



## St. Anna Catholic School

### BULLYING PREVENTION AND INTERVENTION PLAN

#### I. Introduction.

*St. Anna Catholic 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 Roman Catholic Bishop of Worcester Bullying Prevention Policy (the “RCBW Bullying Prevention Policy”).

#### II. Definitions. For purposes of this Plan, the following definitions shall apply:

“Bullying” is the repeated use by one or more students or by a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Victim that:

- causes physical or emotional harm to the Victim or damage to the Victim’s property;
- places the Victim in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at School for the Victim;
- infringes on the rights of the Victim 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 shall include 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.

“Perpetrator”, means a student or a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in Bullying or Retaliation.

“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, administrators, counselors, School nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

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

### **III. 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 Father Frederick D. Fraini III, the Principal, Bobbie French, the school board, teachers, school staff, professional support personnel, School volunteers, administrators, community representatives, local law enforcement agencies, students, parents, guardians and any other stakeholders the Principal deemed advisable. Notice to and a public comment period for 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 Father Frederick D. Fraini III and the school board 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 and updating the Plan. The Plan shall be reviewed and updated at least every two years, in consultation with other stakeholders as set forth above.

A. 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, the Staff and others mentioned above, 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. This "mapping" process has assisted the School in identifying resource gaps and the most significant areas of need. Based on these findings, the School has revised policies and procedures; established partnerships with Leominster Police Dept., Seven Hills Foundation and The Fitzgerald Institute and set priorities.

A needs assessment will be completed annually on the school climate and safety. This assessment will be completed by: 1) an annual survey of students, staff, parents and guardians; and 2) collecting and analyzing building specific data on the prevalence of bullying and other discipline related incidents with a focus on vulnerable populations and "hot spots" in the building, grounds or other related areas. The information will be used to make data driven decision making for prevention strategies (adult supervision, professional development, curricula changes, and in-School support services).

The School Climate and Safety Committee with the Principal will review available data on a monthly basis including but not limited to:

- (i) the number of reported allegations of bullying or retaliation;
- (ii) the number and nature of substantiated incidents of bullying or retaliation;
- (iii) the number of students disciplined for engaging in bullying or retaliation; and
- (iv) any other information the school may believe helpful in assessing, preventing or addressing bullying.

B. Planning and oversight. The Principal and School Climate and Safety Committee with oversight of the School Board are responsible for: 1) receiving reports on Bullying; 2) collecting and analyzing building-and/or School-wide data on Bullying to assess the present problem and to measure improved outcomes; 3) creating a process for recording and tracking incident reports, and for accessing information related to Victims and Perpetrators; 4) planning for ongoing professional development; 5) planning supports that respond to the needs of Victims and Perpetrators; 6) choosing and implementing the curricula that the School will use; 7) developing new or revising current policies and protocols under the Plan, including an Internet safety policy, and designating key Staff to be in charge of implementation of them; 8) amending

student and Staff handbooks and codes of conduct; 9) leading the parent or family engagement efforts and drafting parent information materials; and 10) reviewing and updating the Plan each year.

### C. Priorities.

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 and Harrassment. 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 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 promptly all reports and complaints of Bullying and Retaliation and take prompt action to end that behavior and restore the Victim'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 or guardian involvement.

This Plan is a comprehensive approach to addressing Bullying, and the School is committed to working with students, Staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of Bullying and Retaliation. The Principal, working under the oversight of Father Frederick D. Fraini III and the school board is responsible for the implementation and oversight of the Plan.

The Plan recognizes that certain students may be more vulnerable to becoming a Victim of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. In addition to the measures mentioned above and below, the School shall take the following, specific steps to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment:

Nothing in this Plan alters the School's obligations to remediate any discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts or federal law.

