

## Kennedy Day School Bullying Prevention and Intervention Plan

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. The Kennedy Day School Bullying Prevention and Intervention Plan addresses the mandate of the law (M.G.L. c. 71, § 370), as amended in 2014. The Plan applies to students and all members of a school staff and reflects an emphasis on the cultivation of a positive atmosphere of learning and friendship. Kennedy Day School recognizes that there are enumerated categories of students who may be more vulnerable to being targets of bullying based on actual or perceived differentiating characteristics. Kennedy Day School supports these vulnerable students and the skills, knowledge and strategies needed to prevent or respond to bullying or harassment. Under the new law, publicly funded schools must notify families and guardians of targets of bullying of the availability of the Massachusetts Department of Elementary & Secondary Education's Problem Resolution System and assist parents and guardians in understanding the problem resolution process.

The laws amendment, Chapter 86 of the Acts of 2014, also requires that schools collect and report data to the Department regarding the number of reported allegations of bullying or retaliation, the number and nature of substantiated incidents of bullying and retaliation, the number of students disciplined for engaging in bullying or retaliation, and other information as required by the Department. The Department is required to analyze the data and to issue a report annually to the legislature which contains statewide aggregated data on the nature and frequency of bullying in schools. Additionally, Chapter 86 requires that school districts, charter schools, approved private day or residential schools, and collaborative schools administer a department-developed student survey at least once every four years to assess school climate and the prevalence, nature and severity of bullying in schools. The Department of Elementary & Secondary Education will use survey results to, among other things, assess the effectiveness of bullying prevention curricula and instruction and identify long-term trends and areas of improvement, and will make its findings available to school officials.

These requirements are delineated in Kennedy Day School's Bullying Prevention and Intervention Plan, which includes information about the policies and procedures that the Kennedy Day School follows to prevent bullying and retaliation, or to respond to it if it occurs. The following terms have been defined to aid in mutual understanding and to support a collaborative effort to ensure safe and supportive learning environments for all students.

### Definitions

**Aggressor** is a student or a member of a school staff who engages in bullying, cyber-bullying, or retaliation toward a student.

**Bullying** is the repeated use by one or more students or a member of the school staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyber-bullying.



Cyber-bullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment is 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 is 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 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, or paraprofessionals.

Target is a student against whom bullying, cyber-bullying, or retaliation is directed.

### **Prohibition Against Bullying**

Bullying is prohibited: on school grounds, on property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school, through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer), at any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or reliable information about bullying is prohibited.

### **Reporting Bullying**

Anyone, including a parent or guardian, student, or school faculty member, can report bullying or retaliation. Reports can be made in writing or orally to the Program Director or to another faculty member or reports may be made anonymously. Kennedy Day School provides a variety of reporting resources to the school community including, but not limited to, the attached Incident Reporting Form, a voicemail box at extension 6160, mailings marked 'confidential' to Kennedy Day School Program Director or Kennedy Day School Health Care Coordinator, and email at [ckimberg@franciscanchildrens.org](mailto:ckimberg@franciscanchildrens.org). Reports involving a school administrator should be made to the Chief Executive Officer of the Franciscan Children's. Reports involving a Franciscan Children's administrator are brought to the Board of Directors. All School staff members must report immediately to the Program Director or designee if they witness or become aware of bullying or retaliation.

When the Program Director or designee receives a report, that School administrator promptly conducts an investigation. If the Program Director or designee determines that bullying or retaliation has occurred, that administrator will (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the Program Director or designee believes that criminal charges may be pursued against the aggressor.

### Anti-Hazing Policy

The term "hazing" as used in M.G.L. c. 269, §§ 17-19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. KDS strictly prohibits any acts of hazing associated with any school activity or event. All student group activities are organized and supervised by adults and students are never left unattended. There are no after-school clubs at KDS.

## 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  Administrator Other (specify) \_\_\_\_\_

Your contact information/telephone number: \_\_\_\_\_ 4. If student, state your school:

\_\_\_\_\_ Grade: \_\_\_\_\_

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

### 6. Information about the Incident:

Name of Target (of behavior): \_\_\_\_\_

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

Date(s) of Incident(s): \_\_\_\_\_

Time When Incident(s) Occurred: \_\_\_\_\_

Location of Incident(s) (Be as specific as possible): \_\_\_\_\_

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

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

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

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

Student  Staff  Other \_\_\_\_\_

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

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: \_\_\_\_\_

Page 1 of 2

## BULL YING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

### II. INVESTIGATION

1. Investigator(s): \_\_\_\_\_ Position(s): \_\_\_\_\_

2. Interviews:

Interviewed aggressor Name: \_\_\_\_\_

Interviewed target Name: \_\_\_\_\_

Interviewed witnesses Name:-----

Name: -----

3. Any prior documented Incidents by the aggressor?  Yes  No

If yes, have incidents involved target or target group previously?

Any previous incidents with findings of BULLYING, RETALIATION

Summary of Investigation:

Date: -----

Date:-----Date:

-----

Date: -----

Yes

Yes

No

No

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

### III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

YES  NO

Bullying  Incident documented as \_\_\_\_\_

Retaliation

2. Contacts:

Discipline referral only \_\_\_\_\_

Target's parent/guardian Date: \_\_\_\_\_

Target's LEA/ETL Date: \_\_\_\_\_

Law Enforcement Date: \_\_\_\_\_

3. Action Taken:

Aggressor's parent/guardian Date: \_\_\_\_\_

Aggressor's LEA/ETL Date: \_\_\_\_\_



Loss of Privileges  Detention  STEP referral  Suspension  Behavior Plan  
Development/Review/Revision

Community Service  Education  Other \_\_\_\_\_

4. Describe Safety Planning: \_\_\_\_\_

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

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

Report forwarded to Program Director: Date \_\_\_\_\_ Other (specify): \_\_\_\_\_

(If Program Director was not the investigator)

Signature and Title: \_\_\_\_\_ Date: -----

