McAuley Nazareth, Inc.
Bullying Prevention and Intervention Plan

Statement of Purpose:
Nazareth expects that all members of our community will treat each other in a civil manner and with respect for differences. Nazareth 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 provide leadership, promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We understand that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. Nazareth's plan recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have 1 or more of these characteristics. Nazareth will take specific steps to create a safe, supportive learning environment and to provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyber bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safe ty. 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. Nazareth's plan is consistent with the amendments to the Massachusetts anti-bullying law which became effective July 1, 2013.

Definitions: The definitions as noted below are taken directly from M.G.L. c. 71, § s. 37H as amended by Chapter 92 of the Actos of 2010. M.G.L. c. 71, s. 37O(e)(1)&(2). M.G.L. c.71, s. 370(d) "Bullying Prevention and Intervention" and used for consistency and clarity throughout the plan.

- **Aggressor** is a student or a member of the school staff (As defined in G.L. c. 71,37O(d), as amended) includes, but is not limited to, an "educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional." who engages in bullying, cyber-bullying, or retaliation.
- **Bullying**, as defined in M.G.L. c. 71, § 37O, 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 himself or herself or of damage to his or 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.
- **Cyber-bullying**, 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, s 37H § c. 71 s. 37O for the legal definition of cyber-bullying.
- **Hostile environment**, as defined in M.G.L. c. 71, s 37H § c. 71 s. 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, maintenance personnel, support staff, or paraprofessionals.

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

Nothing in this policy requires the target to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Many behaviors that do not rise to the level of bullying may still be prohibited by other Nazareth policies and/or rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the aggressor and remediate the impact on the target as appropriate and/or necessary. This includes appropriate intervention(s), restoration of a positive climate, and support for targets and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

Prohibition against Bullying and Retaliation
Acts of bullying, which include cyber-bullying, are prohibited:

(i) on Nazareth grounds and property immediately adjacent to Nazareth grounds, at a Nazareth-sponsored or Nazareth-related activity, function, or program whether on or off Nazareth 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 Nazareth, 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 Nazareth to staff any non-school related activities, functions, or programs.

School Culture (including academic and non-academic activities)
Nazareth's school program expects students and school staff to conduct themselves in a manner in keeping with their level of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors. All student's have specific behavior plans and/or guidelines designed around their unique needs to assist them in developing better coping skills in dealing with inappropriate behavior. These plans also provide clear consequences for the students temporary inability to remain in control as well as positive reinforcement for the student when they are acting appropriately.

Our student's each have an Individualized Educational Plans (IEPs) and therefore, as required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

Nazareth student definition of bullying to assist them in understanding what bullying is:
Most students are admitted to Nazareth because they have varied limitations and/or abilities in self-control, communication delays, a lack of safety skills and a limited ability to recognize social rules of any type. They tend to need specialized approaches to learn the rules of any type of social interaction, in large part due to diagnoses of autism, PDD and significant developmental disabilities. Their ability to understand the terms, "harassment", "bullying", and "Cyber-bullying" are limited at best, however, each day they are actively involved in learning ways to help regulate their more challenging behaviors while

improving their social skills. This is done through the creation of individualized behavior plans/guidelines for each student as well as in group lessons where students participate in a variety of activities designed to teach appropriate interaction with others. To specifically increase awareness of bullying, social stories, role plays and developmentally appropriate books are used both in school and in the residence.

In order to help our student's understand these concepts Nazareth teachers and staff will break down bullying into a simpler definition and teach the students the following basics in acknowledgement of their developmental age and understanding:

- Bullying is unfair and one-sided. Bullying happens when someone keeps hurting, frightening, threatening or leaving someone out of activities on purpose.
- Bullying can happen at school or away from school.
- Bullying can happen face to face, behind someone's back, on line, in a text message, repeated phone calls or a combination of each type.
- Some examples of bullying are: hitting, kicking, name calling or threatening or leaving friends out of activities just to hurt their feelings.

