

8. DISCIPLINE

The purpose of all discipline is to:

- ensure the safety and well-being of the entire St. Stephen School community.
- help students develop responsibility, self-control, and respect for themselves and others.
- promote a positive atmosphere for teaching and learning.
- encourage behavior that reflects our mission and the values and virtues of our faith.

Good Student Expectations:

Parents/Guardians can be of great help by supporting the following requirements of St. Stephen School.

Students are expected to:

- † be prompt and remain for the duration of the school day.
- † comply with the spirit, as well as the letter, of the uniform code.
- † keep textbooks covered and in good condition.
- † keep library books and instructional materials in good repair.
- † respect all school and private property. Restitution will be made if school or private property is damaged. The principal will determine the cost for damages or loss.
- † be prepared for class with adequate supplies.
- † complete all assignments on time.
- † complete all school work honestly.
- † be attentive in class. Students will neither interfere with nor impede the learning of other classmates.
- † return promptly all notices, tests, permission slips, detention slips, missing homework slips, progress reports, report cards and any other papers requiring parent/guardian signature.
- † toys may be brought to school only for “show and tell” purposes.
- † live animals may not be brought to school.
- † students will demonstrate a respectful attitude toward all adults and peers.
- † students will abide by the Internet and Extended Day policies if they participate in those activities.
- † students will show respect for others in hallways, the lunchroom, the bathrooms and in all areas of the school by keeping their voices low.

Consequences:

Students will be held accountable for any words, actions, or gestures that are contrary to behavior reflecting our philosophy that *Christ is the Reason for this school.*

Teachers and administration regularly reinforce specific behavior requirements for students to remain in good standing.

Students are expected to conduct themselves in an appropriate and cooperative manner in all dealings with the principal, teachers, fellow students, and all school personnel. When a student's behavior violates school rules, the consequence are any of the following depending on the offense:

1. Verbal warning.
2. Loss of recess.
3. Detention. Written discipline notice sent to parent/guardian expressing what happened. Notice must be signed and returned the next day. A detention is issued as a result of the behavior. Detentions are held after school from 2:15 PM – 3:00 PM with the teacher. Any

detention assigned by the faculty or administration of the school must be kept by the student.

4. Assignment of tasks appropriate to the offense.
5. Parent/guardian notification.
6. Parent/guardian conference.
7. Probationary period.
8. In-School Suspension – The student will attend school but be removed from the classroom. School work will be completed under the supervision of the principal or a designated staff member. Students may not attend or participate in any school activities or events while they are suspended.
9. Out –of-School Suspension – The student is not allowed to attend school or be on school property while suspended. Students may not attend or participate in any school activities or events while they are suspended.
10. Expulsion – The student is permanently removed from the school.

Parental Partnership:

Parents/Guardians will be informed when a student needs to change behavior or attitude.

Parent/Guardian co-operation is expected and appreciated. St. Stephen School regards parents as partners in their child's education. As long as parents choose St. Stephen School, we rely on their positive support for their child's teacher and the school itself. In addition, a parent/guardian must attend any and all conferences requested by the school administration or classroom teachers. Any physical or verbal assault, abusive language, or threats exhibited by a parent or student and deemed such by the principal and pastor is cause for dismissal from St. Stephen School.

Behavioral Guidelines:

Lunchroom:

Students are expected to:

1. be polite to their peers and volunteers.
2. walk in an orderly manner and wait quietly when being served.
3. not throw food or deliberately spill drinks.
4. dispose of lunch materials in proper receptacles.
5. keep the table and floor areas as clean as possible.
6. speak moderately at all times.
7. use appropriate dinner table manners.

Lavatories:

Students are expected to:

1. keep lavatories clean for the benefit of all.
2. avoid taking materials from the classroom or lunchroom to the lavatory.
3. place and leave paper towels in wastebaskets.
4. wash their hands.
5. turn off water faucets completely.
6. utilize the lavatory with the permission of the classroom teacher or staff member.
7. have a pass from their classroom teacher.

Corridors:

Students are expected to:

1. be quiet at all times to preserve the learning environment.
2. stay in line when walking as a group.
3. walk, never run, in corridors.
4. respect all school property.
5. use the most direct route from one place to another.
6. have a pass whenever they leave a classroom.