## **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;
- 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 Victim;
- infringe on the rights of the Victim 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 [and Professional Development].**

- A. Annual Staff Training on the Plan. As required by M.G.L. c. 71, sec. 37O(e)(2), annual training on the Plan shall be provided for all School Staff; and, in the discretion of the Principal, for volunteers who have significant contact with students. Such training will include Staff duties under the Plan, an overview of the steps that the Principal or his or her designee will follow 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 immediately preceding two years.
- B. Written Notice to Staff. Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(2), at the beginning of each school year the Principal or his or her designee shall provide written notice to the School Staff of the RCBW Policy and the Plan. Relevant sections of the RCBW Policy and the Plan relating to the duties of School Staff shall be included in the School employee handbook.
- C. 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 a Perpetrator, Victim, 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; and
  - 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 and other groups identified as particularly vulnerable to bullying.

Additional areas identified by the School for professional development include:

- promoting and modeling the use of respectful language;
- fostering an understanding of and respect for diversity and difference;
- building relationships and communicating with families;
- constructively managing classroom behaviors;
- using positive behavioral intervention strategies;
- applying constructive disciplinary practices;
- teaching students skills including positive communication, anger management, and empathy for others;
- engaging students in School or classroom planning and decision-making; and
- maintaining a safe and caring classroom for all students.]

## **VI. Access to Resources and Services.**

- A. **Identifying resources.** The Plan should include the School's process for identifying its capacity to provide counseling and other services for Victims, Perpetrators, and their families. This will include a review of current staffing and programs that support the creation of positive School environments by focusing on early interventions and intensive services. Once this mapping of resources is complete, 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. The Plan should outline the local processes for identifying existing and needed resources.
- B. **Counseling and other services.** The Plan should identify the availability of culturally and linguistically appropriate resources within the School. If resources need to be developed, the Plan should identify linkages with community based organizations, including Community Service Agencies (CSAs) for Medicaid eligible students. In addition, the Plan should identify Staff and service providers who assist Schools in developing safety plans for students who have been Victims of Bullying or Retaliation, providing social skills programs to prevent Bullying, and offering education and/or intervention services for students exhibiting Bullying behaviors. The School may consider current tools including, but not limited to, behavioral intervention plans, social skills groups, and individually focused curricula.
- C. **Students with disabilities.** When the School determines that the student has a disability that affects social skills development or that the student may participate in or is vulnerable to Bullying, harassment, or teasing because of his/her disability, the School should consider what reasonable adjustments and/or steps should be undertaken with a view toward developing the student's skills and proficiencies so as to avoid and respond to Bullying.
- D. **Referral to outside services.** The School should establish a referral protocol for referring students and families to outside services. Clear protocols will help students and families access appropriate and timely services. Referrals must comply with relevant laws and policies. Current local referral protocols should be evaluated to assess their relevance to the Plan, and revised as needed.

## **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, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or

paraprofessional, 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 (a copy of which is attached to this Plan as **Exhibit A**), a voicemail box, a dedicated mailing address, and an email address (reportbullying@stannaleom.org)

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, or advise them that such is available on the school web site; 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 and procedures for reporting acts of Bullying and Retaliation.

Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(1): Annual written notice of the relevant student-related sections of the Plan shall be included in the school handbook provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3): **The Plan is posted on the school's website.**

A description of the reporting procedures and resources, including the name and contact information of the Principal or designee, to the extent, if at all, not set forth in this Plan, will be incorporated in student and Staff handbooks, on the School website, and in other information about the Plan that is made available to parents and guardians.

#### 1. Reporting by Staff

A Staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall report immediately to the Principal or designee when he/she 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 behavioral 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 Perpetrator 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. Preliminary Determinations/Safety

Upon receiving a complaint, the principal will confer with the complainant to obtain an understanding and statement of the alleged facts. If, based on the alleged facts, the principal determines that the conduct complained of would not constitute bullying as defined by M.G.L. c.71 sec 370 and school policies, the principal shall document that determination on the Incident Reporting Form and shall take no further action with regard to the complaint. If the principal determines that such facts, if true, would constitute bullying, as defined above, the principal will promptly commence an investigation of the complaint.

