

PILGRIM AREA COLLABORATIVE

BULLYING PREVENTION AND INTERVENTION PLAN

Reviewed and Updated October 2019

D.E.S.E. Approved April 27, 2011

The following Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyberbullying. The Pilgrim Area Collaborative is committed to working with students, staff, families, and the community to prevent issues of violence.

I. LEADERSHIP

A. Plan Development

Through input from the following constituent members, the Pilgrim Area Collaborative (PAC) is committed to create structures within its programs that promote supportive school environments to reduce barriers to learning. Input from the following members of the Collaborative community was sought in the development of this plan:

- Leadership Team
- Bullying Prevention and Intervention Committee
- Staff (Professional and non-professional)
- Parents
- Operating Committee
- Board of Directors

Input from these constituents was sought through committee meetings and planning sessions.

The Program Coordinator/Directors in conjunction with the Executive Director are responsible for the implementation and oversight of this plan. Implementation of the plan will be in accordance with the *PAC Bullying Prevention and Intervention Time Frame*.

B. Assessing Needs and Resources

It is the intention of the PAC to enhance its capacity to prevent and respond to issues of bullying within the context of other healthy school climate initiatives. As part of this process the PAC will conduct the following.

The Leadership Team together with the bullying committee have identified current programs in place throughout the organization that address the social and behavioral well being of our students. Current programs identified include: *PMT, CPI, Pilgrim Academy Health Curriculum, Best Buddies, Second Step, Social Thinking®*, and *No Fishing Allowed (Carol Gray, social stories)*.

♦ The Leadership Team will assess the effectiveness of these programs through the monitoring of bullying incident reporting data at regularly scheduled bi-

monthly Leadership Team meetings. The Leadership Team will assess the outcomes of those incidents, and develop/modify/critique the action plan as a result of those incidents that work to prevent reoccurrence.

- ♦ In addition to the monitoring of bullying incident reporting data, all behavioral incidents reports will be reviewed by the Program Coordinators to identify those behaviors that may be characteristic of bullying, and follow up on those behaviors.

- ♦ Individuals within the organization (School Psychologist and Counselors) will be identified to receive training in issues around bullying that will promote a positive school climate. Following the training of specified staff, opportunities for professional development for all staff will be created to train on methods, curriculum, etc.

- ♦ At least once every four years beginning with 2015/16 school year, Pilgrim Area Collaborative will administer a Department of Elementary and Secondary-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, PAC will annually report bullying incident data to the Department. *Revised 10/2014*

- ♦ Together with the Board Policy subcommittee, a Board policy on bullying has been developed and implemented.

- ♦ The intended outcome of the assessment aspect of this plan is to develop, revise, and/or implement policies and procedures to promote a positive school climate.

C. Planning and Oversight

If a reported incident of bullying occurs the following actions will be taken. (See *Protocol for Responding to a Report of Bullying* in Appendix.)

- a. Staff will reports any bullying incident using the PAC *Bullying Prevention and Intervention Incident Reporting Form*.
- b. The report will be reviewed and signed off by the Program Coordinator/Director, except when a reported bullying incident involves a member of the staff as the alleged aggressor. In such cases, the Executive Director or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Executive Director is the alleged aggressor, the Board of Directors or its' designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.
- c. Tracking of reported incidences will be conducted by the Program Coordinators with noted attention given to targets and aggressors.
- d. Analysis of bullying incidents and their resulting outcomes will be conducted by the PAC Leadership Team as the incidents occur, as well as

in bi-monthly leadership meetings. During the review process consideration will be given to the need for action and prevention plans and/or supports for the needs of targets and aggressors.

- e. Professional development will be provided by PAC staff training in positive school climate, bullying identification and prevention techniques. Information will be shared with all staff at the first staff meeting in September of each school year. Subsequent trainings will take place either in further staff meetings or classroom meetings.
- f. The Program Coordinators will manage implementation of the bullying curriculum.
- g. Should the development or implementation of any portion of this plan affect the Board approved Policy Prohibiting Bullying the Executive Director will bring it to the attention of the Board policy subcommittee or the Board for consideration.
- h. As a result of the bullying plan and policy, the student handbook has been modified.
- i. Parents will be notified of opportunities for training through their sending school district. Individual parent trainings may be provided by PAC as part of an action plan following an incident of bullying.

