

**DIOCESE OF SPRINGFIELD**

***Catholic Schools Office***

**BULLYING PREVENTION POLICY**

**Introduction:**

The Diocese of Springfield ("Diocese") and the Catholic Schools Office ("CSO") believe that each Catholic school in the Diocese of Springfield must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, 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 should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other like disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and embracing environment. Pastors, principals, faculty, Staff and volunteers are 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, Timothy A. McDonnell, Bishop of Springfield, (the "Bishop") hereby promulgates this Bullying Prevention Policy (the "Policy") which shall be applicable to all Catholic parish schools and all other Catholic schools over which the Bishop has authority to appoint trustees, directors, governors or officers (each herein sometimes referred to as a "school").

**Definitions.**

For purposes of this Policy, the following definitions shall apply:

“Aggressor”, means a student who engages in Bullying or Retaliation.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Target that:

- causes physical or emotional harm to the Target or damage to the Target's property
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Target;
- infringes on the rights of the Target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

*For the purpose of this Policy, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.*

“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:

- 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.

“Plan”, a Bullying prevention and intervention plan established by a school.

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

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

### **Prohibition Against Bullying and Retaliation.**

Bullying is prohibited:

- On School Grounds owned, leased or used by a school;

- On property immediately adjacent to School Grounds;
- At any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school; or,
- Through the use of technology or an electronic device owned, leased or used by a 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 a school if the act or acts in question:

- create a Hostile Environment at school for the Target;
- infringe on the rights of the Target at school; or
- materially and substantially disrupt the education process or the orderly operation of a school.

### **Prevention and Intervention Plan.**

On or before December 31, 2010, the Principal (or the individual who holds a comparable position) (herein, the “Principal”) of each school in the Diocese that is subject to this Policy shall be responsible for overseeing the development of a prevention and intervention plan (a “Plan”), in consultation with representative stakeholders, which may include teachers, Staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this Policy, as well as Massachusetts and federal laws. In particular, reference is made to Massachusetts General Laws, Chapter 71, Section 370. Written communication regarding the Bullying Plan including **Exhibit E** – Parent Information Sheet, should be sent to all school families in January, 2011 and at the start of every school year.

The Plan shall include, but not be limited to:

- descriptions of and statements prohibiting Bullying and Retaliation;
- clear procedures for students, Staff, parents, guardians and others to report Bullying or Retaliation;
- a provision that reports of Bullying or Retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report;
- clear procedures for promptly responding to and investigating reports of Bullying or Retaliation;
- the range of disciplinary actions that may be taken against an Aggressor for Bullying or Retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior;
- clear procedures for restoring a sense of safety for a Target and assessing that Target's needs for protection;
- strategies for protecting from Bullying or Retaliation a person who reports Bullying, provides information during an investigation of Bullying or witnesses or has reliable information about an act of Bullying;

- procedures consistent with state and federal law for promptly notifying the parents or guardians of a Target and an Aggressor; provided, further, that the parents or guardians of a Target shall also be notified of the action taken to prevent any further acts of Bullying or Retaliation; and provided, further, that the procedures shall provide for immediate notification by the Principal or designee to the local law enforcement agency when criminal charges may be pursued against the Aggressor;
- a provision that a student who knowingly makes a false accusation of Bullying or Retaliation shall be subject to disciplinary action; and
- a strategy for providing counseling or referral to appropriate services for Aggressors and Targets and for appropriate family members of said students.

The Plan shall afford all students the same protection regardless of their status under the law. A school may establish separate discrimination or harassment policies that include categories of students. Nothing in the Plan shall prevent a school from remediating any discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts or federal law.

- Although not required by applicable Massachusetts law; the Plan may include a provision for ongoing professional development to build the skills of all Staff members, including, but not limited to, the Principal, educators, faculty, Staff, custodians, athletic coaches, advisors to extracurricular activities and volunteers to prevent, identify and respond to Bullying.