Upon commencing an investigation, the Principal or designee will take steps to assess the need to restore a sense of safety to the alleged Victim and/or to protect the alleged Victim 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 Victim and/or the alleged Perpetrator in the classroom, at lunch, or on the bus; identifying a Staff member who will act as a “safe person” for the Victim; and altering the Perpetrator’s schedule and access to the Victim. 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 Victim and the Perpetrator 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 and with the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school.
- b. Notice to Another School. If the reported incident involves students from more than one School district, charter School, non-public School, approved private special education day or residential School, or collaborative School, the Principal or designee of the school 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.
- c. 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 Perpetrator, 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 Perpetrator.

In making this determination, the Principal will, consistent with the Plan and with applicable School policies and procedures, consult with the School resource officer, if any, and other individuals the Principal or designee deems appropriate (including, but not limited to, the Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese).

- 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.

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 Perpetrator, Victim, and witnesses that Retaliation toward any individual for reporting or cooperating with an investigation of Bullying will result in disciplinary action that may include suspension or expulsion from school.

Interviews may be conducted by the Principal or designee, other Staff members as determined by the Principal or designee, 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 Principal or designee will maintain confidentiality during the investigative process. The Principal or designee 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 or designee will consult with Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese, about the investigation.

- D. Determinations. The Principal or designee will make a determination based upon all of the facts and circumstances within fifteen (15) school days of the principal's receipt of the complaint. If, after investigation, Bullying or Retaliation is substantiated, the Principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the Victim is not restricted in participating in School or in benefiting from School activities. The Principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary. The principal's findings will be documented on the Incident Reporting Form. If the principal or designee determine that a student knowingly made a false accusation of bullying or retaliation, that student may be subject to disciplinary action.

Depending upon the circumstances, the Principal or designee may choose to consult with the students' teacher(s) and/or School counselor, and the Victim's or Perpetrator'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.

The Principal or designee will promptly notify the parents or guardians of the Victim and the Perpetrator 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, including the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school. Because of the legal requirements regarding the confidentiality of student records, the Principal or designee cannot report specific information to the Victim's parent or guardian about the disciplinary action taken

unless it involves a “stay away” order or other directive that the Victim must be aware of in order to report violations.

## E. Responses to Bullying.

### 1. Teaching Appropriate Behavior Through Skills-building

Upon the Principal or designee 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 that the Principal or designee may consider 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; and
- making a referral for evaluation.

### 2. Taking Disciplinary Action

If the Principal or designee decides that disciplinary action is appropriate, the 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.

Disciplinary procedures for students with disabilities may be governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in conjunction with Massachusetts laws regarding student discipline, to the extent either is applicable to a Catholic, non-public school.

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 Victim and Others

The Principal or designee will consider what adjustments, if any, are needed in the School environment to enhance the Victim's sense of safety and that of others as well. One strategy that the Principal or designee may use 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 Principal or designee will contact the Victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal or designee will work with appropriate School Staff to implement them immediately.

### 4. Referral to Outside Services

Where appropriate and consistent with applicable laws, regulations, and policies, students found to have engaged in or to have been the victim of bullying, may also be referred to outside agencies and/or service

providers. It shall be the responsibility of the Principal, through consultation with staff, community service organizations, and the school board to identify the resources and services available to such students, and their families, in their local communities.

#### 5. Monitoring of Interventions

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the victim to determine whether there has been recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

### **VIII. Collaboration with Families.**

- A. Parent education and resources. The School will offer educational 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. The programs will be offered in collaboration with the Friends of St. Anna/PTO.
- C. Notification requirements. The School will send parents/guardians 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 or in electronic format on the school web site, provided notice of such availability on the web site is given by hard copy, and will be available in the language(s) most prevalent among parents or guardians.

### **IX. 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 in accordance with the School's contract with the parents, guardians and students and/or under applicable law or the School's policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior, subject to Mass. Gen. Laws Chapter 71, Section 37O (d)(v)'s provision that such disciplinary actions shall balance the need for accountability with the need to teach appropriate 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 required by M.G.L. Chapter 119, Section 51A et seq. as same may be amended from time to time or any successor statute to same.*