D. Priority Statements

The Pilgrim Area Collaborative (PAC) expects that all members of the PAC community treat each other in a civil manner with respect for individual differences. PAC is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. 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 recognize that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics. PAC teams will discuss bullying at each team meeting and will address on the IEP in goals and objectives as necessary, or under Additional Information. All PAC students participate in an anti-bully and/or social thinking curriculum. *Revised 10/2014.*

The PAC will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school related activities. We will promptly investigate all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target'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.

II. TRAINING and PROFESSIONAL DEVELOPMENT

A. Annual Staff Training

The PAC will provide annual training on bullying prevention and intervention in the September all-staff meeting. This training will include, but not limited to:

- definitions of bullying and cyberbullying;
- reference to the location of bullying curricula in the staff handbook;
- steps the program coordinator/director will take upon receipt of a report of bullying or retaliation.

Staff members hired after the start of the school year will receive a copy of the staff handbook which denotes information regarding bullying and the curriculum.

B. Ongoing professional development.

Professional development will be offered to staff to build the skills of staff members to prevent, identify, and respond to bullying. This training will be site based and delivered through staff meetings and/or classroom meetings by the two identified PAC adjustment counselors and the School Psychologist who received training on the subject matter. The content of the trainings will include the following:

- ♦ Developmentally appropriate strategies to prevent bullying.
- ♦ Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents.
- ♦ Information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying.
- ♦ Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment.
- ♦ Information on the incidence and nature of cyberbullying; and
- ♦ Internet safety issues as they relate to cyberbullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students; IEPs, with particular focus on students with ASD or whose disability affects social skills development. All professional staff will receive written notification from Program Coordinators/Directors at the onset of each school year. As the program coordinators/directors attend all IEP Team meetings, it will be the responsibility of the Program Coordinators along with the Out of District Coordinators to ensure this topic is addressed by the Team and changes are made to the IEP as appropriate and in accordance with input from the Team.

C. Written notice to staff

The Board Policy Prohibiting Bullying along with this plan will be available to PAC staff on the PAC website as well as the staff handbook. PAC staff will be notified as such during the annual training to be held at the beginning of each school year.

III. ACCESS to RESOURCES and SERVICES

A key aspect of promoting positive school climates is ensuring that the underlying emotional needs of targets, aggressors, families and others are addressed. If a student has been identified as a target or as an aggressor the following supports will be made available.

A. Identifying Resources

Pilgrim Area Collaborative educational programs offer support to students in a protected environment with small class sizes (4-10 students) with a high teacher to student ratio (1:2 in the elementary, middle and high school classes). All staff are highly trained to work with students with disabilities.

In addition to teaching and therapy staff, students also have access to counseling either through the PAC School Psychologist or through adjustment counselors or social workers assigned to specific programs. Many students who attend PAC programs also receive services through private agencies outside of the Collaborative. Collaborative staff routinely work to solicit releases to directly communicate with outside providers. Should a student require additional counseling or agency resources PAC staff work closely with families to identify need, and to provide community resources.

- PAC has an identified list of resources for families of students with ASD which is available to staff through their Program Coordinators/Directors.
- Built into PAC program are home visits, which may be conducted if parents need additional supports/information.
- Also available to parents, through District request are extensive home services offered through our PACES program.
- Program coordinators/directors will work with families to identify needs and to make connections to outside agencies, either directly or through the sending school district.
- By June 2011, Pilgrim Academy will identify local agency resources, which will be put on the PAC website at www.pilgrimac.org.

B. Counseling and other services.

As indicated above, counseling services are available for all students in PAC. Should behavioral incident reports or bullying incident reports indicate a need for further counseling supports, the Program Coordinators/Director will make an immediate referral to one of the PAC counselors on staff. Additionally, positive behavioral support plans may be developed or modified based upon incident reporting through the intervention support of the program coordinator/director. It

is at the discretion of the program coordinator/director, classroom staff, and counselors to develop a plan for involving, teaching parents relative to behaviors.