School Yard:

-Before School

1. due to the number of students in the school yard in the morning, appropriate behavior is expected at all times.
2. no ball playing will be allowed at this time.
3. line up promptly when the bell rings.

-Recess

1. appropriate behavior is expected at all times.
2. fighting is not permitted.
3. students must never leave the school yard without permission.
4. disrespectful language, profanity, harassment/inappropriate touching/bullying of any kind, will not be tolerated.

Electronic Equipment:

Computers are available for teacher-directed student use. This includes Internet-related lessons. In order to participate, students must abide by the Diocesan Policy for Internet Use. Explanatory forms are sent home for review and signatures by parents/guardians and students prior to the opening of school; they are mandatory for allowing access. Consequences for non-compliance include inability to participate in the class and loss of class credit.

Calculators are allowed at the teacher's discretion.

Cellular phones, beepers, electronic games, and other electronic equipment are not allowed during the school day.

Pictures/Comments by Students:

Students may NOT make comments about or post pictures of any student or teacher through the use of cell phones, text messaging, e-mails, blogs or any web-site such as "My Space", Facebook, Twitter, Instagram, Vine or in any other format.

**from: *Catholic School Department, Diocese of Worcester, Policy Manual, May 1998*
4162 Acceptable Use Policy for the Use of Computers and Telecommunications**

Computing, data storage and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school community. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees and others affiliated with the school. Members of the school community are encouraged to use the computers, software packages, electronic mail (E-mail) or outside the school network software for educational or school related activities and to facilitate the

efficient exchange of useful information. However, the equipment, software and network capacities provided through the school computer services are and remain the property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and or monetary consequences.

Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance-learning projects.
- Listservs and newsgroups may be used to gain access to current information on local, state, national and world events.

Examples of inappropriate or unacceptable use/s of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any US or State Law, including but not limited to: copyrighted material; threatening, harassing, pornographic or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of US copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by this Diocese. (See Policy 4160) It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal financial or commercial gain, product advertisement, political lobbying or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and /or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Disciplinary action may be taken for intentional overloading of school computer resources.

Access to the school's E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's E-mail or similar electronic communications or

to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.
- The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations or to disclose messages, data, or files, to law enforcement authorities.
- Any information contained on a school computer's hard drive or computer disks which were purchased by the school are considered the property of the school.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of the Superintendent of Schools or his delegate regarding inappropriate use of the technology or telecommunications resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Personal Electronic Devices:

Beepers, cellular telephones, CD/cassette players, radios, headphones, iPods, walkie-talkies and any other electronic devices are not to be used during the instructional school day. These devices must be stored with the student's belongings in the coatroom at the start of the school day.

No student should expect that the contents of such devices will remain private if brought onto school premises, so if the student wishes to ensure such privacy the student should not bring them to school. The Administration reserves the right to inspect the contents for purposes relating to the health, safety or general welfare of the student or the school community, and to base discipline on what is found if in its judgment it is necessary or appropriate to do so.

Cell Phone Policy:

St. Stephen School prohibits the use of all telecommunications devices, including cellular phones and pagers/beepers, by students, at all school and school-sponsored or school-related activities on or off school property, during the instructional school day. Students are allowed to possess such devices; however, such devices must be stored in the student's backpack and must remain turned off during the instructional school day. Students have access to the school phone for emergency purposes, and parents may get messages to their children via the main school phone. Students who violate the electronic device/cell phone policy will have the items confiscated. The item will only be returned to a parent/guardian. If devices are not claimed by the end of the school year, the student's parent/guardian and company whose name and address appear on the device are given 30 days prior notice of the school's intent to dispose of the device. St. Stephen School shall not assume responsibility for these items if they are damaged, lost or stolen.

Pictures/Comments by Students:

Students may NOT make comments about or post pictures of any student or teacher through the use of cell phones, text messaging, e-mails, blogs or any web-site such as "My Space", Facebook, Twitter, Instagram, Vine or in any other format.

Disciplinary Code:

Students who violate these policies will be subject to consequences up to and including expulsion.

