

Bullying Prevention and Intervention Plan

Introduction.

Archbishop Williams High School (the “School”) acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, the School must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student’s ability to learn and the School’s ability to educate its students in a safe and embracing environment. The School’s Staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, the School 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”).

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, 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

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.

The Principal’s “Designee”, when cited, the Principal’s Designee refers to the Dean of Students.

“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, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

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

Leadership.

Leadership in the School community will play a critical role in developing and implementing this Plan in the context of other School and community efforts to promote a positive School climate. We all have a primary role in teaching students to be civil to one another and promoting understanding of and respect for diversity and difference. The Principal and the Administrative Staff are collectively responsible for setting priorities and for staying up-to-date with current research on ways to prevent and effectively respond to Bullying. It is also the responsibility of the Principal and the Administrative Staff to involve representatives from the greater School community in developing, implementing and periodically reviewing the Plan.

Assessing needs and resources.

The Plan will be the School's blueprint for enhancing capacity to prevent and respond to issues of Bullying within the context of other healthy School climate initiatives. As part of the planning process, the Principal and the Administrative Staff, will assess the adequacy of current programs; review current policies and procedures; review available data on Bullying and behavioral incidents; and assess available resources including curricula, training programs, and behavioral health services.

This “mapping” process will assist the School in identifying resource gaps and through the use of periodic surveys of students, faculty, parents and guardians, the most significant areas of need with regard to vulnerable populations and “hot spots” in School buildings. Periodically, based on these findings, the School will revise or develop policies and procedures; established partnerships with community agencies where possible, including law enforcement; and set priorities.

Planning and oversight.

The Administrative Staff will be responsible for oversight of the Bullying Prevention Plan. The existing Administrative Staff is made up of the Principal, the Assistant Principal, the Deans of Students, the Guidance Director, the Director of Campus Ministry, and the Athletic Director; in a particular circumstance, a teacher-at-large. The Dean of Students will receive and analyze reports on Bullying; investigate the allegations in order to determine if there is a case of bullying as defined above.



Following stated procedures, the Dean will contact parents of both parties when it is determined that bullying has occurred. It will rest with the Administrative Staff to review the findings of the Deans and in particularly serious cases, recommend a course of action to the Principal.

Periodically, the Administrative Staff will review effectiveness of bullying prevention measures and activities and/or recommend professional development and training.

Priorities.

Archbishop Williams H.S. expects that all members of the School community will treat each other in a civil manner and with respect for differences.

The School is committed to providing all 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 and eliminate all forms of Bullying and other harmful and disruptive behavior that can impede the learning process.

We will investigate promptly all reports and complaints of Bullying and Retaliation and take prompt action to end that behavior and restore the Target's sense of safety. We will support this commitment in all aspects of our School community, including curricula, instructional programs, Staff development, extracurricular activities, and parent/guardian involvement.

This Plan is a comprehensive approach to addressing Bullying, and the School is committed to working with all constituencies to prevent issues of violence. We have established this Plan for preventing, intervening, and responding to incidents of Bullying and Retaliation. The Principal, working under the oversight of the President and the Board of Trustees, is responsible for the implementation and oversight of the Plan.

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 owned, 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.

Training and/or Professional Development.

Annual Training on the Plan .

Under this plan, there will be annual training on the Plan for all School Staff and volunteers who have significant contact with students. Training will include an overview of the steps that will be followed upon receipt of a report of Bullying or Retaliation, and an overview of any Bullying prevention curricula to be offered at the School.

Staff members hired after the start of the School year are 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.

Written Notice to Staff.

At the beginning of each School year, the Principal shall provide written notice to the School Staff of the RCAB Policy and the School's Plan. Relevant sections of the RCAB Policy and the Plan relating to the duties of School Staff shall be included in the School's Faculty handbook.

On-going Professional Development.

Professional development will continue to build the skills of Staff members to prevent, identify, and respond to Bullying. Professional development may include information on:

- age-appropriate strategies to prevent Bullying;
- age-appropriate strategies for immediate, effective interventions to stop Bullying incidents;
- information regarding the complex interaction and power differential that can take place between and among an Aggressor, Target, and witnesses to the Bullying;
- information on the incidence and nature of Cyber-Bullying; and
- Internet safety issues as they relate to Cyber-Bullying.

Additional areas identified by the School for professional development may include:

- fostering an understanding of and respect for diversity and difference;
- using positive behavioral intervention strategies;
- applying appropriate disciplinary practices;

- teaching students skills including positive communication, anger management, and empathy for others; and
- maintaining a safe and caring classroom for all students.

Access to Resources and Services.

Identifying resources.

Within the scope of available resources, the School will provide counseling and other services for Targets, Aggressors, and their families. The School will periodically review current staffing and programs that support the creation of a positive School environment. The School can develop recommendations and action steps to fill resource and service gaps. This may include adopting new curricula, reorganizing Staff, establishing safety planning teams, and identifying other agencies that can provide services to students on a referral basis.

Counseling and other services.

School Staff and personnel immediately available to assist and intervene with Targets, Aggressors and Parents are the Principal, Guidance Counselors, Deans of Students, the Nurse and the School Safety Officers from the Braintree Police Department. These providers will assist in developing safety plans for students who have been Targets of Bullying or Retaliation, recommending social skills programs to prevent Bullying, and offering education and/or intervention services for students exhibiting Bullying behaviors.