- Should acts of bullying occur, staff will identify common times students are together and work to separate students whenever possible.
- The identified aggressor will receive increased adult supervision.
- Program coordinators/directors will refer students to counseling as appropriate.
- Counselors, along with Program Coordinators/Directors will work with families to identify an action plan with a built in re-evaluation period.
- The need for a behavior management plan will be assessed and implemented as needed.
- If the bullying behavior becomes a pattern, it will be addressed in the student's IEP.

C. Students with disabilities

As a special education service provider, the Pilgrim Area Collaborative staff is sensitive to the needs of its students and families. Program Coordinators/Directors have made available to staff the DESE *Technical Assistance Advisory SPED 2011-1: Bullying Prevention and Intervention*. Together with the District Out of District Coordinators Program Coordinators will direct the Team to consider the student's social skills and identify behaviors that affect the student's learning, the learning of others, and the student's ability to interact with others in positive ways.

During the evaluation process, the Team will gather data and information relative to a student's social skills. That data will be used as a source for discussion of potential student supports.

D. Referral to outside services

Staff will refer students to an outside agency as warranted. The determination will be made on an individual basis.

IV. ACADEMIC and NON-ACADEMIC ACTIVITIES

- ♦ The Program Coordinators will monitor instruction on bullying prevention in each grade.
- ♦ Bullying will be discussed at Team meetings.
- ♦ Self-advocacy will be taught to all students at all levels to know their disability and how to have a voice.

A. Specific bullying prevention approaches.

Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- ♦ using scripts and role plays to develop skills;
- ♦ empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance;
- ♦ helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance;
- ♦ emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies;
- ♦ enhancing students' skills for engaging in healthy relationships and respectful communications; and
- ♦ engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Each year, classroom staff will instruct students in age appropriate and developmentally appropriate language to recognize bullying and to take the necessary steps to respond and report to such acts.

B. General teaching approaches that support bullying prevention efforts.

The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- using appropriate and positive responses and reinforcement, even when students require discipline;
- using positive behavioral supports;
- encouraging adults to develop positive relationships with students;
- modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- using the Internet safely; and
- supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

V. POLICIES and PROCEDURES for REPORTING and RESPONDING to BULLYING and RETALIATION

A. Reporting bullying or retaliation.

1. Reporting by staff. A member of PAC or host 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, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee.
2. Reporting by students, parents or guardians, and others. The Pilgrim Area Collaborative expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student, or school staff to report it to the program coordinator/director or designee. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

B. Responding to a report of bullying or retaliation.

1. Safety. Before fully investigating the allegations of bullying or retaliation, the program coordinator/director or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target 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 target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The program coordinator/director or designee will take additional steps to promote safety during the course of and after the investigation, as necessary. Additionally, the program coordinator/director 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.

The program coordinator/director or designee will notify the parent/guardian of the alleged target and the alleged aggressor of a report of bullying or retaliation once the outcome of an investigation has been determined.

If the alleged target and alleged aggressor attend different schools, the program coordinator/director receiving the report shall inform the

principal of the other student's school, who shall notify the student's parents of the report and procedures

b. Notice to another school district.

If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Pilgrim Area Collaborative is the first to be informed of the bullying or retaliation,

then the Executive Director of the Pilgrim Area Collaborative or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

c. Notice to law enforcement.

At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the PAC program coordinator/director or designee has a reasonable basis to believe that the incident may involve criminal conduct, the PAC program coordinator/director or designee will notify the local law enforcement agency.

In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Executive Director of the PAC or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

C. Investigation.

The program coordinator/director or designee in collaboration with host school administration, as warranted, shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, Collaborative personnel in collaboration with host school administration will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred

(date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

Confidentiality: The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the Collaborative's obligation to investigate and address the matter. The names of individuals involved will not be released to other parties.