Expectations of Staff
Staff are expected to always role model positive and professional interactions at all times while at Nazareth. Their role is critical in helping our students to develop positive relationships from which to learn and grow. Staff training includes interacting appropriately with students (and co-workers) and they are provided with feedback and additional coaching if necessary should they need it. It is the responsibility of all staff to teach students appropriate ways to interact with peers and family members. Staff members shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline. Since bystander support of harassment or bullying can support these behaviors, Nazareth prohibits both active and passive support for acts of harassment or bullying.

Staff are trained to encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority. Given the unique communication styles, lack of safety skills/self-preservation skills, behavioral difficulties and aggressive tendencies of some Nazareth students, all staff are trained and expected to help students to move themselves away from an area where one student is exhibiting dangerous or potentially dangerous behavior for the safety of everyone.

Staff work as a team to identify strategies to decrease behavioral issues and increase communication strategies to improve the overall atmosphere of the school and residence for the students and staff alike.
Should staff receive a complaint of bullying against a student or a school staff they need to immediately take measures to maintain a safe environment for the student(s) by preventing further opportunities for the bullying behavior to continue.

Staff must then notify the supervisor/teacher or the ED/D if supervisor/teachers are not immediately available. Staff must then document the incident on an Nazareth incident report and the Prohibition of Harassment, Intimidation and Bullying Form.

Students and Families: Education and Collaboration
Students will be provided with age-appropriate information on the recognition and prevention harassment, intimidation or bullying, and their rights and responsibilities under this and other Nazareth policies, procedures and rules which are adapted and incorporated into the classroom and curriculum material as needed. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

Annually Nazareth will inform parents or guardians of enrolled students about the anti-bullying curriculum that is being used. This notice will include information about the dynamics of bullying, including cyber-bullying and online safety. Nazareth will send parents written notice each year about the student-related sections of the Plan and Nazareth's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. Nazareth will post the Plan and related information

on its website. Nazareth will periodically survey students, staff and guardians on school climate and safety issues. Additionally Nazareth has a safety committee which meets quarterly and will review these areas as needed.

Consequences and Remedial Responses to acts of harassment of bullying

Nazareth has developed and implemented procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Nazareth prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the ED/D after consideration of the nature, severity, and circumstances of the act.

Nazareth prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or termination of placement. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with Nazareth policies and procedures.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Factors for Determining Remedial Measures

Personal

- Life skill competencies
- Social relationships
- Strengths
- Intellectual Abilities

Environmental

- Student-staff relationships and staff behavior toward the student (School Culture)
- General staff management of classrooms and residence; culture of positive behavioral support
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social/Family History/Current Social Relationships

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or planned/emergency termination, in the case of a student, or suspension or termination in the case of an employee, as set forth in the agencies approved code of student conduct or personnel policies.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Upon the Executive Director/Designee (ED/D) determining that bullying or

retaliation has occurred, the law requires that the Nazareth 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 ED/D may consider include but are not limited to:

- Offering individualized skill-building sessions based on Nazareth's anti-bullying curricula;
- Providing relevant educational activities for individual students or groups of students, in consultation with other appropriate school personnel and/or consultants;
- 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.

Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the target* of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences
• Adaption of new procedures to behavior plan
• Loss of reinforcement
• Peer group instruction regarding appropriate interactive behavior
• Corrective instruction
• Legal action
• Planned/Emergency termination

Examples of Remedial Measures
• Adjustment of supervision guidelines for student to decrease the opportunity of recurrence
• Restitution and restoration or other relevant learning or service experience
• Supportive discipline to increase accountability for the bullying offense

Referral Services team, peer mediation, etc.
• Functional Behavioral Assessments (FBA)
• Modification of behavioral support plan based upon FBA to include social stories and adjustment of reinforcement schedule
• Parent/Guardian consultation
• Referral to Outside Consultants if above failed/as necessary

Environmental (Classroom, Residence)
• School cultural change
• Modifications of schedules and/or activities
• Adjustments in transitions between classrooms and in the residence
• Modifications in student routes or patterns traveling to and around the school and/or residence
• Targeted use of 1:1 staff
• Training/Retraining for staff
• Disciplinary action for staff who contributed to the problem
• Parent conferences
• Law enforcement involvement (Leicester Police)

Policies and Procedures for Reporting and Responding to Bullying and Retaliation

Reporting by Staff

A staff member 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 and then immediately report to the ED/D when he/she witnesses or becomes aware of conduct that may be bullying or retaliation either by another student or a member of the school staff. The requirement to report to ED/D does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with Nazareth policies and procedures for behavior management and discipline.