1. Repeated Violation of School Rules:

A student cannot repeatedly break or ignore school rules or refuse to follow the reasonable directions of school administration, faculty or staff.

2. Drugs, Alcohol and Tobacco:

A student may not possess, or be under the influence of, or attempt to distribute any controlled substance, narcotics, hallucinogenic substance, tobacco, alcohol or other drug on or near school premises, or at any school sponsored event on or off school property, including travel to and from such events.

3. Threats/Violent Acts:

A student whom the school reasonably believes may pose a risk of acting out in a threatening or violent manner may be monitored. If appropriate, the student's parent/guardian will be notified and advised to seek professional counseling for their child. The Principal may meet with teacher(s) on a regular basis concerning the student. Once again, if the School believes it appropriate under all the circumstances of a particular case, the School may require the parent/guardian, as a condition of the student's continued education at St. Stephen, to sign a release authorizing and requiring the student's counselor and/or psychologist and the School to share with one another such information as the School believes necessary or advisable to protect and advance the best interests of the student and/or the other members of the St. Stephen community.

Violent acts, verbal or physical threats of any kind will not be tolerated. Our goals are a safe environment for all students and the proper care of the student involved. We shall follow the procedures listed below if a threat or violent act should occur:

- † Principal will investigate the alleged incident.
- † Parents/Guardians are notified.
- † Principal informs the Pastor.
- † If the incident is substantiated, the student is given in-school suspension, suspension, and/or expulsion.
- † Principal, with the school team, determines the length of suspension or possible expulsion.
- † If necessary or advisable, a psychological evaluation is required to determine if a student may return to school.
- † Qualified personnel will facilitate discussion with students of the class or classes.
- † If a conference is called, parents/guardians must attend. Failure to do so may result in the student's expulsion.
- † Police Department is contacted, if appropriate.
- † Criminal procedures will be sought at the determination of the Police working with the school team, if appropriate.

3a. Physical Assault:

A student shall not cause physical injury to another student, faculty or staff member, or any other person, on or off school property or at school sponsored events including transportation to and from such events.

3b. Verbal Assault/Threat:

A student shall not verbally assault or threaten another student, faculty or staff member, or any other person on or off of school property, or at school sponsored events, including transportation to and from such events, or through the use of electronic communication anywhere at any time. Verbal assault includes, but is not limited to name calling, spreading rumors, making threats, using abusive language or making derogatory comments of any nature.

3c. Written Assault/Threat:

A student shall not threaten or assault in writing or through the use of any electronic communication another student, faculty or staff member, or any other person on or off school property, at school sponsored events, including transportation to and from such events, or through the use of electronic communication anywhere or anytime. Written assault includes, but is not limited to, the examples noted in verbal assault, rule 3b.

4. Personal Electronic Devices:

Beepers, cellular telephones, CD/cassette players, radios, headphones, iPods, walkie-talkies and any other electronic devices are not to be used during the instructional school day. These devices must be stored with the student's belongings in the coatroom at the start of the school day.

No student should expect that the contents of such devices will remain private if brought onto school premises, so if the student wishes to ensure such privacy the student should not bring them to school. The Administration reserves the right to inspect the contents for purposes relating to the health, safety or general welfare of the student or the school community, and to base discipline on what is found if in its judgment it is necessary or appropriate to do so.

- **Pictures/Comments by Students:** Students may NOT make comments about or post pictures of any student or teacher through the use of cell phones, text messaging, e-mails, blogs or any web-site such as "My Space", Facebook, Twitter, Instagram, Vine or in any other format.
- **Cell Phone Policy:** St. Stephen School prohibits the use of all telecommunications devices, including cellular phones and pagers/beepers, by students, at all school and school-sponsored or school-related activities on or off school property, during the instructional school day. Students are allowed to possess such devices; however, such devices must be stored in the student's backpack and must remain turned off during the instructional school day. Students have access to the school phone for emergency purposes, and parents may get messages to their children via the main school phone. Students who violate the electronic device/cell phone policy will have the items confiscated. The item will only be returned to a parent/guardian. If devices are not claimed by the end of the school year, the student's parent/guardian and company whose name and address appear on the device are given 30 days prior notice of the school's intent to dispose of the device. St. Stephen School shall not assume responsibility for these items if they are damaged, lost or stolen.