The Program Coordinator/Director or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination. *Revised October, 2014.*

D. Determinations.

The Program Coordinator/Director or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the Program Coordinator/Director or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The Program Coordinator/Director 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 Program Coordinator/Director or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor'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 Program Coordinator/Director or designee will promptly notify the parents or guardians of the target and the aggressor 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 state and federal privacy laws and regulations.

Because of the legal requirements regarding the confidentiality of student records, the Program Coordinator/Director or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

E. Response to bullying.

1. Teaching Appropriate Behavior Through Skills-building

Upon the Program Coordinator/Director or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O (d)(v). Skill-building approaches that the principal or designee may consider include:

- offering individualized skill-building sessions based on the school's/district'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 Program Coordinator/Director or designee decides that disciplinary action is appropriate, they will notify the following individuals: the Executive Director of the Collaborative; the Special Education Director of the sending district; and if appropriate, the host principal of the building where the student is educated. Discipline will be individually 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 student's individual behavior plan and/or IEP. An action plan for both the target and the aggressor will be developed, and parents of both the target and the aggressor will be contacted. A redacted incident report is placed in student file

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the program coordinator/director or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to

disciplinary action, including meeting with the program coordinator or designee. Continued action will result in further consequences specific to the individual.

3. Promoting Safety for the Target and Others

The Program Coordinator/Director or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the Program Coordinator/Director 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 Program Coordinator/Director or designee will contact the target 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.

VI. COLLABORATION with FAMILIES

- A. Parent education and resources. PAC parents will be eligible to attend local trainings through their sending districts as sponsored by the local PTO, PTA, School Councils, Special Education Parent Advisory Council, or similar organizations. In addition, Individual parent trainings will be provided by PAC on a case specific basis.
- B. Notification requirements. Each year in the beginning of school either through the welcoming packet or the student handbook, PAC will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety, as well as the student-related sections of the Plan and the PAC's Internet safety policy. PAC will post the Plan and related information on its website.

VII. PROHIBITION AGAINST BULLYING and RETALIATION

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a 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 other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt 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 has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

VIII. PROBLEM RESOLUTION SYSTEM

Chapter 86 of the Acts of 2014 amended Section 37O of chapter 71 of the General Laws to include (g) (v): The Plan shall inform parents or guardians of the target about the Department's problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. This information will be made available in both hard copy and electronic formats:

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. *Revised October, 2014.*

IX. DEFINITIONS

Aggressor is a student, or staff member who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students, or by a member of a 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 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 or herself or of damage to his or 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.

Cyberbullying, is bullying through the use of technology or 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. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, 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 a 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.

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, cyberbullying, or retaliation has been perpetrated.

X. RELATIONSHIP to OTHER LAWS

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

Appendix:

Bullying Incident Report Form
Bullying Incident Investigation Form
Protocol for Responding to a Report of Bullying
Timeline
Policy Prohibiting Bullying

Pilgrim Area Collaborative Bullying Prevention & 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.**
-

9. **Signature of Person Filing this Report:** _____ **Date:** _____
(Note: Reports may be filed anonymously.)

Forward this form to the appropriate PAC Program Coordinator as soon as possible.

