

Saint Clement School  
Bullying Prevention and Intervention Plan  
Revised August 2011

“Cowardice asks the question: is it safe?  
Expediency asks the question: is it politic?  
Vanity asks the question: is it popular?  
But conscience asks the question: is it right?  
And there comes a time when one must take a position  
That is neither safe, nor politic, nor popular-but  
One must take it because it’s right”.

-Martin Luther King Jr.

Robert G. Chevrier, Principal  
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579 Boston Avenue  
Medford, MA 02155

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## Introduction

Saint Clement School's philosophy of the educational environment is best expressed by our Parish Motto, "Non Sibi Sed Omnibus" Not for Oneself but for Others. Our school is committed to providing a spiritual Catholic education in a safe and rewarding environment for all of our students.

In keeping with this mission, our school is aware that for students to reach their full potential the academic environment must be safe, positive and productive. While we, as a school community, strive to have all our students achieve to the highest academic standards it is our responsibility to be proactive in ensuring that not one student is subjected to bullying, cyber-bullying or retaliation.

Bullying, cyber-bullying, retaliation or other hostile or violent behaviors disrupt a student's ability to learn and the school's ability to educate its students in a safe and supportive environment. All students are expected to behave appropriately and to treat others with civility and respect.

Saint Clement School's commitment to a safe and comfortable learning environment is dependent on the following parties fulfilling their responsibilities in maintaining a bully-free school. These parties bearing responsibility are the Saint Clement staff and administrators, our students and all parents/families of our students.

Since most instances of bullying occur in school related settings, the Saint Clement School community will do all that is expected in keeping with Massachusetts Law Chapter 92 of the Acts of 2010, an Act Relative to Bullying in Schools, to ensure that all students feel safe and are comfortable in school. This plan is in effect and encompasses the entire academic community of Saint Clement School Pre-Kindergarten through Grade 12.

Massachusetts Law mandates training for all teachers, coaches, administrators, or any personnel who have contact with students. The staff of Saint Clement School received initial training Friday, April 1, 2011. This training will be on going.

## Bullying Prevention and Intervention Plan and Shared Responsibilities

Dealing with the issue of bullying and cyber-bullying is a shared responsibility involving Saint Clement School including and not limited to faculty, staff, administrators, students, coaches, parents/guardians, and the community at large. We see these primary areas of responsibility as follows:

- Develop the mandated plan and review the plan annually for any needed additions, changes or edits and ensure that the policies for anti bullying are carried out in the school.
- Provide assistance and resources to teachers, parents/guardians, students and other staff to carry out the plan and provide annual refresher/retraining for all school personnel as mandated by law.
- Be proactive in taking steps to avoid escalation of “normal conflict” situations into bullying or “gateway” behavior. Document incidences of unacceptable student behavior not limited to the classroom but behaviors that may be observed in less structured situations such as hallway passing between classes, lunchtime, before school, after school and during school sponsored events. (“Gateway Behaviors” are defined as, but not limited to, name calling, pushing/shoving in the hallway, premeditated exclusion of one or more students from an activity, seating area, ignoring a student, refusal to acknowledge a verbal exchange with another student, refusing to sit next to another student in a classroom and/or refusing to partner with a student in group classroom activities.)
- Submit written documentation of the observed behaviors described above to the Principal and to the full time designee for anti-bullying (in our case, the Guidance Director/Counselor) within one school day.
- Supply copies of all necessary forms for the reporting of bullying, incidents related to bullying, administrative action forms, resolution forms, and all other necessary paperwork in keeping with the law. These forms may be found in the appendix of this plan.

### Definitions

For the purposes of this Policy, the term “bullying” is used it is to denote either bullying or cyber-bullying. The following definitions shall apply:

Aggressor - a student who engages in bullying or retaliation.