5. **Weapons:**

A student will not possess, use or attempt to use any weapon on or off the school premises or at a school related function, including transportation to and from such a function or event. Matches and lighters are also not permitted.

For clarification of this policy, a “weapon” or “weapon-like object” is defined as a gun, knife, sling shot, blow-gun, blackjack, metallic knuckles, laser, or any other device or object such as scissors, letter openers or writing utensils, that can be used or attempted to be used to inflict bodily harm on, or to instill fear in a person. Spray cans of any nature such as cream, paint or hairspray are not allowed in school unless being used under the supervision of a teacher for classroom purposes.

6. **Bullying:**

Bullying in any form is never acceptable. Every student has a right to feel safe and comfortable at school. St. Stephen School adheres to the Bullying Prevention Policy of The Catholic Schools Office (CSO) of The Diocese of Worcester. The entire Bullying Prevention Policy is available at our website www.st-stephen.net.

ST. STEPHEN SCHOOL
BULLYING PREVENTION AND INTERVENTION PLAN

I. Introduction.

St. Stephen 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 the Pastor, School Advisory 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 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 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 community agencies, including law enforcement; and set priorities.

In order to update its plan on a regular basis, the School will take the following steps to compile a needs assessment on an annual basis, or during the course of the year, if a specific need requires more immediate attention:

- In conjunction with the annual review of the School mission statement conducted each April, the principal will add a survey of students, parents and guardians, faculty and staff, on School climate and School safety issues. The initial survey will be conducted in April 2015.
- At the August opening of School faculty and staff meeting and as a standing item on all subsequent monthly faculty meeting agendas, the principal will include a discussion of identified vulnerable areas such as playground, lunchroom, stairways and any other issues related to Bullying or student safety.
- The principal will prepare adult “duty assignments” to coincide with areas of potential concern such as lunchroom, stairways and playground.
- The principal has established a relationship with an Assistant District Attorney (ADA)

from the Worcester County District Attorney's Office to provide professional development for faculty and staff and an educational component for parents and students on an annual basis.

- The principal reviews teacher plan books on a monthly basis. Teachers highlight lessons and activities that directly address issues related to Bullying. Bullying related issues are identified using materials from the Massachusetts Aggression Reduction Center (MARC) at Bridgewater State University.
- The ADA provides professional development for faculty and staff at the beginning of each school year on the subjects of Bullying.
- Since September, 2010, the ADA and principal have resented a session on Bullying for parents as part of the general parent meeting held during the first two weeks of school. Beginning in September 2014, the principal will make it mandatory for at least one adult from each household to attend this presentation.
- The ADA, accompanied by the principal conducts classroom presentations by grade levels (K-2, 3-5, 6-8) to provide age appropriate anti-Bullying information and training.
- In school support services to address the educational needs of both the victim and the perpetrator include access to counseling from the pastor, parish priests or discussion with the principal or school librarian, who in the fall of 2010 both completed the "Train the Trainer" anti-Bullying program offered by MARC at Bridgewater State University and subsequent training offered by the Worcester County District Attorney's Office.
- The principal investigates reports of alleged Bullying and records her findings using the Bullying Prevention and Intervention Incident Reporting Form. The principal keeps copies of all completed report forms in a secure file and separates them according to whether the alleged Bullying incidents was substantiated or not.
- Based on analysis of these forms, the principal compiles data on the number of reported incidents; the breakdown of substantiated/ unsubstantiated incidents; and the disciplinary consequences for substantiated incidents of Bullying.
- The principal uses information from the reporting form to determine areas of the school vulnerable to bullying and to identify the need to provide group or individual intervention to address specific issues.

B. Planning and Oversight. In order to ensure that its plan is implemented effectively, the school must clearly identify the responsibilities of school leaders in carrying out a variety of tasks.

- The principal receives reports on Bullying. If another faculty or staff member becomes aware of a potential Bullying incident, he/she reports the situation to the principal.
- The principal collects and analyzes school-wide data in order to assess the present problem and to measure improved outcomes.
- The principal has created a process (as described above) to record and track incident reports and to access information related to victims and perpetrators.
- The principal, working in conjunction with established partner (ADA) at the Worcester County District Attorney's Office plans for ongoing professional development that incorporates current research on Bullying.
- The principal, recognizing that both the victim and perpetrator need support works with

teachers and parents to provide such support.