FOR ADMINISTRATIVE USE ONLY

PAC PROGRAM COORDINATOR

Date Received: _____

Signature: _____

Pilgrim Area Collaborative Bullying Prevention & Intervention

Investigation Form

INVESTIGATION

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

2. Interviews:

Interviewed aggressor Name: _____ Date: _____

Interviewed target Name: _____ Date: _____

Interviewed witnesses Name: _____ Date: _____

Name: _____ Date: _____

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

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

Any previous incidents with findings of BULLYING, RETALIATION? Yes No

4. Summary of Investigation: *Please use additional paper and attach to this document*

CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation: YES NO

Bullying Incident documented as _____

Retaliation Discipline referral only _____

2. Contacts:

Target's parent/guardian Date: _____ Aggressor's parent/guardian Date: _____

District Equity Coordinator (DEC) Date: _____ Law Enforcement Date: _____

3. Action Taken:

Loss of Privileges Detention STEP referral Suspension

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: _____

FINAL REPORT

Report forwarded to: _____ PAC Program Coordinator – Name: _____ Date: _____

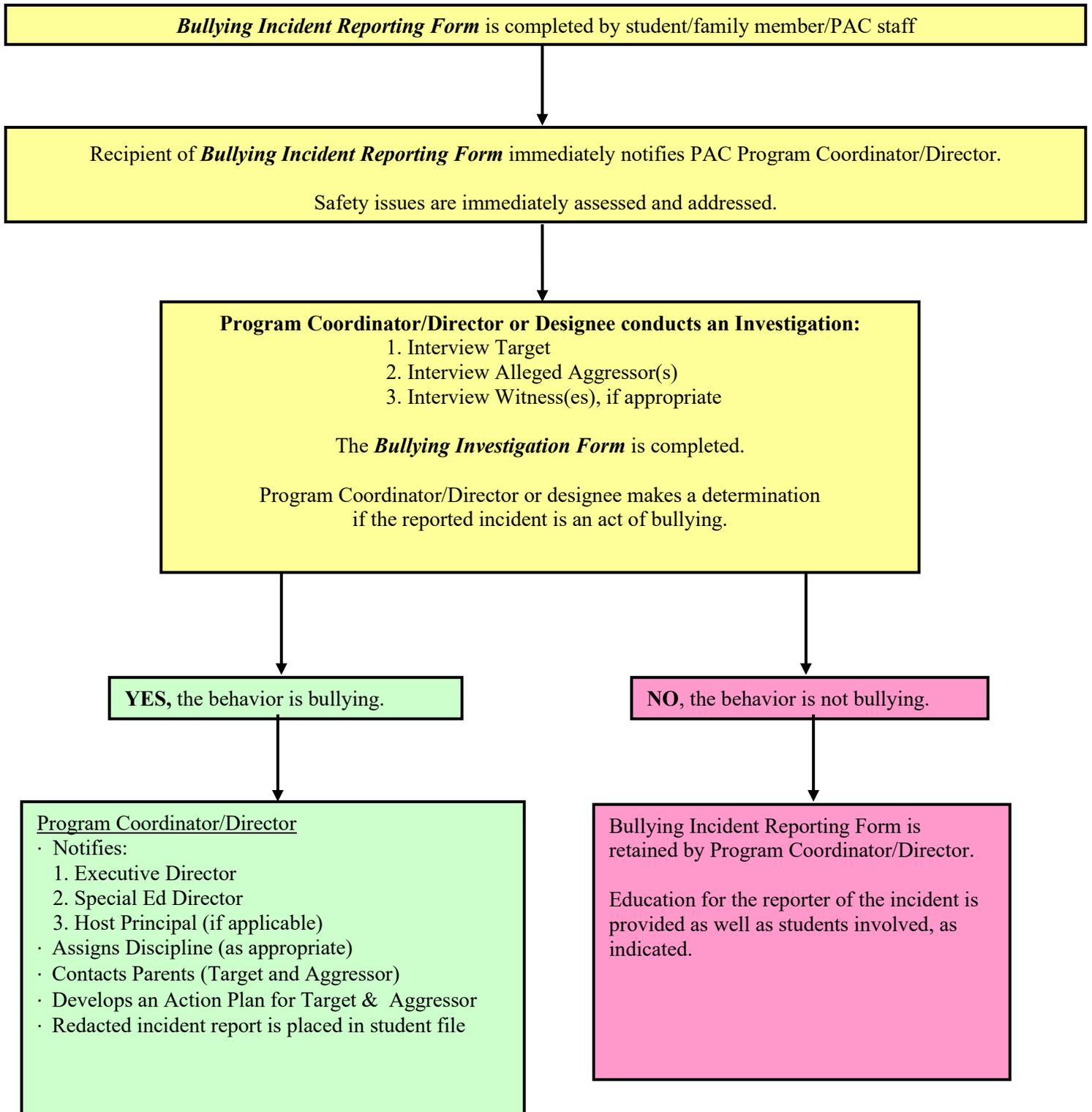
_____ PAC Executive Director – Name: _____ Date: _____

(if applicable) _____ Host School Principal – Name: _____ Date: _____

(if applicable) _____ Spec. Ed Dir. of Sending District: _____ Date: _____

PILGRIM AREA COLLABORATIVE

Protocol for Responding to a Report of Bullying



POLICY PROHIBITING BULLYING

The Pilgrim Area Collaborative (PAC) is committed to providing our students equal educational opportunities, and a safe learning environment where students are free from bullying and cyber-bullying and the effects thereof.

