

St. Augustine School

Bully Prevention and Intervention Plan

2020-2021

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St. Augustine School

BULLYING PREVENTION AND INTERVENTION PLAN

I.

Mission Statement

The mission of St. Augustine School is to celebrate our strong Catholic identity, to promote academic excellence, and to foster respect and justice for all individuals. We strive to create an environment that prepares our students to draw upon their faith in order to conduct their lives with integrity and wisdom.

Children's Mission– WIRED, Wisdom, Integrity, Respect, Excellence, and Devotion

II.

Introduction (As directed by the Archdiocese of Boston)

St. Augustine 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 community is expected to demand that all members behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Priority Statement

The Bully Prevention Intervention Plan is a comprehensive approach to address bullying and cyber-bullying and the school is committed to working with students, staff, families, law enforcement agencies and the community to prevent instances of violence. In consultation with these constituencies we have established this plan for preventing, intervening and responding to incidents of bullying, cyber-bullying and retaliation. The principal is responsible for the implementation and oversight of the Plan.

III.

Prohibition Against Bullying

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;
- At a School bus stop;
- 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.

IV.

Improving School-Wide Climate

- The School 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.
- The school will prevent and eliminate all forms of Bullying and other harmful and disruptive behavior that can impede the learning process.
- The School will take specific steps to create a safe, supportive environment for vulnerable populations in the School community, and provide all students with the skills, knowledge, and strategies to prevent or respond to Bullying.

- The School 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.
- The School will support this commitment in all aspects of our School community, including curricula, instructional programs, Staff development, extracurricular activities, and parent or guardian involvement.

V. Leadership

Leadership at all levels of the School community has played a critical role in developing and implementing this Plan in the context of other School and community efforts to promote a positive school climate. The Plan has been developed in consultation with the Pastor, school staff, school volunteers, students, parents, and guardians. Notice and a public comment period by families of students currently attending the School was provided before the Plan was adopted by the School. 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 designated members of the Staff, working under the oversight of the pastor 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 such designees to involve representatives from the greater School and local community in developing, implementing and periodically reviewing the Plan.

Assessing needs and resources

The Plan is intended to 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, School leaders, with input from families and the Staff, have assessed the adequacy of current programs; reviewed current policies and procedures; reviewed available data on Bullying and behavioral incidents; and assessed available resources including curricula, training programs, and behavioral health services

Planning and oversight

TASK

Receiving bullying reports

Collecting and analyzing data

Creating a process for tracking incidence reports

Planning for professional development

Planning supports that respond to the needs
of targets and aggressors

Choosing and implementing curricula

Developing or revising current policies and protocol
including an internet safety policy

Amending student and staff handbook

Drafting parent information materials

Reviewing and updating the plan annually

SCHOOL LEADER

principal

guidance counselor and administration

principal or designee

principal or designee

guidance and administration

administration and faculty

technology teacher

assistant principal and parent

administration

administration

VI.

Training and Professional Development

Annual Staff Training on the Plan

- Staff duties under the Plan
- Overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation
- An overview of the bullying prevention curricular to be offered at all grades throughout the school

Written Notice to Staff

At the beginning of each School year, the Principal or his or her designee shall provide written notice to the School Staff of the School Plan. Relevant sections of the Plan relating to the duties of School Staff shall be included in the School employee handbook.

On-going Professional Development

The goal of professional development is to establish a common understanding of tools necessary for Staff to create a School climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of Staff members to prevent, identify, and respond to Bullying. Professional development may be informed by research and may include information on:

- developmentally (or age-) appropriate strategies to prevent Bullying;
- developmentally (or 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;
- research findings on Bullying, including information about specific categories of students who have been shown to be particularly at risk for Bullying in the School environment;
- information on the incidence and nature of Cyber-Bullying;
- Internet safety issues as they relate to Cyber-Bullying.

Professional development will also address ways to prevent and respond to Bullying or Retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Parent education and resources

Programs for parents and guardians that are focused on the parental components of the anti-Bullying

curricula and any social competency curricula will be 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 send parents written notice each year about the student-related sections of the Plan and the School's Internet safety policy. The School will post the Plan and related information on its website.