Bullying - the use by one or more students of a physical act or gesture, or any combination thereof directed at a target. Also included are any written, verbal, or electronic expression, such as an IM instant message, text message, texting of photo, “sexting,” electronic mail, facsimile communication, posting on any social network site such as Facebook, group texting to other students or non-students or on any other

electronic medium that may be accessed by one or more persons. Any of the above directed at a target that:

- cause physical or emotional harm to the target or damage to the target's property,
- place the target in reasonable fear of harm to him/herself, or of damage to his/her property,
- serve to create a hostile environment at school for the target,
- infringe on the rights of the target at school, or
- materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes his /her own identity or that of another person. Or if the creator impersonates another person as the author of posted content or messages, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. These postings need not be repetitive in nature one instance is classified as cyber-bullying under this plan.

Target - a student against whom bullying or retaliation has been perpetrated

Hostile Environment - means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, isolation, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Plan - a bullying prevention and intervention plan established by the school in accordance with Massachusetts Law Chapter 92 of the Acts of 2010.

Retaliation - any form of intimidation, reprisal, or harassment against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has credible information about bullying.

School Grounds - as a school building, area or facility that is located on property 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 (teachers), faculty, administrators, counselors, school nurses, cafeteria staff, custodians, bus drivers (if employed by the school), athletic coaches, any advisor to extracurricular activities, support staff and paraprofessionals.

## Leadership

1. Assessing Needs and Resources- Once per school year, the Principal shall assess the school climate and safety issues thereof.
2. Planning and Oversight- All Faculty and Staff will have a complete copy of this document and all necessary forms (located in the appendix of this document) to report alleged incidents of bullying as defined by Massachusetts Law and as defined by this policy.
3. Once per academic year, all classroom teachers will educate, discuss and distribute copies of the current *Saint Clement Parent and Student Handbook* within which the “Bullying Prevention and Intervention Plan” is located. Preferably, this will take place during an extended homeroom period, Students and parents are required to sign and date the Acknowledgement Form and return it to the homeroom teacher. These collected forms will then be stored in a safe location in the school’s Main Office. A new form is required at the start of every school year. The Principal may also opt to hold assemblies to provide this information prior to each student signing the acknowledgment form.
4. The Principal shall provide notice to all parents of students in Saint Clement School that this policy exists by one or more or any of the following:
  - Publication of this policy on the school’s website as required by law
  - A separate letter/communication to all parents in a routine school mailing briefly outlining the plan, its importance and serving notice that all students have signed a form that the plan has been put in place.
  - In such notice, the Principal will explain to parents that if their student is alleged to be the aggressor (the bully) or the alleged target, notification of the parent will be almost immediate by telephone, or any other means necessary.
  - The parents/guardians will then be required to comply with the request of the school to:
    - a. Attend a meeting at the school about the incident.
    - b. As soon as that is scheduled, the parents/guardians will assist the school in accordance with the Bullying Prevention and Intervention Plan to investigate, cooperate and resolve the bullying issue to the best of their ability and to act in good faith when dealing with their child.
    - c. The parents/guardians will accept the consequences of the resolution of the incident and support the school in its decision(s).

## Reporting

At the beginning of each school year, St. Clement School will provide the community, as defined previously in this plan, with written notice of its policies for reporting acts of bullying and retaliation.

### Reporting By Staff

Any/all staff members will immediately report to the Principal and/or his/her designee any alleged conduct that may be bullying and/or retaliation. They must also submit a report in writing using the reporting form in the appendix of this plan. If a student is the target of bullying, he/she should be immediately provided with a safe environment within the school. The alleged “bully” will then be escorted to the office.

### Reporting by Students, Parents, Guardians or Others

Saint Clement School expects students, parents, guardians or others who witness or become aware of an instance of bullying or retaliation involving a student to report it to school authorities immediately. Authorities are defined as The Principal, Assistant Principal and/or the Director of Guidance. Anonymous reports are unacceptable and will not result in any disciplinary action. All reporters listed in this paragraph are entitled to and may request assistance from a school staff member to complete a written report.