The Plan shall include provisions for informing parents and guardians about the Bullying prevention curriculum of the school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school or school plan; (ii) the dynamics of Bullying; and (iii) online safety and Cyber-Bullying.

The Plan shall be reviewed and updated at least every two years.

The Principal is responsible for the implementation and oversight of the Bullying prevention and implementation plan within his or her school.

### **Retaliation.**

Retaliation against a person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying shall be prohibited.

### **Training.**

Annual training on the Plan shall be provided for Staff and, at the discretion of the Principal, for volunteers who have significant contact with students.

### **Publication and Notice.**

At the beginning of each school year, the Principal or his or her designee shall provide notice to the Staff of this Policy and the Plan. Relevant sections of the Plan relating to the duties of Staff shall be included in the school employee handbook.

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.

The Plan shall be posted on the school's website.

### **Reporting.**

A member of a Staff shall immediately report any instance of Bullying or Retaliation the Staff member has witnessed or become aware of to the school Principal or to the Staff member designated in the Plan as responsible for receiving such reports, or to both the Principal and such designee.

### **Investigation.**

Upon receipt of such a report, the Principal or his or her designee shall promptly conduct an investigation.

### **Minimum Required Actions.**

If the Principal or his or her designee determines that Bullying or Retaliation has occurred, he/she shall:

- notify the local law enforcement agency if the Principal or his or her designee believes that criminal charges may be pursued against an Aggressor;
- take appropriate disciplinary action;
- notify the parents or guardians of the Aggressor; and
- notify the parents or guardians of the Target and, to the extent consistent with Massachusetts and federal law, notify them of the action taken to prevent any further acts of Bullying or Retaliation.

If the reported incident of Bullying or Retaliation involves students from more than one school district, Catholic school, charter school, non-public school, approved private special education day or residential school, or collaborative school, the Principal or his or her designee first informed of the incident shall, subject to Massachusetts and federal law, promptly notify the appropriate administrator of the other school district or school(s) of the incident so that each school district and school may take appropriate action.

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 school, the Principal or his or her designee informed of such incident 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 Aggressor.

**Target Assistance.**

Each school shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both alleged Targets and Aggressors, affected by Bullying or Retaliation, as necessary.

**Available Consultation.**

If any Staff member has questions concerning this Policy, he or she is encouraged to contact the Catholic Schools Office or the Office of the General Counsel of the Diocese.

EXHIBIT A

**Catholic Schools – Diocese of Springfield  
Bullying Incident Reporting Process**



**REPORT from**  
Target/Other Student, Bystander/Witness, Staff  
Parent/Guardian, Community Member/Agency, Anonymous\*

Administrator or Designee

Is student injured, requiring immediate medical attention?

YES

Medical Treatment

Notify  
Parents/Guardian

Documentation

NO

**CONDUCT INVESTIGATION**

Interview student  
Interview witnesses  
Interview accused  
Review Video (if applicable)  
Review documents

School Cathedral High School  
Principal Mr. John Miller  
Phone Number 413-782-5285  
  
See School's website for more information

**Is there bullying?**  
**Severe [1] or repeated behavior that has the effect of:**

- Harm/reasonable fear of harm or damage to property? **or**
- Hostile environment at school for victim? **or**
- Infringement on student's rights at school? **or**
- Material/substantial disruption of education/operation of the school?

YES

Notify parents/guardians  
of target and of  
aggressor

Counseling/Referral  
(if recommended)

NO

Determination of incident  
as other than bullying.

Refer to  
Code of Conduct

YES

Is the behavior criminal?

YES

Notify authorities (Police Department)

NO

Follow up with all involved students

[1] = Is the incident significantly offensive from a reasonable person standard?  
  
\*Reports do not lead to disciplinary action based solely on an anonymous report; documentation is made only after an investigation if the only complaint is made anonymously.

