

ST. ANN SCHOOL of CAPE ANN

MODEL BULLYING PREVENTION AND INTERVENTION PLAN

I. Introduction.

St. Ann School of Cape Ann acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, the School must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe and embracing environment. The School's Staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, the School hereby promulgates this Bullying Prevention and Intervention Plan as required by the Archdiocese of Boston Bullying Prevention. This policy is available in the school office.

II. Definitions. For purposes of this Plan, 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 the School;
- materially and substantially disrupts the education process or the orderly operation of the School.

By way of example only, Bullying may involve, but is not limited to:

- unwanted teasing
- threatening
- intimidating
- stalking
- Cyber-Stalking

- physical violence
- theft
- sexual, religious, racial or any other type of harassment
- public humiliation
- destruction of School or personal property
- social exclusion, including incitement and/or coercion
- rumor or spreading of falsehoods

For the purpose of this Plan, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying (as defined below).

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetics
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

“Hostile Environment” means a situation in which Bullying causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

“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, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

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

III. Leadership.

Leadership at all levels of the School community has played a critical role in developing and implementing this Plan in the context of other School and community efforts to promote a positive School climate. The Plan has been developed in consultation with the Pastors, Board of Trustees, School Staff, School volunteers, administrators, students, parents, and guardians. Notice and a public comment period by families of students currently attending the School was provided before the Plan was adopted by the School. We all have a primary role in teaching students to be civil to one another and promoting understanding of and respect for diversity and difference. The Principal and designated members of the Staff, working under the oversight of the Board of Trustees, are collectively responsible for setting priorities and for staying up-to-date with current research on ways to prevent and effectively respond to Bullying. It is also the responsibility of the Principal and such designees to involve representatives from the greater School and local community in developing, implementing and periodically reviewing the Plan.

- Assessing needs and resources. The Plan is intended to be the School's blueprint for enhancing capacity to prevent and respond to issues of Bullying within the context of other healthy School climate initiatives. As part of the planning process, School leaders, with input from families and the Staff, have assessed the adequacy of current programs; reviewed current policies and procedures; reviewed available data on Bullying and behavioral incidents; and assessed available resources including curricula, training programs, and behavioral health services. This “mapping” process has assisted the School in identifying resource gaps and the most significant areas of need. Based on these findings, the School has revised and developed new policies and procedures; established partnerships with community agencies, including law enforcement; and set priorities.

B. Planning and oversight. This policy recognizes the responsibility of the school principal to:

- Accept any reports of suspected bullying incidents
- Analyze reports, access any problems, take steps to successfully remediate any issues and in collaboration with other school community members measure outcomes.
- Create a systemic method for tracking and documenting any bullying activity, (see appendix A)
- Planning on-going professional development
- Creating support systems for targets and aggressors and their families as needed.
- Revise current policies and protocols for this plan including on internet safety policy (done in collaboration with the existing “school safety committee”).
- Amending student/parent handbook, faculty handbook and codes of conduct as needed.
- Leading parent and family involvement efforts.
- Purchase and /or draft information materials and distribute to the school community.
- Review and update the plan as needed with input from the “school safety committee”.

- C. Priorities. St. Ann School expects that all members of the School community will treat each other in a civil manner and with respect for differences.

The School is committed to the following:

- Providing all students with a safe learning environment that is free from Bullying in accordance with the school's Mission Statement.
- Assuring that any act of unlawful or disruptive behavior including bullying, Harassing or retaliation will not be tolerated.
- Investigating with compassion any complaints or reports of bullying or retaliation behavior and take swift action to end the behavior and restore safety and peace for all involved.

We will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our School, on School Grounds, or in School-related activities. We will investigate promptly all reports and complaints of Bullying 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. This Plan is a comprehensive approach to addressing Bullying, and the School is committed to working with students, Staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of Bullying and Retaliation. The Principal, working under the oversight of the Board of Trustees, is responsible for the implementation and oversight of the Plan.

IV. Prohibition Against Bullying and Retaliation.

Bullying by any member of the St. Ann School Community is prohibited:

- On School & Church Grounds owned, leased or used by a School;
- On property immediately adjacent to School and Church Grounds;
- At any School-sponsored or School-related activity, function or program whether on or off School Grounds to include Burnham's Field during gym or field day;
- At ANY School bus stop;
- On a School bus or any other vehicle owned, leased or used by the School for transportation to or from School, or educational trips;
- Through the use of technology or an electronic device owned, leased or used by the School to include computers, phones, Ipods, and cameras or recording devices.