- Beginning with the 2014-2015 school year, the school will adopt the MARC anti-Bullying curriculum now available online. The curriculum includes lessons for grades K-5 and advisories for grades 6-8.
- The principal, in consultation with faculty, students and parents, is responsible for developing new policies and protocols or revising existing policies and protocols as needed. The school subscribes to the Internet Safety Policy provided by the Catholic Schools Office of the Diocese of Worcester. The policy is included in both the Parent/Student and the Faculty Handbook. Signatures agreeing to abide by the policy are included as part of the “sign off” on the handbook information. The technology teacher and all faculty are responsible for enforcing the Internet Safety Policy when the students are under their supervision.
- The principal, taking into consideration consultation with the pastor, faculty and staff, parents (through the quarterly parent forums), students (through Student Council) and The School Advisory Board, will be responsible for amending Parent/Student and Faculty Handbooks. If the principal deems it necessary, in a particular instance, she will seek legal advice or guidance from The Catholic Schools Office.
- The principal contacts the ADA annually to arrange for parent information session on Bullying as part of the general opening of school meeting held during the first two weeks of school. ADA discusses Bullying issues; principal provides specific information on how issues of suspected Bullying are handled at the school. The ADA distributes numerous educational pamphlets prepared by the District Attorney’s Office to parents.
- The principal is responsible for reviewing and updating the plan each year using the process described in III A above.

C. Priorities. The School is committed to providing all students with a safe learning environment that is free from Bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of Bullying and other harmful and disruptive behavior that can impede the learning process.

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: (based on M.G.L. C71, Sec 370 as amended by Ch. 86 of MA Acts of 2014)

- Emphasize the sections in the mandated Pre-K – 8 Safe Environment Curriculum of the Diocese of Worcester, which address the right of each person to be respected, safe and comfortable in school, church and all other environments.

In order to achieve the above, the School provides:

- Formal instruction by the ADA, principal and classroom teachers on the value and rights

of each human person.

- A religion curriculum that highlights the Gospel Values that pertain to Jesus' teachings of "love thy neighbor as thyself" and such parables as the good Samaritan.
- A focus on a specific value each month at each grade level. Students read, write about and discuss the value. Students who exemplify that value are recognized.
- A School Disciplinary Code, contained in the Parent/Student Handbook, contains a section on Good Student Expectations which identifies respect for each person as a positive expectation.
- The disciplinary code also specifically prohibits threats/violent acts; physical assault; verbal assault/threat; written assault/threat; weapons; and Bullying. Potential consequences are delineated and implemented based on the nature of the incident.
- Inclusion of anti-harassment policy in the Faculty Handbook which addresses the potentially more vulnerable populations noted above.

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;
- 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. 370(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.

VI. Access to Resources and Services.

The School provides support and services necessary to meet the underlying emotional needs of victims, perpetrators, families and others. To respond to bullying situations, the School uses a combination of school based and community resources.

A. Identifying Resources.

- The pastor, the principal and the librarian who are certified anti-Bullying prevention “Train the Trainers” are available to address the needs of victims, perpetrators and their families.
- Classroom teachers, who know their students very well, are available to work in conjunction with the principal to support victims and perpetrators.
- The school does not have a counselor. As needed, the school works with the family to secure referrals to appropriate community based agencies or service providers.
- The school recognizes the desirability of hiring a counselor. This is a priority when finances allow.
- Beginning in September 2014, the School will adopt the anti-Bullying curriculum provided by MARC at Bridgewater State University.

B. Counseling and Other Services.

- As noted above, the school does not currently employ a counselor. All students at the school speak English even if it is not the primary language at home.
- For parents who speak only Portuguese, interpreters are available through the Brazilian Apostolate affiliated with St. Stephen Church.
- If after investigation of a Bullying incident, Bullying is substantiated, the principal creates a behavioral plan with input from teachers and monitors student progress in meeting behavioral goals. The student, parent, and principal sign the behavioral plan. The parent is provided with a copy of the plan.

