



BULLYING PREVENTION AND INTERVENTION PLAN

November 2010

At Bay Farm Montessori Academy, we expect all members of our school community will treat each other with civility and respect.

From the earliest ages at BFMA, students learn that as members of our community they have a right to be treated with respect. Our students also learn that they have a responsibility to treat others with respect. Our curriculum, based on Montessori philosophy, emphasizes respect for differences and teachers are clear in their expectations for student behavior.

It is the policy of the school to provide and maintain a learning environment that is free of bullying or any other verbal or physical misconduct that disrupts the learning environment or makes it unsafe.

The Bay Farm Montessori Academy Prevention and Intervention Plan is published in response to the recently enacted Massachusetts law against bullying and is an integral part of our efforts to promote learning and to prevent behavior that can impede the learning process.

It is important the this Plan be well understood by all member of the BFMA community, The Head of School is responsible for implementation and administration of this plan.

The school will not tolerate any form of bullying or cyber-bullying, nor will tolerate any retaliation against any person who report bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and cyber-bullying are prohibited on school grounds and at school-sponsored events, activities, functions, and programs. Bullying and cyber-bullying are also prohibits at school bus stops, on school busses, and other vehicles, owned, leases, or used by the school, and through the use of

technology or an electronic device owned, leased, or used by the school.

In addition, bullying and cyber-bullying are prohibited at a location, activity, function, or program that is not school-related or thought he use if technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

DEFINITION UNDER THE LAW:

Bullying is defined as 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 targeted student or damage to the student's property**
- places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property.**
- creates a hostile environment at school for the targeted student**
- infringes on the rights of the targeted student at school; or**
- materially and substantially disrupts the educational process or the orderly operation of the school.**

REPORTING OF BULLYING, CYBER-BULLYING, OR RETALIATION

Any student who is the target of bullying or cyber-bullying or has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to promptly report the matter, , preferably in writing to the Head of School or to any other faculty or staff member with whom the student is comfortable speaking. Any student who is subject to violation if this policy or who knows of another student who has

been subject to retaliation is urged to report as soon as possible.

A parent of a student who is the target of bully or cyber-bullying or of a student who has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying is strongly encouraged to promptly report the matter, preferably in writing to the Head of School or to any other faculty or staff member with whom the parent is comfortable speaking. A parent should also report any incident of retaliation in violation of this policy to the Head of School.

Any member of the faculty or staff who witnesses or otherwise becomes aware of bullying or cyber-bullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to promptly report the matter, in writing, to the Head of School. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of bullying, cyber-bullying, or retaliation. Faculty and staff may not make reports under this policy anonymously. The school also urges students and parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Students and parents are encouraged to bear in mind that the school takes its policy against retaliations seriously. Also, while the school can not promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the school releases information concerning complaints of bullying, cyber-bullying, and retaliation only on a legitimate need to know basis.

RESPONDING TO A REPORT OF BULLYING, CYBER-BULLYING, OR RETALIATION

When a complaint of bullying, cyber-bullying, or retaliation is brought to the attention of the Head of School, an assessment is made as to whether any steps need to be taken to protect the

immediate safety needs of the students, and to prevent disruption of the learning environment.

It is the policy of the school to notify the parents of any student who is an alleged target of bullying, cyber-bullying, or retaliation. It is also the policy of the school to notify parents of any student who may have been accused of engaging in such behavior promptly after a complaint has made.

INVESTIGATION

An impartial investigation of the complaint is conducted by the Head of School. The investigation may include (interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyber-bullying, or retaliation, with the person against whom the complaint was made and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident.

RESOLUTION, NOTIFICATION AND FOLLOW-UP

Following any investigation taken, as the school deems appropriate, the Head of School will determine, whether and to what extent the allegation of bullying, cyber-bullying, or retaliation has been substantiated. If it is determined that the policy in this plan has been violated, the Head of School will determine what remedial action is appropriate and how it will be implemented.

In appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that that is reportable under Section 51A of the Massachusetts law, law enforcement or another government agency may be notified.

CONSEQUENCES FOR INFRACTIONS OF RULES- The Head of School will determine, and has the discretion, to determine what remedial action is appropriate and warranted.

Children's House:

Minor Infractions in the Children's House: such as teasing, encouraging others to tease, aggressive role-playing including pretend gun play

Consequences: Talk to the children involved, work on a resolution with the children, redirect into appropriate work/activity, encourage children to "take a break".

Repeated occurrences of minor infractions result in a phone call home to keep parents informed.

Major Infractions in the Children's House-

-Threats, taunts, bullying, or name calling and comments that would cause the disrespect and/or discomfort of another person

-Violent behavior: hitting, kicking, shoving, pushing, biting, throwing objects at a person with harmful intent

-Repeated failure to follow the anti-bullying rules

Consequences for major infraction in the Children's House-

1st infraction-

- 1. Repeat steps above for minor infractions, plus**
- 2. Child takes supervised time out of class**
- 3. Child meets with head of school or designated administrator.**
- 4. Incident report completed by reporting adult. Copies distributed to student's head teacher and placed in student's file.**
- 5. Phone call to parents.**

2nd Infraction

Repeat steps above for 1st infraction , plus:

- 1. Child meets with head teacher and Head of School**
- 2. Head of school phones parents.**
- 3. Child will remain with a teacher, apart from other children**

3rd Infraction

- 1. Follow steps above, plus:**
- 2.. Parents have a meeting with Head of School and head teacher to determine action plan. Action plan is agreed to to by all parties and put in writing.**
- 3. Parents and child write a letter of apology together to the target of harassment.**

Elementary and Middle School Program

At the discretion of the Head of School or designated administrator, the child may be required to go home for the remainder of the day or for a longer period of time.

**Minor Infractions in Elementary and Middle School:
encouraging others to break anti-bullying rules, poor sportsmanship, failure to follow anti-bullying rules**

Consequences

1st infraction

Teachers talk with the children involved, work on a resolution

2nd Infraction

Written consequence/apology

3rd infraction

Head teacher calls home, child meets with Head of School and misses one recess.

Major Infractions- Repeated foul or abusive language with intent to harm feelings, using intimidation such as threats, taunts, or comments that would cause the disrespect or discomfort of others, violent behavior such as hitting, kicking, shoving, biting, throwing objects at another with intent to harm, repeated failure to follow anti-bullying rules with the intent of disrespect, spreading harmful rumors, exclusionary behavior, cyber bullying

Consequences:

1st Infraction:

- 1. Head teacher speaks with the student(s) involved.**
- 2. Student meets with the Head of School and receives a written warning.**

2nd Infraction:

- 1. Repeat steps above plus,**
- 2. Parents are contacted by head teacher.**
- 3. Student spends recess for two days in the administrative office.**

4. Incident Report is completed and copies are distributed to Head Teacher, Head of School, parents, and student file.
5. Student writes letter of apology to target of harassment.

3rd Infraction

1. Repeat steps above plus,
2. Immediate placement in in-school suspension.
3. Meeting with parents, head teacher, student, and Head of School to determine action plan.
4. Written consequence letter to be determined by Head Teacher.

4th Infraction

1. Repeat steps above plus,
2. Out-of-school suspension
3. Re-entry meeting with parent, head teacher, and Head of School

Bay Farm Montessori Academy Anti-Bullying Task Force:

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