Bullying is also prohibited at a location, activity, function or program that is not School-related or through the use of technology or a personally owned electronic device if the act or acts in question:

- create a Hostile Environment at School for the Target;
- infringes on the rights of the Target at School; or
- if it materially and substantially disrupts the education process or the orderly operation of the School.

Retaliation is also prohibited against any reporter or person who reports Bullying or Retaliation, provides information during an investigation of Bullying or Retaliation, or witnesses or has reliable information about Bullying or Retaliation.

V. Training and Professional Development].

In accordance with Massachusetts General Laws, Ch. 71, § 37O, St. Ann School requires annual Staff training regarding the Plan to provide ongoing professional development for all Staff, including, but not limited to, educators, administrators, counselors, and volunteers. Identified additional areas of training should be based on needs and concerns identified by the School Staff.

A. Annual Staff Training on the Plan includes the following:

- All faculty are trained to recognize targets and aggressors.
- Our student/parent handbook addresses a no tolerance policy.
- Positive and respectful attitudes, behaviors and environments are required in all aspects of our school life. Our anti-bullying policy is specifically covered in our Religion, Science, Social Studies and Respect for Life programs, in keeping with the Catholic Social Church Teaching and Social Sciences.
- Staffing:
 1. Catechists in Pre-K – 8 are trained;
 2. Health Teacher in 5 – 8 is trained;
 3. Principal is a Licensed Family Counselor;
 4. Teacher/Staff Workshops.

B. Written Notice to Staff. At the beginning of each School year, the Principal or his or her designee shall provide written notice to the School Staff of the RCAB Policy and the Plan. Relevant sections of the RCAB Policy and the Plan relating to the duties of School Staff shall be included in the School employee handbook.

VI. Access to Resources and Services.

Identifying St. Ann School Resources.

- Anti-Bullying Curricula
 - a) Whole-school workshops (most recently, whole school attendance at North Shore Music Theater production of B.U.L.L.Y., with corresponding lessons and discussion in each class, school-wide, in preparation for compliance with this policy.
 - b) An Established and Published Policy:
If any act of bullying is suspected or observed, a verbal warning is given to all involved parties. Any continuance of bullying activity is then dealt with according to policies in Section VII of this document.

- d) Internet Safety/Anti-Cyber Bullying curricula as part of Technology curriculum.
- e) Online resources for parents, teachers, students and staff, including, but not limited to PBS television, PBS.org, Discovery Streaming and multiple other resources.

Examples include:

1. Louisiana Public Broadcasting. (1997). LegalEASE: Resolving Conflict [Full Video]. Available from <http://www.discoveryeducation.com/>
2. Louisiana Public Broadcasting. (1996). LegalEASE: The Cycle of Violence [Full Video]. Available from <http://www.discoveryeducation.com/>
3. Ancient Lights. (1994). Alternatives to Violence: Conflict Resolution, Negotiation, and Mediation [Full Video]. Available from <http://www.discoveryeducation.com/>
4. Peer Power Productions. (1995). The Peacemakers: Pros in Conflict [Full Video]. Available from <http://www.discoveryeducation.com/>
5. CWK Network. (2001). Reality Matters: Cruel Schools: Bullying And Violence [Full Video]. Available from <http://www.discoveryeducation.com/>
6. CWK Network. (2001). Trapped By Fear: The Anguish of Teasing, Bullying, and Violence [Video Segment]. Available from <http://www.discoveryeducation.com/>
7. Ragamuffin. (1997). Two Cases of Bullying [Video Segment]. Available from <http://www.discoveryeducation.com/>
8. Dembo, Steve. (2007). Creating a Safe Environment-Confronting Bullying: Training Para-Professionals to Deal with Bullying in a School Setting. <http://mediashare.discoveryeducation.com/mediashare/index.cfm?event=pushFile&guidAssetMediaFileId=26f87b0e-46f5-47a4-ba16-17ae6104f3b8>

B. Counseling and Other Services

A faith-based curriculum, small class sizes, trained staff and good community relations all works to keep St. Ann School a peace-loving environment for the overwhelming majority of the school year. Specifically:

- 1) There is a five-person School Safety Committee that meets annually to review and update the overall safety policy which herein will contain the Anti-Bullying Policy. Community counseling services are readily available through private practices that the school has established relationships with.
- 2) When needed, the Gloucester Policy Child Advocacy Officer has offered immediate advice and services as needed.
- 3) Social skills groups are utilized in a class-by-class, as needed basis.
- 4) Behavioral intervention plans begin with and progress to include:
 - a) Student and teacher
 - b) Student, teacher, and principal
 - c) Student, teacher, principal and parents
 - d) Student, teacher, principal, parents and community resources, if required.