Reporting by Students, Parents or Guardians, and Others

Nazareth expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student or a member of the school staff to report it to the ED/D. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the ED/D.

Responding to a report of bullying or retaliation

Safety

Before fully investigating the allegations of bullying or retaliation, the ED/D 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. Should the complaint be against a member of the school staff, the ED/D shall determine the correct course of action for that staff member during the course of the investigation to ensure that safety of the target. This may include suspension with or without pay, reassignment of duties and or other disciplinary action up to and including termination based upon the individuals circumstances of the situation. The ED/D will take additional steps to promote safety during the course of and after the investigation, as necessary.

The ED/D 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. (include locally established student safety planning policies and procedures here.)

Obligations to Notify Others

Notice to parents or guardians

Upon determining that bullying or retaliation has occurred, the ED/D will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which ED/D contacts parents or guardians prior to any investigation.

The principal 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.

Notice will be consistent with state regulations at 603 CMR 49.00.

Notice to Another School or District

If the reported incident involves students from more than one school district, the ED/D will promptly notify by telephone the out of district coordinator of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

Notice to Law Enforcement

At any point after receiving a report of bullying or retaliation, including after an investigation, if the ED/D has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the ED/D 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.

In making this determination, the ED/D will, consistent with the Plan and with applicable Nazareth policies and procedures, consult with appropriate administrative personnel and/or consultants, if any, and other individuals the ED/D deems appropriate.

Informal Complaint Process:
Anyone (staff or students) may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to a supervisor who can explain the informal and formal complaint process and what a complaint can expect.

Staff must also inform an appropriate supervisor if/when they receive complaints of harassment, intimidation, or bullying, from a student. Additionally this information must be documented on a Nazareth incident report form. As a team the complaint will be investigated by the ED/D (or person assigned to investigate by the ED/D) and reviewed in order to propose solutions and resolutions for the situation as necessary.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from the ED/D if reviewing the agency harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because the ED/D believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process:
Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. Nazareth will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any agency initiated investigatory activities. The ED/D may conclude that the agency needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint.

The following process shall be followed:

A. All formal complaints shall be in writing. Forms are available in the staff room of the school as well as from any supervisory and/or administrative staff member. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The "aggressor" may be a fellow student and/or a member of the school staff. The ED/D may draft the complaint based on the report of the complainant, for the complainant to review and sign.

B. Regardless of the complainant's interest in filing a formal complaint, the ED/D may conclude that the agency needs to draft a formal complaint based on the information in the ED/D's possession.

C. The ED/D shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the ED/D's possession that the ED/D believes requires further investigation.

- The ED/D will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.
- During the investigation the ED/D will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The ED/D (or whoever is conducting the investigation as determined by the ED/D) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.
- Interviews may be conducted by the ED/D, other staff members as determined by the ED/D, and in consultation with school administrative personnel, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the ED/D will maintain confidentiality during the investigative process. The ED/D will maintain a written record of the investigation.
- Procedures for investigating reports of bullying and retaliation will be consistent with Nazareth policies and procedures for investigations. If necessary, ED/D will consult with legal counsel about the investigation.

Problem Resolution System:

D. When the investigation is completed the ED/D shall compile a full written report of the complaint and the result of the investigation. This report should be completed within 30 business days unless due to the complexity of the investigation additional time is required.

- The ED/D will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the ED/D 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 ED/D will:
    - Determine what remedial action is required, if any, and:
    - Determine what responsive actions and/or disciplinary action is necessary.

- Depending upon the circumstances, the ED/D 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 ED/D 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 ED/D 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.

F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the ED/D's written response, unless the accused is appealing the imposition of discipline and the agency is barred by due process considerations or a lawful order from imposing the discipline until the appeal process in concluded.

G. If a student/guardian remains aggrieved by the ED/D response, the student/guardian may pursue the complaint via the Registration of Complaints for Parents/Students Policy.

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. Hard copies of this information is also available at the Superintendent's office in Leicester.