EXHIBIT B

**BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM**

1. **Name of Reporter/Person Filing the Report:** \_\_\_\_\_  
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report.)

2. **Check whether you are the:** Target of the behavior  Reporter (not the Target)

3. **Check whether you are a:**  Student  Staff member (specify role) \_\_\_\_\_

Parent/Guardian  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 sheets of paper if necessary and attach them to this document.**

**FOR ADMINISTRATIVE USE ONLY**

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

10. **Form Given to:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**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

Summary of Investigation:

(Please use additional sheets of 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
- Target's parent/guardian Date: \_\_\_\_\_  Aggressor's parent/guardian Date: \_\_\_\_\_
- Catholic Schools Office Date: \_\_\_\_\_  Law Enforcement Date: \_\_\_\_\_
3. Action Taken:
- Loss of Privileges  Detention  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: \_\_\_\_\_
- Report forwarded to Principal: Date \_\_\_\_\_
- (If principal was not the investigator)

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

## EXHIBIT C

Bullying Behavior Guidelines & Consequences      Grades K-6			
VERBAL	PHYSICAL	SOCIAL/ RELATIONAL	PROCEDURES & CONSEQUENCES
<ul style="list-style-type: none"> <li>• Harm to someone’s self – esteem or feeling of safety</li> </ul>	<ul style="list-style-type: none"> <li>• Harm to someone's body or property</li> </ul>	<ul style="list-style-type: none"> <li>• Harm to someone’s group acceptance</li> <li>• Harm of a sexual nature to someone’s self-esteem, feeling of safety, body or property</li> </ul>	<ul style="list-style-type: none"> <li>• It is important to recognize that each incident will be dealt with individually as all circumstances will be different. These guidelines will be at the discretion of the principal.</li> <li>• Retaliation against a person, who reports bullying, provides information during an investigation, witnesses or has reliable information about bullying will be considered a Level 2 behavior.</li> </ul>
Level 1 Behavior			
<ul style="list-style-type: none"> <li>• Teasing</li> <li>• Name calling</li> <li>• Insulting remarks</li> <li>• Hurting someone’s feelings (3 times or fewer)</li> </ul>	<ul style="list-style-type: none"> <li>• Pushing</li> <li>• Slapping</li> <li>• Pinching</li> <li>• Scratching</li> <li>• Showing</li> <li>• Hitting</li> <li>• Biting (Biting will warrant a phone call to the parents) (3 times or fewer)</li> </ul>	<ul style="list-style-type: none"> <li>• Purposeful exclusion, telling others not to be someone's friend or other actions that would cause someone to be without friends</li> <li>• Gossiping, spreading or starting rumors (3 times or fewer)</li> </ul> <p><b>Sexual behaviors are an automatic Level 2</b></p>	<ul style="list-style-type: none"> <li>• <b>First Offense</b></li> <li>• Verbal warning and discussion with teacher</li> <li>• Verbal recommendations</li> <li>• Restorative practice/apology</li> <li>• Observer and/or Target fills out the Bullying Incident Report Form and submits it to principal</li> <li>• <b>Second Offense</b></li> <li>• Same as First Offense</li> <li>• Time out /loss of privilege</li> <li>• <b>Third Offense</b></li> <li>• Same as Second Offense</li> <li>• Loss of major privilege</li> <li>• Principal contacts parents of target and Aggressor</li> <li>• Observer and/or Target submits Bullying Incident Report Form to principal</li> </ul>
Level 2 Behaviors or behaviors that have occurred more than 3 times			
<ul style="list-style-type: none"> <li>• <b>Any Level 1 infraction that has occurred more than 3 times</b></li> <li>• Purposely embarrassing or humiliating another student</li> <li>• Profanity</li> <li>• Insulting comments about intelligence, size, ability, race, color, religion, ethnicity, gender</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Any Level 1 infraction that has occurred more than 3 times</b></li> <li>• Biting scratching</li> <li>• Tripping, causing a fall</li> <li>• Threatening physical harm</li> <li>• Damaging property</li> <li>• Stealing/hiding or purposefully taking things</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Any Level 1 infraction that has occurred more than 3 times</b></li> <li>• Purposefully embarrassing or humiliating another person</li> <li>• Teasing publicly about clothing, looks, relationships, socioeconomic status</li> <li>• Sexual gestures, remarks, harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Observer and/or Target fills out the Bullying Incident Report Form and submits it to principal</li> <li>• Principal meets with Target and Aggressor and reviews bullying policy and its implications</li> <li>• Principal meets with parents of Target and Aggressor</li> <li>• Teacher/principal monitor student's behavior and follow up</li> <li>• Student’s privileges reduced and/ or no recess, quiet lunches</li> <li>• Student performs school/parish community service</li> <li>• Other consequences as deemed appropriate by the principal</li> <li>• Suspension, either internal or external depending on severity of the incidents</li> <li>• Notify law enforcement if the principal believes that criminal charges may be pursued against the perpetrator per M.G.L. c. 71</li> </ul>
<p><b>• These behaviors may occur but are not limited to: one-on-one, in a group, or via the misuse of technology</b></p>			