VII. Curricula, Programs, Initiatives

Anti-bullying week
Million Mismatched Sock March
National Mix-It-Up-Day at Lunch
8th grade Retreat
Social Skills groups with guidance
The "Bucket Book"- grade three
Parent to Parent Speaker Series in conjunction with the town of Andover on bully prevention
"Stop Bullying Before it Starts Program"-a Kids to Kids Prevention Project given by the Essex County's DA's office
Teacher training from the DA's office
MARC Training of All Staff
ABC's of Bullying Books & Videos
9 Second Rule
Internet Safety Presentation by Andover Police
Archdiocese of Boston "Protecting God's Children" programs for all levels
"No Bully Zone" -anti bullying workshop for students and parents
Monthly tolerance topics on "Character Counts"
Internet safety and cyber-bullying lessons conducted through computer classes
Student Care council

VIII. Policies and Procedures for Reporting and Responding to Bullying

The School will: 1) include a copy of the bully Prevention and Intervention Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the School's main office, the counseling office, the School nurse's office, and other locations determined by the Principal or designee; and 3) post it on the School's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each School year, the School will provide the School community, including administrators, 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 and resources,

including the name and contact information of the Principal or designee, will be incorporated in student and Staff handbooks, on the School website, and in information about the Plan that is made available to parents or guardians.

Reporting

All members of the school community shall immediately report any instance of Bullying or Retaliation. Bullying reports may be made anonymously though no discipline action shall be taken against a student just on the basis of an anonymous report. Bully Prevention and Incident report forms should be completed and returned to the principal or designee of the school. See appendix A for form.

Investigation

Upon receipt of such a report, the principal or his/her designee shall promptly conduct an investigation.

Minimum Required Actions

If the Principal or his/her designee determines that Bullying and/or Retaliation has occurred, appropriate disciplinary actions will be taken. The range of disciplinary actions for students in grades kindergarten through grade 4 may vary according to the age of the aggressor and severity of the incident. Parents of targets, aggressors, and bystanders will be notified when an incident of bullying is reported. Some consequences may include but are not limited to parent meetings, meetings with guidance counselor, office detention, suspension or expulsion.

Disciplinary guidelines for middle school students will be as follows:

1st offense 1 to 3 days of office detention

Parent notification will be given to both the target and the aggressor to the extent consistent with Massachusetts and federal law, notify them of the action taken to prevent any further acts of Bullying or Retaliation.

2nd offense 1 to 3 days of in house suspension

3rd offense 1 to 3 days of out of school suspension

All disciplinary actions of bully behavior will be at the discretion of the administration.

If the reported incident of Bullying or Retaliation involves students from more than one school district, Catholic school, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or his/ her designee first informed of the incident shall, subject to Massachusetts and federal law, promptly notify the appropriate administrator of the other school district or school(s) of the incident so that each school district and school may take appropriate action.

If an incident of Bullying or Retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Principal or his or her

designee informed of such incident 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.

Retaliation against a student, because a student has filed a report or assisted in the investigation of an incident of bullying, is also prohibited and will be subject to disciplinary action up to and including suspension, expulsion and/or notification to authority if necessary.

St. Augustine shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both alleged Targets and Aggressors, affected by Bullying or Retaliation, as necessary.

Procedure for restoring a sense of safety for a target may include increased adult supervision at transition times and in locations where bullying is likely to occur. The school will provide counseling to the targets and aggressors to address their particular needs. Students who have been either the target or the aggressor will be provided these services.

IX. Relationship to Other Laws

Nothing in the plan is designed or intended to limit the authority of the school to take disciplinary action or other action in response to violent, harmful, or disruptive behavior regardless of whether the plan covers the behavior.

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.

X. Definitions (provided by the Archdiocese of Boston)

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.

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

“School Community” includes staff (mentioned above), students, parents, guardians, and volunteers.

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

XI.