Training and Professional Development

Staff Training
Annually Nazareth trains our policy to all school staff, students, and provides copies to parents/guardians, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at scho ol-sponsored functions, or on a school bus. Students are taught to the best of their individual understanding basics of these policies via social story and modified behavioral curriculums. Annual training for all school staff includes staff responsibilities under the Plan, an overview of the steps that the ED/D will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. Staff members h ired after the start of the school year are required to participate in school-based training during the school year in which they are hired.

Nazareth has incorporated information regarding the policy against harassment or bullying into each school employee training program and handbook and will provide written notice to staff including information related to their duties and code of conduct.

Ongoing professional development
The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skil ls of staff members to prevent, identify, and respond to bullying. As required by information on:

- Developmentally (or age-) appropriate strategies to prevent bullying;
- Developmentally (or age-) 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 cyber-bullying; and
- Internet safety issues as they relate to cyber-bullying.

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' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social sk ills development. Professional development for all school staff is incorporated into our yearly training checklists. Individual certificates or agenda's fr om training opportunities involving bullying topics are also kept in the employee files when staff a ttend pertinent training. Additional areas identified by Nazareth for professional development may include but are not limited to:

- Promoting and modeling the use of respectful language;
- Fostering an understanding of and respect for diversity and difference;
- Building relationships and communicating with families;
- Constructively managing classroom behaviors;
- Using positive behavioral intervention strategies;
- Applying constructive disciplinary practices;
- Teaching students skills including positive communication, anger management, and empathy for others;
- Engaging students in school or classroom planning and decision-making; and
- Maintaining a safe and caring classroom for all students.
- Developmentally appropriate strategies to prevent bullying incidents
- Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;

- Information regarding the complex interaction and poser differential that can take place between and among a perpetrator, victim and witnesses to the bulling
- 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 cyber-bullying; and internet safety issues as they relate to cyber bullying.

Nazareth provides all staff with an annual written notice of the plan by publishing information about it, including sections related to staff duties in the Nazareth employee handbook and our Code of Conduct.

RELATIONSHIP TO OTHER LAWS
Consistent with state and federal laws, and the policies of Nazareth, no person shall be discriminated against in admission on account of race, color, gender, sex, gender identity, religion, national origin, sexual orientation, disability or homelessne ss. Nothing in the plan prevents Nazareth 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 Nazareth 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

NOTIFICATION AND DATA COLLECTION:
Nazareth notifies parents and guardians of targets of bullying of the availability of the Department's problem resolution system and assist these parents and guardians in understanding the problem resolution process.

Nazareth collects and reports the following data to the Department:

1) The number of reported allegations of bullying or retaliation;
2) The number and nature of substantiated incidents of bullying and retaliation;
3) The number of students disciplined for engaging in bullying or retaliation, and
4) Other information required by the Department.

Nazareth will administer a Department-developed student survey at least once every four years to assess "school climate and the prevalence, nature and severity of bullying in schools." once the survey is available and every 4 years thereafter.

State Requirements:
M.G.L. c. 71, § 37H, as amended by Chapter 92 of the Acts of 2010; M.G.L. c. 71, §§ 37O(d) as amended, (e)(1)(2).

Federal Requirements (IDEA-97)

Procedure: Date:
Approved by Board of Directors: 11/22/2022

PROHIBITION OF HARASSMENT, INTIMIDATION & BULLYING

Please print all words legibly:

Name_____ Date_____
Address_____
Telephone_____ or number where you may be contacted during the hours of _____.

I wish to register a complaint against:

Name of person:

_____
_____
_____

Specify your complaint by stating the problem as you see it. Describe the incident, participants, background to the incident, and any attempts you have made to resolve the problem. Please note relevant dates, times and places.

_____
_____
_____
_____
_____

Indicate if there are other people who could provide more information regarding your complaint:

Name Address Telephone Number

_____
_____
_____

Proposed Solution: Indicate your opinion on how this problem might be resolved. Be as specific as possible.

_____
_____
_____
_____
_____
_____

I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

_____
Signature of Complainant

_____
Date

Please return the original completed form to the ED/D. A copy of this will be provided to the complainant.