### Responding to a Report of Bullying and/or Retaliation

Before any investigation begins, the school will assess and take any necessary steps to ensure the safety of the alleged target, protect him/her from possible further incidents and if necessary restore the ordered and safe climate of the school. These responses may include and are not limited to pre-determined seating arrangements for either the target or the aggressor in the classroom, at lunch or any other common place or area in the school where both may have access.

The school has the authority to limit the alleged aggressor’s access to common areas of the school until an investigation of any incident is completed. This is to include and is not limited to altering the aggressor’s schedule and access to the target, requesting the aggressor’s parent to come and dismiss him/her from school, an in school suspension if deemed necessary for safety by the Principal, changing the location where the aggressor may eat lunch, and/or any other additional steps to promote safety during the course of and after the investigation as necessary.

If the alleged aggressor and the target share a common after school activity and or athletic team, the Principal shall have cause to call an immediate meeting with the shared advisor and/or coach to put into place a safety plan for all students involved and if necessary to temporarily request that one or both students refrain from further participation including meetings, team practices or other activities until the bullying situation is resolved.

All appropriate safety strategies deemed as necessary by the Principal will be provided to any student who has reported, witnessed, or cooperated and provided reliable information during an investigation of a reported act of bullying or retaliation.

## Obligations to Notify Others

### a. Notice to Parents/Guardians

Upon receiving a report of bullying and/or retaliation, the Principal shall instruct his /her designee to contact parents/guardians of both parties and advise each that a report has been received and that forthwith an investigation by the school will begin and that as part of that process, as parents/guardians, their attendance at a future meeting will be required to discuss the investigation and its findings.

### b. Notice to Another School

If the reported incident involves students from other than Saint Clement School, the Principal and/or his designee shall notify the other school of the initial complaint, the other students involved and that an investigation is underway. This notification is so that each school may take appropriate action according to the law and that all communications will be in accordance with state and federal privacy laws and regulations and 603 CMR 49.00 (Massachusetts Law).

### c. Notice to Law Enforcement

If Saint Clement Parish School, at any point after receiving a report of bullying or retaliation up to and including after an investigation, has reasonable cause to believe that criminal charges may be pursued against the aggressor, the Principal shall notify the local law enforcement agency. Also if an incident occurs on school grounds or at a school sponsored event that involves a former student, graduate or someone who is no longer enrolled in Saint Clement School, the Principal shall contact the local law enforcement agency if he/she has reasonable cause to believe that criminal charges may be pursued against the aggressor.

## Responses to Bullying

### a. Disciplinary Action

If after a completed investigation of an incident not limited to and including meetings with parents of the target and the aggressor, individual meetings with the target and the aggressor, and collaborative meetings with all necessary school personnel, the Principal shall/may institute disciplinary action based on the facts found, the nature of the conduct, the age(s) of the student(s) involved and the need for accountability of their actions.

### b. Punishment can include any/all for the following as deemed by the Principal

1. In school suspension (time to be determined by the Principal)
2. Out of school suspension (time to be determined by the Principal)
3. Social probation for a minimum of at least thirty days
4. Detention (time to be determined by the Principal)
5. Mandatory attendance at out of school counseling or anger management classes
6. Notifying the local authorities on the aggressor, if this is the case the aggressor will be notified.
7. Expulsion

### c. Follow up after the conclusion of all the above events

After a reasonable amount of time, the Principal and/or his designee will contact the target and determine if there has been a recurrence of the prohibited conduct by the aggressor and if further supportive and remedial measures are necessary. The following pages will be known as appendix to the Bullying Prevention and Intervention Plan to include reporting forms and incident disposition forms.