Bullying Behavior - Guidelines & Consequences				Grades 7 - 12
VERBAL	PHYSICAL	SOCIAL/ RELATIONAL	SEXUAL	PROCEDURES & CONSEQUENCES
<ul style="list-style-type: none"> <li>Harm to someone's self –esteem or feeling of safety</li> </ul>	<ul style="list-style-type: none"> <li>Harm to someone's body or property</li> </ul>	<ul style="list-style-type: none"> <li>Harm to someone's group acceptance</li> </ul>	<ul style="list-style-type: none"> <li>Harm of a sexual nature to someone's self esteem, feeling of safety, body or property</li> </ul>	<ul style="list-style-type: none"> <li>It is important to recognize that each incident will be dealt with individually as all circumstances will be different. These guidelines will be at the discretion of the principal.</li> <li>Retaliation against a person, who reports bullying, provides information during an investigation, witnesses or has reliable information about bullying will be considered a Level 2 behavior.</li> </ul>
<b>Level 1 Behavior</b>				
<ul style="list-style-type: none"> <li>Teasing</li> <li>Name calling</li> <li>Insulting remarks</li> <li>Verbal harassment, including cyber bullying</li> <li>3 times or fewer</li> </ul>	<ul style="list-style-type: none"> <li>Pushing</li> <li>Shoving</li> <li>Hitting</li> <li>3 times or fewer</li> </ul>	<ul style="list-style-type: none"> <li>Purposeful exclusion, telling others not to be someone's friend</li> <li>Gossiping, spreading or starting rumors</li> <li>3 times or fewer</li> </ul>	<ul style="list-style-type: none"> <li>Bullying Policies &amp; Procedures do not replace sexual harassment laws</li> <li><b>Automatic level 2</b></li> </ul>	<ul style="list-style-type: none"> <li>Observer and/or Target fills out the Bullying Incident Report Form and submits it to principal</li> <li>Principal meets with student and reviews bully policy and its implications</li> <li>Teacher/principal will monitor student's behavior and follow up</li> <li>Principal contacts parents of Aggressor/Target</li> </ul>
<b>Level 2 Behavior (some of these behaviors are against the law)</b>				
<ul style="list-style-type: none"> <li><b>Any Level 1 infraction that has occurred more than 3 times</b></li> <li>Purposely embarrassing or humiliating another student</li> <li>Profanity</li> <li>Slander</li> <li>Insulting comments about intelligence, size, ability, race, color, religion, ethnicity, gender</li> </ul>	<ul style="list-style-type: none"> <li><b>Any Level 1 infraction that has occurred more than 3 times</b></li> <li>Biting, scratching</li> <li>Tripping, causing a fall</li> <li>Threatening gestures</li> <li>Threatening physical harm</li> <li>Damaging property</li> <li>Stealing/hiding or purposefully taking items not belonging to her/him</li> </ul>	<ul style="list-style-type: none"> <li><b>Any Level 1 infraction that has occurred more than 3 times</b></li> <li>Purposefully embarrassing or humiliating another person</li> <li>Teasing publicly about clothing, looks, relationships, socioeconomic status</li> </ul>	<ul style="list-style-type: none"> <li><b>Automatic level 2</b></li> <li>Sexual comments</li> <li>Leering</li> <li>Gestures</li> <li>Sexual harassment verbal and teasing in nature</li> </ul>	<ul style="list-style-type: none"> <li>Observer and/or Target fills out the Bullying Incident Report Form and submits it to principal</li> <li>Principal meets with student and reviews bully policy and its implications</li> <li>Teacher/principal monitor student's behavior and follow up</li> <li>Principal contacts parents of Aggressor/Target</li> <li>Student's privileges reduced and/ or no recess, quiet lunches</li> <li>Student performs school/parish community service</li> <li>Suspension, either internal or external depending on the severity of the behaviors</li> <li>Other consequences as deemed appropriate by the principal</li> <li>Notify law enforcement if the principal believes that criminal charges may be pursued against the perpetrator per M.G.L. c.71.</li> </ul>
<p><b>These behaviors may occur but are not limited to: one-on-one, in a group, or via the misuse of technology – cellphone, computer, photographs – including e-mails, internet, instant voice messaging, texting, websites, chat rooms</b></p>				