C. Students with disabilities.

- If a student is identified as having disabilities which could lead to him/her becoming involved with Bullying as either a victim or perpetrator, the principal and appropriate

teachers talk with the identified student(s) and develop a plan of action for them to follow.

- In a small school like ours, this is workable because students are well known as individuals to both administration and faculty.

D. Referral to outside services.

- The School has an established protocol for referring students and families to outside services when the school itself cannot provide sufficient counseling.
- If a parent already has wishes to contact a private counselor or therapist, the School signs a release to share information form so that the school and the counselor can work together to address student needs.
- If either the urgency of the situation or the parent's insurance status dictates working with community service agencies, parents are provided with contact information for YOU, Inc. and the University of Massachusetts Medical Center Child and Adolescent Mental Health Services. Both are located in close proximity to the school.

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 dedicated mailing address, and an email address.

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, and advise them that such is available on the school web site; 2) make it available in the School's main 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. 370(e)(3): **The Plan shall be 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. Safety

Before fully investigating the allegations of Bullying or Retaliation, 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 if possible 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.

The school has established the following steps:

- Secure area where alleged bullying incident occurred if applicable to situation.
- Keep victim and alleged perpetrator separate during interviews and as much as possible in the school setting until the issue has been resolved.
- Meet with classroom teachers of the Victim, Perpetrator and witnesses to ensure that the incident does not escalate further. Staff members will be alert for any conversation that relates to the incident.

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 is strictly prohibited and will result in disciplinary action.

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.

The School has established the following steps to investigate Bullying incidents:

- Meet with/discuss incident with victim and record/document victim's statement.
- Meet with/discuss incident with alleged perpetrator and record/document alleged perpetrator's statement. Keep victim and alleged perpetrator separate during the interview process and as much as possible in the school setting while the issue is settled. Advise alleged perpetrator that there is to be no retaliation to the victim, reporter and/or witness.
- Interview witnesses to alleged Bullying situation. Record and document any and all statements.
- Advise Victim, alleged Perpetrator and witnesses not to discuss the situation with anyone else.

- D. Determinations. The Principal or designee will make a determination based upon all of the facts and circumstances. 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.

Depending upon the circumstances, the Principal or designee may choose to consult with the students' teacher(s) and/or any private or community based counselor that the student may have, 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;
- 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;
- 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.

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 Worcester County District Attorney's Office during the opening of school general meeting. In addition to all information provided by the principal and in the School handbook, the ADA provides parents with pamphlets related to Bullying, Cyber Bullying and Internet Safety. She also encourages parents to contact her office regarding questions, concerns or additional information. She provides her contact information to facilitate this process.
- B. 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.

The School will post the Plan and related information on its website as mandated by Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3).

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

STEPHEN SCHOOL
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 Perpetrator solely on the basis of an anonymous report.]

2. Check whether you are the: Victim of behavior Reporter (not the victim)

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 Victim (of behavior): _____

Name of Perpetrator (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: _____

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

Signature: _____ Date Received: _____

II. INVESTIGATION

1. Investigator(s): _____ Position(s): _____

2. Interviews:

Interviewed Perpetrator Name: _____ Date: _____

Interviewed victim Name: _____ Date: _____

Interviewed witnesses Name: _____ Date: _____

Name: _____ Date: _____

3. Any prior documented incidents by the Perpetrator? Yes No

If yes, have incidents involved victim or victim group previously? Yes No

Any previous incidents with findings of BULLYING, RETALIATION Yes No

Summary of Investigation:

(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

Discipline referral only _____

2. Contacts:

Victim's parent/guardian Date: _____

Perpetrator's parent/guardian Date: _____

Catholic Schools Office Date: _____

Law Enforcement Date: _____

(if appropriate)

3. Action Taken:

Loss of Privileges

Detention

Suspension

Expulsion

Community Service

Education

Other _____

4. Describe Safety Planning: _____

Follow-up with Victim: scheduled for _____ Initial and date when completed: _____

Follow-up with Perpetrator: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: Date _____ Report forwarded to Superintendent: Date _____

(if principal was not the investigator)

Signature and Title: _____ Date: _____