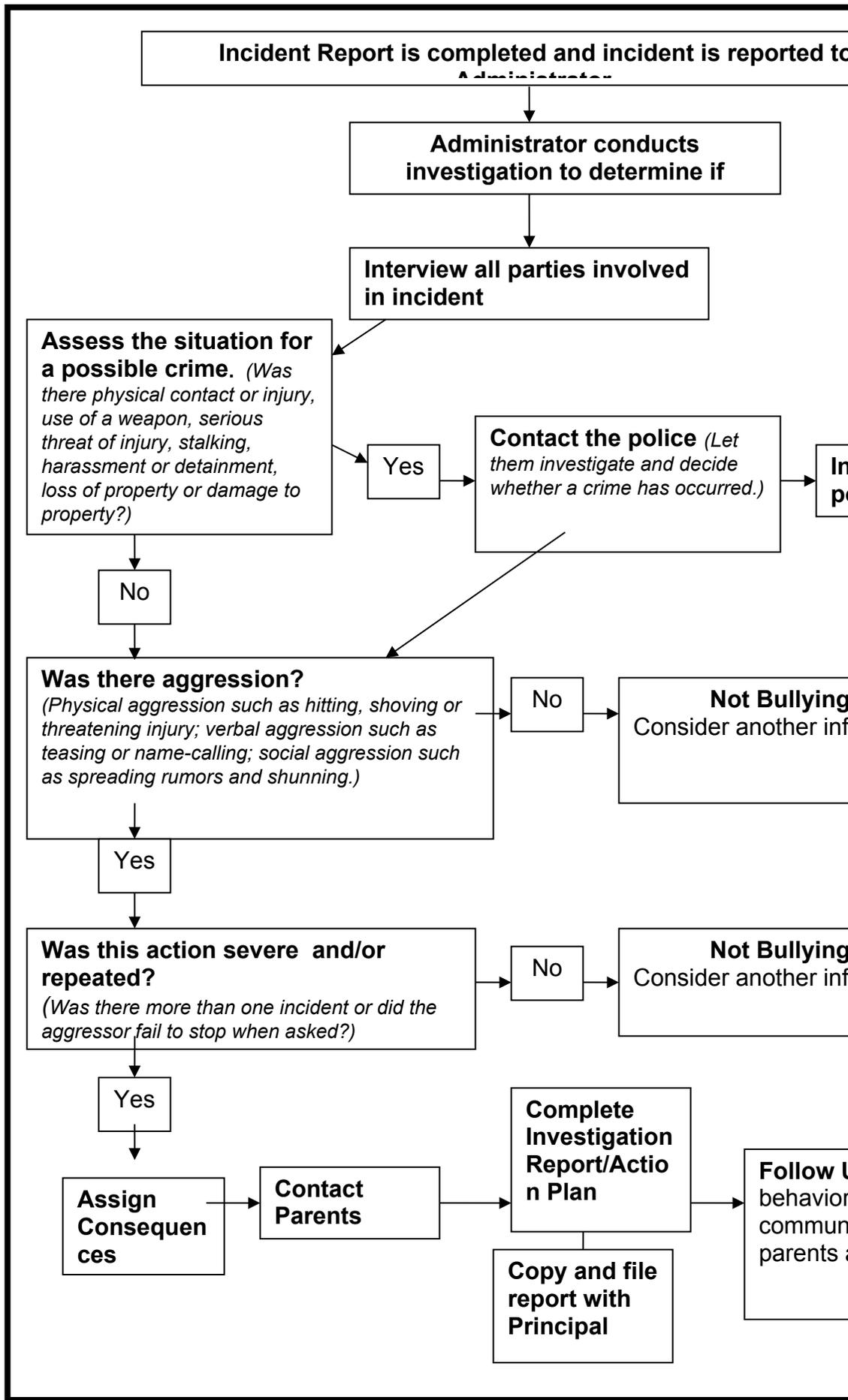
Appendices

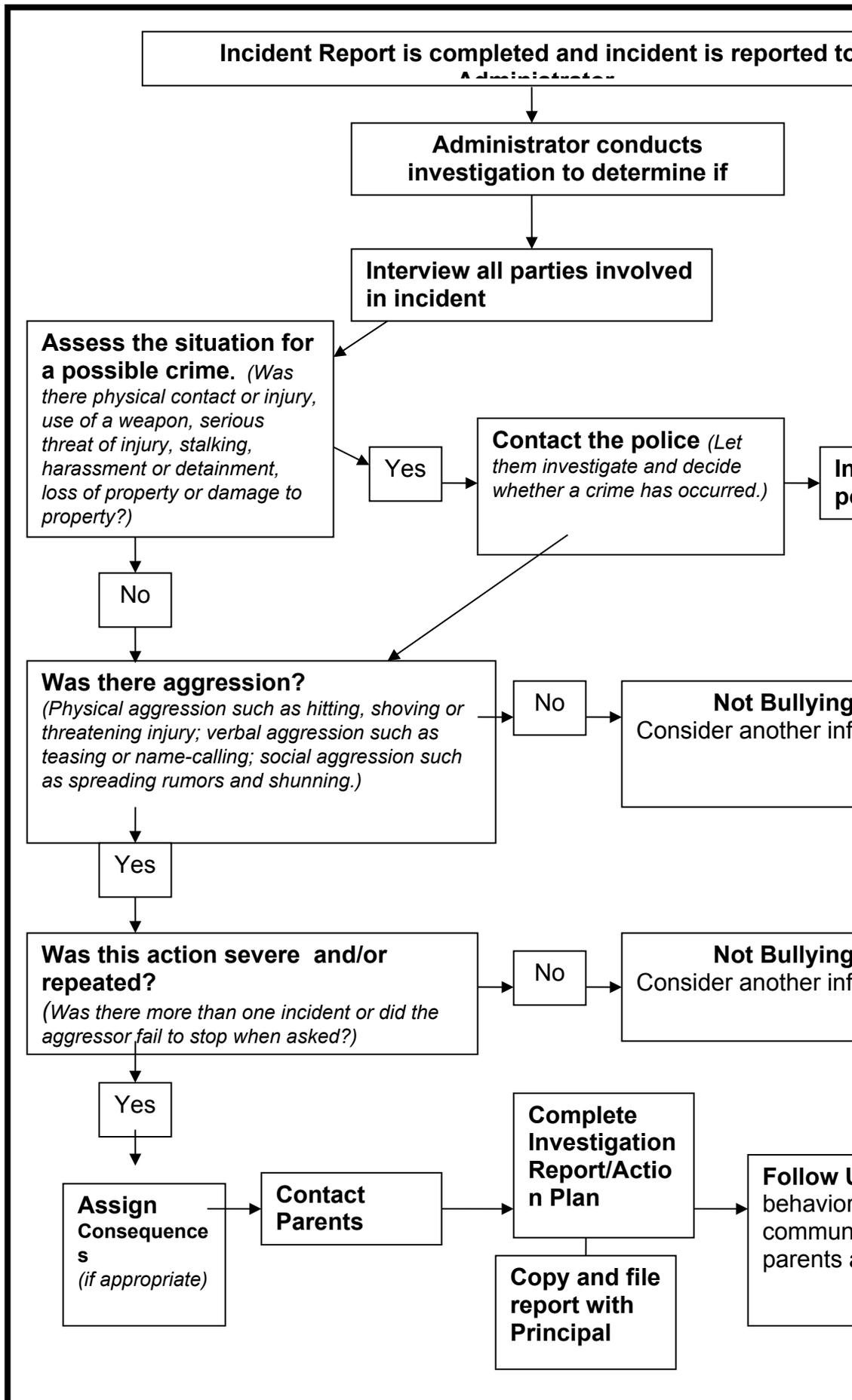
1-Flow chart for incident reporting