C. Students with Disabilities: Being a small private school limits the number of students with disabilities in our population. Those students with certain disabilities in our population do, however, benefit from:

- 1) Small class sizes (and therefore more prominent adult presence)
- 2) A Christian tradition of tolerance and acceptance present in our daily educational and social experience
- 3) Inclusive classrooms in which all students work together daily

- 4) Curricula which may be modified, and educational practices put in place, to limit attention to individual challenges or disabilities.

All students would be the beneficiary of and subject to the general Anti-Bullying Policy.

D. Referral to outside services. Referral to outside services follows the protocol in Part B of this section and is reiterated in the body of Section VII.

VII. Policies and Procedures for Reporting and Responding to Bullying and Retaliation.

- A. **Reporting Bullying or Retaliation.** Reports of Bullying or Retaliation may be made by Staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be recorded in writing and witnessed by a second staff member. A School Staff member is required to report immediately to the Principal, or designated floor leader when the principal is not in the building, any instance of Bullying or Retaliation the Staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not School Staff members, may be made anonymously. The School will make a variety of reporting resources available to the School community including, but not limited to, an Incident Reporting Form (a copy of which is attached to this Plan as **Appendix A**) and an email address.

Use of an Incident Reporting Form is not required as a condition of making a report. The School will:

- 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians;
- 2) make it available in the School's main office, the counseling office, the School nurse's office, and other locations determined by the Principal or designee;
- 3) post it on the School's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each School year, the School will provide the School community, including administrators, Staff, students, and parents or guardians, with written notice of its policies for reporting acts of Bullying and Retaliation. A description of the reporting procedures and resources, including the name and contact information of the Principal or designee, will be incorporated in student and Staff handbooks, on the School website, and in information about the Plan that is made available to parents or guardians.

1. Reporting by Staff

A Staff member will report immediately to the Principal or designee when he/she witnesses or becomes aware of conduct that may be Bullying or Retaliation. The requirement to report to the Principal or designee does not limit the authority of the Staff member to respond to behavioral or disciplinary incidents consistent with School policies and procedures for behavior management and discipline.

2. Reporting by Students, Parents or Guardians, and Others

The School expects students, parents or guardians, and others who witness or become aware of an instance of Bullying or Retaliation involving a student to report it to the Principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged 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 Principal or designee.

B. Responding to a report of Bullying or Retaliation.

1. Safety

Before fully investigating the allegations of Bullying or Retaliation, the Principal or designee will take steps to assess the need to restore a sense of safety to the alleged 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 assessing the alleged Aggressor’s access to the Target. The Principal will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal 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, as well as a student who provides information of Bullying or Retaliation.

2. Obligations to Notify Others

- a. Notice to parents or guardians. Upon determining that Bullying or Retaliation has occurred, the Principal or floor leader 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 the Principal or designee contacts parents or guardians prior to any investigation.
- b. Notice to Another School. If the reported incident involves students from more than one School district, charter School, non-public School, approved private special education day or residential School, or collaborative School, the Principal or floor leader first informed of the incident will promptly notify by telephone the Principal or designee of the other School(s) of the incident so that each School may take appropriate action.
- c. Notice to Law Enforcement. At any point after receiving a report of Bullying or Retaliation, including after an investigation, if the Principal or floor leader has a reasonable basis to believe that criminal charges may be

pursued against the Aggressor, the Principal will notify the local law enforcement agency. If an incident occurs on School grounds and involves a former student under the age of 21 who is no longer enrolled in School, the Principal or floor leader 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 Principal will, consistent with the Plan and with applicable School policies and procedures, consult with other individuals the Principal or floor leader deems appropriate (including, but not limited to, the Office of the General Counsel of the Archdiocese).

- C. Investigation. The Principal or floor leader will investigate promptly all reports of Bullying or Retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the Principal or floor leader will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Principal or floor leader (or whoever is conducting the investigation) 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 Principal or floor leader. Given his/her obligation to investigate and address the matter, the Principal or floor leader will maintain confidentiality during the investigative process. The Principal or floor leader will maintain a written record of the investigation.