## Bullying Behavior Guidelines and Consequences Level 3 Grades K - 12

VERBAL	PHYSICAL	SOCIAL/ RELATIONAL	SEXUAL	PROCEDURES AND CONSEQUENCES
<p><b>Any level 2 infraction that has occurred more than once</b></p> <ul style="list-style-type: none"> <li>• Battery, physical fighting</li> <li>• Assault, battery</li> <li>• Intentional destruction of property</li> <li>• Purposefully destroying property of others</li> </ul>	<p><b>Any level 2 infraction that has occurred more than once</b></p> <ul style="list-style-type: none"> <li>• Threats, physical, verbal or forced silence</li> <li>• Verbal cruelty</li> <li>• Displaying sexually explicit pictures or objects</li> </ul>	<p><b>Any level 2 infraction that has occurred more than once</b></p> <ul style="list-style-type: none"> <li>• Extortion</li> <li>• Harassing</li> <li>• Racial or religious slurs or insults</li> </ul>	<p><b>Any level 2 infraction that has occurred more than once</b></p> <ul style="list-style-type: none"> <li>• Displaying sexually explicit pictures or objects</li> <li>• Sexual harassment verbal with intent to emotionally harm</li> <li>• Any type of physical harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Incident is reported on Incident Report form</li> <li>• Principal meets parents of Aggressor/Target</li> <li>• Principal updates all staff</li> <li>• Possible in-school suspension, out-of-school suspension, or expulsion</li> <li>• Payment or restitution for damages if applicable</li> <li>• Other consequences as deemed appropriate by the principal</li> <li>• Law enforcement contacted if applicable</li> </ul>

EXHIBIT D

**BULLYING PREVENTION LOG FORM**

Each school principal in the Diocese of Springfield is to maintain a three-ring binder which will contain lists of students in each grade for the purpose of reporting incidents considered to be ‘bullying’. The binder should be kept in a confidential locked file cabinet. This table will allow the principal and his/her designee to identify, at a quick glance, the students who have been targets or aggressors. This binder will also serve as a permanent record to be kept in each school in the diocese beginning January, 2011. The annual contents of these binders/incidents are to be retained in a confidential locked file cabinet. Do not destroy a yearly report.

Please see the key below and the explanation of this table.