## Saint Clement School

579 Boston Avenue  
Medford, MA 02155-7913  
Phone: 781-393-5600 Fax: 781-396-3230  
E-Mail: SCPS@SaintClementSchool.Org

### Bullying Prevention and Intervention Form

1. Name of Reporter: \_\_\_\_\_

2. Please indicate if you are

\_\_\_ Target

\_\_\_ Reporter

\_\_\_ Staff (specify role)

\_\_\_ Student

\_\_\_ Parent/Guardian

\_\_\_ Other

3. Information about the incident

Name of Target:

Name of Aggressor:

Date(s):

Time:

Location:

4. Please list any witnesses:

Name: \_\_\_\_\_ Student \_\_\_ Staff \_\_\_

Name: \_\_\_\_\_ Student \_\_\_ Staff \_\_\_

Name: \_\_\_\_\_ Student \_\_\_ Staff \_\_\_

5. Please describe the details of the incident:

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Signature of Person Filing this Report: \_\_\_\_\_

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

Form Given to: \_\_\_\_\_

Position: \_\_\_\_\_

Signature of Receiver: \_\_\_\_\_

Date Received: \_\_\_\_\_



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### Administration Action Form for Bullying Incident Report

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

Disposition:

1. Investigator \_\_\_\_\_  
Position \_\_\_\_\_

2. Interviews

\_\_\_ Interviewed Aggressor

Name: \_\_\_\_\_

\_\_\_ Interviewed Target

Name: \_\_\_\_\_

\_\_\_ Interviewed Witnesses

Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please summarize findings of your interviews, including any prior documented incidents of Bullying or Retaliation involving any of the participants above.



## Saint Clement Parish School

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### Findings and Disposition Form of Incident Investigation

1. Findings of Bullying /and or Retaliation:

Yes       Bullying       Retaliation

No (No Substantive Findings)

2. Please list in chronologic order contacts/meetings with Parents/Guardians of involved students:

Date	Parent/Guardian	Method of Contact
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3. Other Contacts: Catholic Schools Office Yes\_\_\_\_\_ No\_\_\_\_\_

Law Enforcement Yes\_\_\_\_\_ No\_\_\_\_\_

4. Action Taken by Principal:

Date:

Brief Description of Safety Plan for Target:

Follow-up Date for Target Interview:

Follow-up Date for Aggressor Interview:

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

All Confidentiality will be maintained throughout this process.

SAINT CLEMENT SCHOOL  
ADDENDUM FOR THE ELEMENTARY SCHOOL  
BULLYING PREVENTION AND INTERVENTION PLAN

All faculty, staff, parents, guardians and students are advised that The Bullying Prevention and Intervention Plan, Revised in August 2011 applies to all and in each part covers all students who attend the elementary school, Pre-K to Grade Six. The Parent/Guardian Signature Form is to be returned to your child's classroom teacher prior to the end of the first full week of school in September 2011 with your child's name printed and your name printed, then your signature where indicated and the date signed.

The immediate contact person for information or to file a report under The Bullying Prevention and Intervention Plan is Ms. Jane Lavigne, Assistant Principal. Ms. Lavigne will then immediately notify Mr. Robert Chevrier, Principal, who will set forth into motion the procedure as outlined in the plan for notification of parents, filing a report, confidential investigation by the Principal and/or his designee for example, the Guidance Director, and to proceed to conclusion the plan of action after a complaint has been received.

All this will take place according to procedure outlined in the plan, utilizing the necessary forms in the appendix of the plan and will be conducted with the highest level of confidentiality.



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### ACKNOWLEDGMENT FORM BULLYING PREVENTION AND INTERVENTION PLAN

We/I the undersigned parent/guardian acknowledge and accept by our signature that will support and comply with Saint Clement School's Bullying Prevention and Intervention Plan as set forth in the "Plan" document revised August 2011.

In accordance with Massachusetts Law, Chapter 92 of the Acts of 2010, An Act Relative to Bullying in Schools we are signing this form below and returning the signed and dated form to our students' classroom teacher. We understand that this form will be filed in a safe place should any future need arise.

Name of Student(s): \_\_\_\_\_  
Please Print

Parent/Guardian Name:  
Please Print

\_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Homeroom: \_\_\_\_\_

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

Please note this signed/dated form **MUST BE RETURNED** to your student's homeroom teacher by the end of the first full week of school in September 2011.