Procedures for investigating reports of Bullying and Retaliation will be consistent with School policies and procedures for investigations. If necessary, the Principal or floor leader will consult with the Office of the General Counsel of the Archdiocese about the investigation.

- D. Determination. The Principal or floor leader will make a determination based upon all of the facts and circumstances. If, after investigation, Bullying or Retaliation is substantiated, the Principal or floor leader 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 Principal or floor leader will:
- 1) determine what remedial action is required,
 - 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Principal or floor leader may choose to consult with the teacher(s) and the parents or guardians of the students involved, to identify any underlying social or emotional issue(s) that may have contributed to the Bullying behavior and to assess the level of need for additional social skills development.

The Principal or floor leader 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 or guardians must comply with applicable Massachusetts and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the Principal or floor

leader 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. Responses to Bullying.

1. Teaching Appropriate Behavior Through Skills-building

The law requires that the School use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches should include, but is not limited to:

- Providing relevant educational activities for individual students or groups of students, in consultation with appropriate School personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand positive 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;
- making a referral for evaluation.

2. Taking Disciplinary Action

If the Principal or floor leader decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal or floor leader, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the School's code of conduct, and may include, but is not limited to, suspension or expulsion.

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

If the Principal or floor leader determines that a student knowingly made a false allegation of Bullying or Retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

If the Principal or floor leader 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 Principal or floor leader 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 21 days following the determination and the ordering of remedial and/or disciplinary action, the Principal or floor leader 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 floor leader will work with appropriate School Staff to implement them immediately.

VIII. Collaboration with Families.

As with all other areas of school curriculum, parents of St. Ann School students will be involved in the school's Anti-Bullying Policies regarding prevention and intervention. Annually, there will be a parent session to explain and review the entire policies and procedures. Involving parental support in the home regarding bullying will be critical to ensuring the success of this policy.

A. Parent education and resources. In collaboration, the St. Ann School PTO, the School administration and the School's technology department will offer educational sessions on how to recognize the signs, incidents and consequences of bullying activity. Outside expertise, in-house staff and students will be involved in these programs. These offerings will focus specifically on parental responsibilities regarding anti-bully behavior.

B. Notification requirements. Initially this Policy will be sent to all St. Ann School Families. Henceforth, all new families will receive the policy. Addendums to the policy will be made as needed and distributed to all families.

The policy will be addressed each year at back-to-school night and will allow for questions, clarifications and recommendations to be written and/or vocalized. Specific attention will be given to the use of technology as it applies to potential bullying practices.

IX. Relationship to Other Laws.

Consistent with Massachusetts and federal laws, and the policies of the School, nothing in the Plan prevents the School from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts, or federal law, or School policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the School to take disciplinary action or other action under Mass. Gen. Laws. Ch. 71, Section 37O (d)(v), other applicable laws, or local School policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

SAMPLE 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: _____

II. 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 _____
only _____

Discipline referral

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:

5. Follow-up with Target: scheduled for _____ I

6. Initial and date when completed: _____

7. Follow-up with Aggressor: scheduled for _____

8. Initial and date when completed: _____

Report forwarded to Principal (If principal was not the investigator) : Date _____

Signature and Title: _____ Date: _____

APPENDIX B

Code of Conduct: Statement of Agreement

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth of the Archdiocese of Boston.

I will:

Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.

Never be alone with children and/or youth at Church activities.

Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.

Maintain confidentiality in all matters related to normal parish/school business.

Comply with the mandatory reporting regulations of the Commonwealth of Massachusetts and with the Archdiocesan Policies and Procedures to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is against the law.

Cooperate fully in any investigation of abuse of children and/or youth.

I will not:

Touch or speak to a child and/or youth in a sexual or other inappropriate manner.

Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing. Threatening, or degrading children and/or youth.

Smoke or use tobacco products while engaging in activities with children and/or youth

Accept or give gifts to children or youth without the knowledge of their parents or guardians.

Possess, or be under the influence of alcohol at any time while working with children and/or youth.

Possess, or be under the influence of illegal drugs at any time.

Use profanity in the presence of children and/or youth at any time.

I understand that as a person working with and/or ministering to children and/or youth, I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and that as a person ministering to children and youth I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal from ministry.

Printed Name:

Signature?Date:

Witness Signature/Date:

