations.

D. Responses to Bullying

1. Teaching Appropriate Behavior Through Skills-building

The bullying prevention and intervention plan shall include, but not be limited to:

- providing relevant educational activities for individual students or groups of students
- implementing positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

2. Taking Disciplinary Action

Disciplinary action will be determined on the basis of facts found by the Principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the School's code of conduct.

If the Principal or designee determines that a student knowingly made a false allegation of Bullying or Retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The Principal or designee will consider what adjustments, if any, are needed in the School environment to enhance the Target's sense of safety and that of others as well.

Within a reasonable period of time following the disciplinary action, the Principal or designee will contact the Target to determine whether there has been a recurrence and whether additional supportive measures are needed

Collaboration with Families

- A. Parent education and resources. The School may offer educational programs for parents and guardians in collaboration with the PTO.
- B. Notification requirements. Each year the School will inform parents or guardians of enrolled students about the anti-Bullying curricula that are being used. This notice will include information about the dynamics of Bullying, including Cyber-Bullying and online safety. The School will send parents written notice each year about the student-related sections of the Plan and the School's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and may be made available in the language(s) most prevalent among parents or guardians. The School will post the Plan and related information on its website.

VIII. Relationship to Other Laws.

Consistent with Massachusetts and federal laws, and the policies of the School, nothing in the Plan prevents the School from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts, or federal law, or School policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the School to take disciplinary action or other action under Mass. Gen. Laws. Ch. 71, Section 37O (d)(v), other applicable laws, or local School policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

In no event should the Plan be construed in any way so as to limit or modify the obligation of mandated reporters to timely make required so-called 51A Reports where appropriate.

ST. ANTHONY SCHOOL

54 Oakes Street
Everett, MA 02149
stopbully@saseverett.com

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

Name of Reporter/Person Filing the Report: _____

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior Reporter (not the target)

3. Check whether you are a: Student Staff member (specify role) _____
 Parent Administrator Other (specify) _____

Your contact information/telephone number: _____

4. If student, state your school: _____ Grade: _____

5. If staff member, state your school or work site: _____

6. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

YES NO

- Bullying Incident documented as _____
- Retaliation Discipline referral only _____

2. Contacts:

- Target's parent/guardian Date: _____ Aggressor's parent/guardian Date: _____
- Pastor Date: _____ Law Enforcement Date: _____

3. Action Taken:

- Detention Suspension
- Other _____

4. Describe Safety Planning: _____

Follow-up with Target: scheduled for _____ Initial and date when completed: _____

Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: _____ Date: _____

(If principal was not the investigator)

Signature and Title: _____ Date: _____