Students – Grade	Date #1	Date #2	Date #3	Date #4	Date #5	Date #6
A						
B	T 12/3	T 1/7				
C						
D						
E	A 12/3	A 12/5	A 12/7			
F						
G	A 12/3					
H						
I						
J						
K	T 12/5	T 12/7				
L						
M						
N						
O						

**Key:     T – Target                    A - Aggressor                    Insert Date of Occurrence**

In the above table,    On 12/3 **Student B was the Target** and there were two Aggressors: Students E & G  
                                   On 12/5, Student K was the Target and **Student E was again an Aggressor**;  
                                   On 12/7, **Student B was again the Target** and **Student E was again the Aggressor**

## EXHIBIT E

# IS THIS BULLYING? A GUIDE FOR PARENTS

For a behavior to be deemed “bullying,” it needs to include **ALL** of the following elements (defined by Massachusetts State Law):

- Must be **repeated** (three or more) actions by one or more Aggressors
- Must be a written, verbal or electronic expression or a physical act or gesture or any combination thereof
- Must be directed at a Target so that it causes one or more of the following:
  - Physical or emotional harm to the Target;
  - Damage to the Target’s property;
  - Places the Target in reasonable fear of harm to him/herself or of damage to his/her property;
  - Creates a hostile environment at school for the Target;
  - Infringes on the rights of the Target at school, **OR**
  - Materially and substantially disrupts the education process or the orderly operation of a school.

❖ **One-time incidents** may be deliberately mean or cruel, but they **ARE NOT** bullying. Still, one-time incidents may be subject to school discipline as per the school’s policy.

**EXHIBIT E**  
**Parental Bullying Information Sheet**  
**When Should You Contact The School?**

You should contact the school to inform them of a situation when:

The Situation	Your Role	What the School Can Do	What the School Cannot Do
<b>Your child is afraid to see another child at school, or generally afraid to go to school because of any incident</b>	<b>Get as many specific details as possible about why this is occurring</b>	<b>They can create a Safety Plan for your child.</b>	<b>They cannot discuss with you any discussions or actions taken with other children, including the child your child is afraid of.</b>
<b>Your child reports to you an incident that occurred at school.</b>	<b>Be sure to get very specific information from your child about the incident.</b>	<b>They can take steps to ensure the safety of the children involved.</b>	<b>They cannot discuss with you the steps they take that involve any other child.</b>
<b>Your child reports to you that they've heard a rumor about a future incident that may occur at school.</b>	<b>Get as many specific details as possible.</b>	<b>Investigate the plausibility of the future incident and take appropriate actions</b>	<b>They cannot discuss with you their discussions with other children.</b>
<b>Your child reports to you that another child is being bullied at school.</b>	<b>Get as many specific details as possible.</b>	<b>Investigate the situation</b>	<b>Report back to you any outcome of the investigation.</b>
<b>You hear about a school bullying incident from any other credible source (e.g., from other children, or reading about it on your child's Facebook page, etc.)</b>	<b>Get as many specific details as possible.</b>	<b>Investigate the situation</b>	<b>Report back to you any outcome of the investigation, except for your child's part, if any.</b>
<b>If you have a serious disagreement about a disciplinary action taken by the school</b>	<b>If this is the case, begin by pursuing a private conversation with the school administration. Challenging the school's authority publicly to make such decisions will only, in the long run, lead to more disciplinary problems among children who will perceive that the adult community does not respect the school administration.</b>		<b>Educators are bound by policy. They may not be able to change an action if doing so violates the policy set by the Diocese.</b>

If you wish to review the law, it may be accessed through:

\*Law Enforcement Dimensions – [www.ledimensions.com](http://www.ledimensions.com) This is the clearest and easiest to read. \*[www.mass.gov](http://www.mass.gov) The actual bill is listed as Senate #2313

\*Additional information concerning bullying and cyberbullying can be obtained through: Massachusetts Aggression Reduction Center at Bridgewater State College “MARC” [www.bridgew.edu/marc](http://www.bridgew.edu/marc)