Students with disabilities.

The School does not offer services to students with developmental and physical disabilities affecting mobility due to facility limitations. The School is able to make minimal accommodations for students with learning disabilities and with recorded IEP's. The School will be vigilant towards any student who may be vulnerable to Bullying, harassment or teasing due to any disability.

Referral to outside services.

In compliance with the Plan, The School will establish a referral protocol for referring students and families to outside services. Clear protocols will help students and families access appropriate and timely services.

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

Reporting Bullying or Retaliation.

Reports of Bullying or Retaliation may be made by staff, students, parents/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 Dean of Students 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 attempt to make available a variety of reporting resources available to the School community including an Incident Reporting Form (a copy of which is attached to this Plan and a designated reporting box, and others when available and deemed necessary.

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/guardians;
2. make the form available in the School's main office, the Deans' office, the Guidance office, the School nurse's office, the Athletic office and/or other locations determined by the Principal; and
3. post the form on the School's website.

At the beginning of each School year, the School will provide the School community, including Faculty, Staff, students, and parents or guardians, with written notice of its policies for reporting acts of Bullying and Retaliation. A description of the reporting procedures, with School contact information, will be incorporated in Student and Faculty handbooks, posted on the School website, and in information about the Plan that is made available to parents or guardians.

Reporting by Faculty and Staff

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

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 Dean of Students. 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 Faculty or Staff member, or with the Principal, the Deans, or Guidance.



Responding to a report of Bullying or Retaliation.

Safety

Before fully investigating the allegations of Bullying or Retaliation, the Dean of Students will take steps to assess the need to restore a sense of safety to the alleged Target and/or to protect the alleged Target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the Target and/or the Aggressor in the classroom, at lunch, or other sites; identifying a Staff member who will act as a “safe person” for the Target; and altering the Aggressor’s schedule and access to the Target. The Dean of Students will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Dean of Students 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.

Obligations to Notify Others

Notice to parents or guardians.

Upon determining that Bullying or Retaliation has occurred, the Dean of Students 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 Dean of Students contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

Notice to Another School .

If the reported incident involves students from more than one School, charter School, non-public School, approved private special education day or residential School, or collaborative School, the Principal or Designee first informed of the incident will promptly notify by telephone the Principal or Designee of the other School(s) of the incident so that each School may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

Notice to Law Enforcement.

At any point after receiving a report of Bullying or Retaliation, including after an investigation, 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. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on School grounds and involves a former student under the age of 21 who is no longer enrolled in School, the Principal or Designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the Aggressor.



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

Investigation.

The Dean of Students 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.

During the investigation the Dean of Students will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Dean of Students will remind the alleged Aggressor, Target, and witnesses that Retaliation is strictly prohibited and will result in disciplinary action.

Interviews will be conducted by the Dean of Students and in consultation with the School counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the Dean of Students will maintain confidentiality during the investigative process. The Principal will maintain a written record of the investigation.

Procedures for investigating reports of Bullying and Retaliation will be consistent with School policies and procedures for investigations. If necessary, the Principal will consult with the Office of the General Counsel of the Archdiocese about the investigation.

Determinations

The Dean of Students will make a determination based upon all of the facts and circumstances. If, after investigation, Bullying or Retaliation is substantiated, the Administrative Staff will take steps reasonably calculated to prevent recurrence and to ensure that the Target is not restricted in participating in School or in benefiting from School activities. The Principal will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Principal or the Dean of Students may choose to consult with the students' teacher(s) and/or School counselor, and the Target's or Aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the Bullying behavior and to assess the level of need for additional social skills development and/or remediation.

The Principal or the Dean of Students 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 must comply with applicable Massachusetts and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the Principal or the Deans of Students cannot report specific information to the Target's parent or

guardian about the disciplinary action taken unless it involves a “stay away” order or other directive that the Target must be aware of in order to report violations.

Responses to Bullying.

Teaching Appropriate Behavior Through Skills-building

Upon the Dean of Students determining that Bullying or Retaliation has occurred, the law requires that the School use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Mass. Gen. Laws. Ch. 71, Section 37O (d)(v). Skill-building approaches may be considered include:

- offering individualized skill-building sessions based on the School’s anti-Bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate School personnel;
- implementing a range of academic and nonacademic 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 the anti-Bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills;
- making a referral for evaluation.

Taking Disciplinary Action

If the Principal decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Dean of Students, 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 Dean of Students determines that a student knowingly made a false allegation of Bullying or Retaliation, that student may be subject to disciplinary action.

Promoting Safety for the Target and Others

The Administrative Staff 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. One strategy that may be used is to increase adult supervision at transition times and in locations where Bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Dean of Students will contact the Target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal will work with appropriate School Staff to implement



them immediately.

Collaboration with Families.

Parent education and resources

Periodically, the School will offer education programs for parents and guardians that are focused on the parental components of the anti-Bullying curricula and any social competency curricula used by the School.

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 make parents aware of the student-related sections of the Plan and the School's Internet safety policy, which will be contained in the Student Handbook. The School will post the Plan and related information on the Website.

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.

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. 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/Guardian 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 sheets of paper if necessary and attach them to this document.

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: _____ Date: _____
(Note: Reports may be filed anonymously.)

10. Form Given to: _____ Position: _____ Date: _____

Signature: _____ Date Received: _____