Acts of bullying and cyber-bullying are prohibited:

- (i) on school grounds, property immediately adjacent to school grounds, at a 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 other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and;
- (ii) 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 district, if the acts create a hostile environment at school for the target or 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 has reliable information about bullying also is prohibited.

A. Definitions

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

Bullying, as defined in M.G.L. c.71, s. 370, is the repeated use by one or more students or by a member of a 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 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 or of damage to his 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 may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying, as defined in M.G.L. c 71, s. 370 is bullying through the use of technology or any

electronic communication, which shall include, but 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, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- (i) the creation of a web page or blog in which the creator assumes the identity of another person;
- (ii) the knowing impersonation of another person as the author of posted content or Messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
- (iii) 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 above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment, as defined in M.G.L. c. 71, s. 370, 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 a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The Pilgrim Area Collaborative absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, short-term or long-term suspensions, or expulsions from school as determined by PAC administration in collaboration with host school administration as warranted, and subject to applicable procedural requirements. Nothing in this policy is intended to prevent PAC administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyber-bullying, as defined above, but nevertheless is inappropriate for the school environment.

C. Reporting Obligations

Reporting by Staff: A member of PAC or host 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, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee.

Reporting by Students, Parents/Guardians, and Others: The Pilgrim Area Collaborative expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the program coordinator/director or designee. An individual may make an anonymous report of bullying or retaliation; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Reporting to Parents/Guardians: The program coordinator/director or designee must promptly notify the parent/guardian of the alleged target and the alleged aggressor of a report of bullying or retaliation and of the school's procedures for investigating the report. If the alleged target and alleged aggressor attend different schools, the program coordinator/director receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the PAC program coordinator/director or designee has a reasonable basis to believe that the incident may involve criminal conduct, the PAC program coordinator/director or designee will notify the local law enforcement agency.

In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Executive Director of the PAC or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Pilgrim Area Collaborative is the first to be Informed of the bullying or retaliation, then the Executive Director of the Pilgrim Area Collaborative or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

D. Investigation

The program coordinator/director or designee in collaboration with host school administration as warranted shall investigate promptly a report of bullying or retaliation, considering all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, Collaborative personnel in collaboration with host school administration will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

Confidentiality: The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the Collaborative's obligation to investigate and address the matter.

E. Determination

Collaborative personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the Collaborative will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that maybe taken to prevent the recurrence of bullying or retaliation:

- (i) Holding parent conferences;
- (ii) Transferring student's classroom or school;
- (iii) Limiting or denying student access to a part, or area, of a school;
- (iv) Enhancing adult supervision on school premises;
- (v) Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;
- (vi) Providing relevant educational activities for individual students or groups of students. Adjustment counselors and others in the school setting who have been trained in working with students on interpersonal issues may helpful in providing such programs.
- (vii) Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately.

It is critical to involve the student in creating an action plan that involves a reporting process that works for that student.

- (i) Arranging for communication between the parties, if appropriate, to assist them in resolving issues

which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power.)

(ii) Providing counseling (or other appropriate services) or referral to such services for the target and/or the aggressor and/or for appropriate family members of said students.

F. Closing the Complaint and Possible Follow-Up

Collaborative staff will promptly provide notice to the parent/guardian of a target and an aggressor about whether the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians unless it involves a "stay away" or other directive that the target must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the leadership staff or designee will contact the target to determine whether there has been any recurrence of the prohibited conduct.

The Collaborative will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.