

**Policy: Bullying Prevention and Intervention  
DOE Criterion 20**

**M.G.L. c. 71, s 37H,**

**Chapter 92 of the Acts of 2010**

**M.G.L. c. 71, s. 370(e)(1) & (2).**

**M.G.L, c. 71, s. 360(d).**

**Date Implemented: September 2016**

**Persons Responsible:**

**James Prince, Director**

**Hanna Savransky, Principal**

**Paul Carney, Milieu Director**

**Anne Cangelo, Clinical Director**

**Bobby Hermesch, Asst. Clinical Director**

Manville School will not tolerate any form of bullying, cyber-bullying, or retaliation, in our school building, 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 safety.

**Amending Student Handbook and admission materials**

The Manville School developed a Bullying Prevention and Intervention Plan in 2010 which has been amended to reflect new legislation, Chapter 86 of the Acts of 2014, which amended the anti-bullying statute, and was signed into law on April 24, 2014. We have included language in our plan to reflect 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.

We amended our admission materials and the Student Handbook to include an age appropriate summary of the amended Plan. We also amended the staff handbook and any training materials to reflect these amendments.

- The Manville has amended its student handbook and admission materials to include an age appropriate summary of our new Bullying Prevention and Intervention Plan.
- The Manville School's employee handbook/policies and procedures contains relevant sections of the Plan relating to the duties of educational staff and other staff and relevant provisions addressing the bullying of students by a school staff member.
- Annually the Manville School gives parents and guardians written notification of the student-related sections of the Plan.
- Annually Manville School gives all staff oral and written notice of the Plan during orientation.

- Manville School implements professional development for all staff that includes:
  - developmentally appropriate strategies to prevent bullying incidents;
  - developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;
  - information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim 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;
  - Internet safety issues as they relate to cyber-bullying.

### **Distribution of the Bullying Prevention and Intervention Plan**

As part of our Parent Support Program, a Parent Focus Night is held to make parents aware of Manville's Bullying Prevention and Intervention Plan, including what is considered to be bullying, the differences between bullying and conflict among students, research statistics regarding the incidence of bullying among students at all grade levels, a definition of cyber-bullying and how to handle these types of situations when they arise. This included a description of the Bullying Prevention and Intervention Curriculum we use with our students at various age and developmental levels.

### **Professional Development**

Manville provides professional development for staff in the beginning of each school year pertaining to bullying prevention and intervention. We utilize information obtained from MARC, Massachusetts Aggression Reduction Center. Several of our staff members attend Train-the-Trainer trainings at MARC to become more informed and able to function as trainers for staff. Ongoing professional development occurs throughout the school year.

We also provided training on the implementation of the Bullying curriculum. The Lower School and Middle 1 students use the **MARC, *Bullying and Cyberbullying Prevention Curriculum***. Staff is trained in implementation of a ***Middle School Cyberbullying Curriculum*** provided by MARC for our older Middle 2 and Upper School students. All of these curricula need to be modified and adapted to the needs of our population of students.

### **Training**

Training is provided for Manville staff, including educators, administrators, admissions coordinator, physical education teacher, nurses, clinicians, and all direct care staff including DC I and II, Nurses, parents and teachers.

Manville does not transport students to and from school. We seek information from the bus drivers regarding any instances of perceived bullying and deal with the situation directly at school as well as inform parents and referring school systems of the situation, if we are made aware.

### **Reporting and Investigation**

All reports of bullying of students by other students or by staff will be investigated by Manville School administrators. Initially whoever receives a report should give that information to their supervisor. It is the responsibility of the specific school coordinator to then look into the incident and report this to the Milieu Director who will report this to the School Director and/or the principal. The child's case manager will notify parents that we are looking into the situation and continue to communicate throughout the process. After initial investigation, it will be determined whether an official bullying investigation is needed.

In the case that a school staff member is being accused of bullying behavior the Manville Executive Management Team, Principal, School Director, Milieu Director, Assistant Clinical Director, and/or Clinical Director will investigate the accusation. All involved will be interviewed. School staff includes, but is not limited to, educators, administrators, school nurses, cafeteria workers, custodians, PE teacher, executive assistant, administrative assistant, interns, and volunteers.

Manville will notify parents and guardians of targets of bullying of the availability of the Department of Elementary and Secondary Education (DESE) problem resolution system and assist these parents and guardians in understanding the problem resolution process.

Manville School follows the data reporting and collection obligations of approved private day schools, requiring them to collect and report 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 as addressed in Chapter 86 of the regulations.