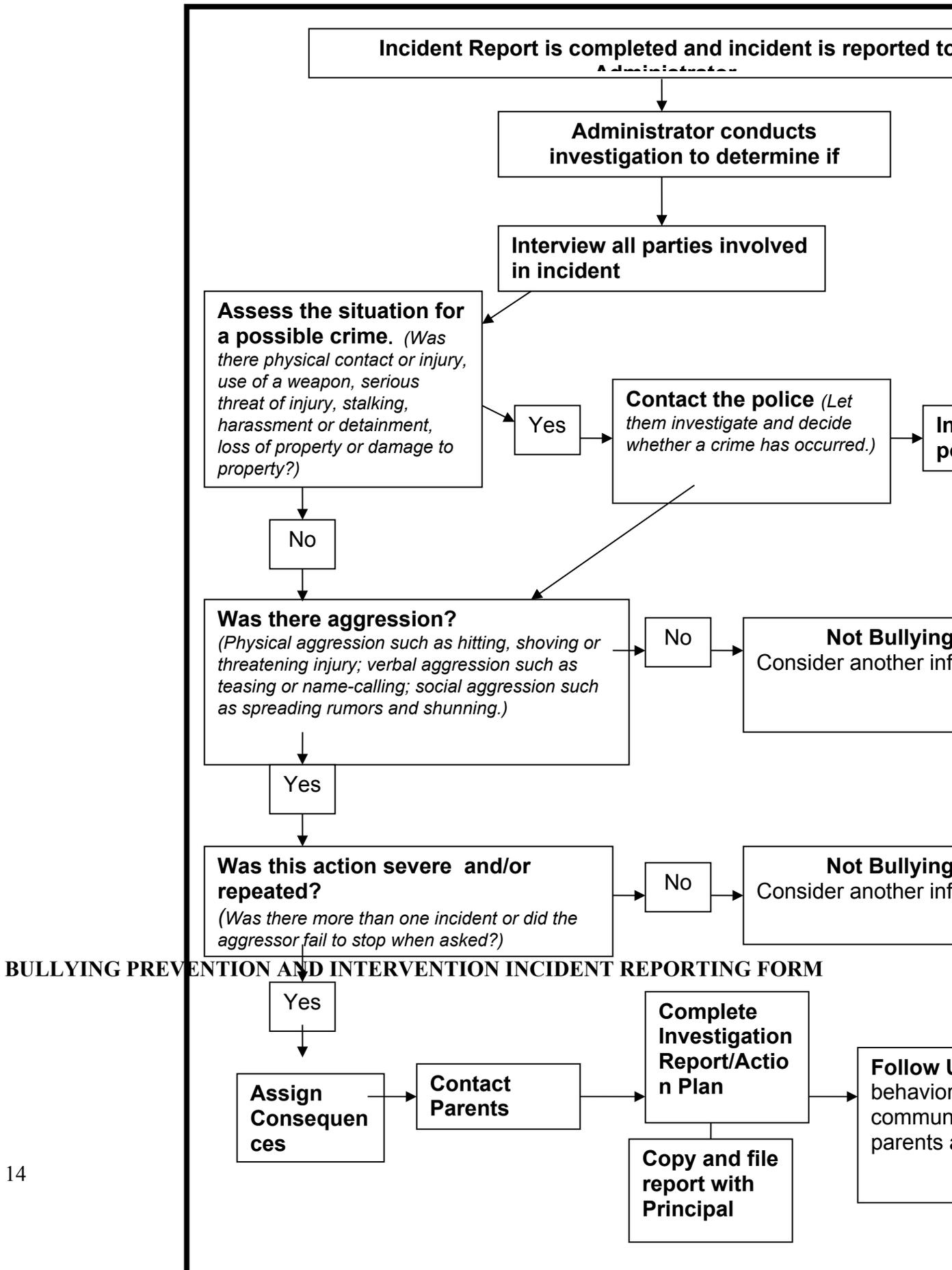
2-Bullying Prevention and Intervention Incident Reporting Form

3-Action Report Form

4- Bully Prevention Agreement Form







**St. Augustine School
Confidential**

Harassment and bullying will not be tolerated at St. Augustine School. If you are a student, parent/guardian, staff member, volunteer or visitor and wish to report an incident of alleged harassment and/or bullying, please complete this form and return it to the Principal or Designee of the school.
All St. Augustine employees are required to report alleged violations. This form can be completed anonymously. Every reported act of bullying or harassment will be investigated and parents/guardians will be informed.

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

Your contact information/telephone number:

5: ~~If student, state your grade:~~ _____
~~If staff member, state your grade or position:~~ _____

6. Information about the Incident:
Name of Target (or 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.

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: _____

II. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

**BULLYING ACTION REPORT FORM
St. Augustine School
Confidential**

I. INVESTIGATION

1. Principal/Designee: _____
Position(s): _____

2. Interviews:
Interviewed Accused Aggressor(s) Name: _____ Date: _____
Interviewed Target Name: _____ Date: _____
Interviewed Witnesses Name: _____ Date: _____

3. Any prior documented incidents by the aggressor? **Yes**
If yes, have incidents involved target or target group previously? **Yes**
Any previous incidents with findings of BULLYING, RETALIATION? **Yes**

4. Reports documented investigation (Please attach a separate sheet or other reports) **YES** **NO**
Bullying Incident documented as Retaliation Discipline referral only

5. Contacts:
Target's parent/guardian Name: _____ Date: _____
Aggressor's parent/guardian Name: _____ Date: _____
Law Enforcement Name: _____ Date: _____

6. Action Taken:
Loss of Privileges Detention Suspension Referral
Community Service Education Risk Assessment
Other

7. Describe Safety Planning:
Follow-up with Target: scheduled for _____
Initial and date when completed: _____
Follow-up with Aggressor(s): scheduled for _____
Initial and date when completed: _____ scheduled for _____
Initial and date when completed: _____

Report forwarded to Principal: Date: _____
Report forwarded to Archdiocese: Date: _____

Signature and Title _____

Date: _____



SAINT AUGUSTINE SCHOOL

WISDOM ~ INTEGRITY ~ RESPECT ~ EXCELLENCE ~ DEVOTION

ST. AUGUSTINE SCHOOL BULLY PREVENTION AGREEMENT FORM

We, as members of the St. Augustine School community, have read and agree to be governed by the policies, practices, and guidelines of the Catholic School Office of the Archdiocese of Boston and St. Augustine School as set forth in the St. Augustine School Bully Prevention Plan for 2020-2021.

Parent/Guardian Signature(s):

_____ Date: _____

_____ Date: _____

Student Signature(s):

_____ Rm: _____ Date _____

_____ Rm: _____ Date _____