



Lincoln Public Schools

Stephanie Powers
Administrator for Student Services

To: School Committee
Mickey Brandmeyer, Superintendent
From: Stephanie Powers, Administrator for Student Services
Re: Update on the implementation of the Anti-Bullying Law and DESE Approval
Date: March 23, 2011

As stated in September 2010, it is the goal of the Lincoln public schools to establish and maintain respectful learning environments. There is no place in the Lincoln Public Schools for harassment and bullying and the development and display of appropriate behavior, self-discipline and responsibility is a prerequisite for good education. School is a place where children and adults spend many hours learning, working and playing together. Schools need rules of behavior that ensure that everyone can be free from distraction, fear, or discomfort, so that learning can be successful. All members of the Lincoln school community have the following rights in our school:

- ❖ To be physically safe
- ❖ To work together in a common space that is pleasant, safe and orderly
- ❖ To be free from insults, bullying, harassment or abusive treatment
- ❖ To be protected by local, state, and federal laws

Compliance Requirements

On May 3, 2010 Governor Patrick signed the anti-bullying bill into law. The Lincoln Public Schools has taken specific steps to act in compliance with this law. These activities have included:

- Development of Policy and the Establishment of Procedures
- Development and Implementation of Professional Development Programs
- Development of Instruction on Bullying Prevention for Implementation
- Development and Implementation of Bullying Prevention, specific to Students with Disabilities

Tasks Completed

Bullying Prevention and Intervention Plan

The District's "Bullying Prevention and Intervention Plan" was created with input from faculty and staff, administrators, parents, Lincoln police, community representatives and students. The Plan describes the activities the district will engage in, as required by the law, and the Plan will be reviewed and updated at least annually. It was submitted to the Department of Elementary and Secondary Education (DESE) in December. On March 21, 2011, the Lincoln Public Schools received documentation of full approval of the Plan from DESE.

Development and Implementation of Professional Development Programs

The district allocated resources for Stephanie Powers, Administrator for Student Services, Ilene Spiro, Social Worker, and Jim McCarthy, Social Worker, to be trained as trainers by the Massachusetts Aggression Reduction Center (MARC) at Bridgewater State College. Our team has facilitated workshops during faculty meetings at Brooks, HMS and HPS. The focus of the workshop is to:

- build the skills of all staff members (including custodians, athletic coaches, bus drivers, etc.);
- prevent, identify and respond appropriately to bullying incidents; and
- train school staff to report any instance of bullying or retaliation to the appropriate school official.

Development and Implementation of Bullying Prevention, specific to Students with Disabilities

The district has implemented specific practices in regards to aggression and students with disabilities. For students identified with a disability on the autism spectrum, the IEP Team now considers and specifically addressed the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing. Whenever the IEP Team evaluation indicates that a student's disability affects social skills development, or when the student's disability makes him or her vulnerable to bullying, harassment, or teasing, the IEP addresses the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

Next Steps

Development of Instruction on Bullying Prevention for Implementation

The district also has the responsibility to provide students with age-appropriate instruction on bullying prevention and social skills development. A small committee has been meeting throughout the winter to identify available curriculum and to select a product that is aligned with the district's curriculum and goals. The plan is to complete this process by the end of the school year for purchase and implementation in 2011-2012.

Communication with the School Community

Each year the district will send parents written notice each year about the student-related sections of the Plan and the school's or district'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. The school or district will post the Plan and related information on its website.

Additionally, the District will offer parent education related to bullying with a focus on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with local school organizations.

Review/Development of Policy

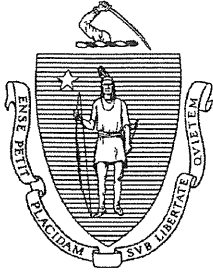
The Lincoln Public Schools has policies and procedures that prohibit forms of bullying, cyberbullying and student harassment. These include the:

- Code of Conduct (Student and Parent Handbook)
- Computer Acceptable Use Policy (Student and Parent Handbook)
- Discipline Code (JK)
- Student Computer and Internet Use (IJNDCA)
- Non-Discrimination and Discrimination Grievance Procedures (AC)
- Harassment and Harassment Reporting and Investigation (ACA)
- Student Conduct on School Buses (EEAEC)

Next steps will be to review and update these policies, as appropriate, to comply with the district's "Bullying Prevention and Intervention Plan."

Action Plan for 2010-2011

✓ = Completed	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Training for Administrators Regarding Implementation of the Law	↔ ✓	↔ ✓									
Training on Requirements for Students with Disabilities		↔ ✓									
Committee Meets to Develop Bullying Prevention & Intervention Plan			↔ ✓	↔ ✓							
Assess Needs and Resources			↔ ✓	↔ ✓							
Forum for Public Comment				↔ ✓	↔ ✓						
Enroll select faculty in the "Train the Trainer" Program				↔ ✓							
Submission of Bullying Prevention and Intervention Plan to DESE					↔ ✓						
Professional Development for All Employees							↔ ✓ -	↔			
Review and Revise Policies and Procedures, as necessary								↔	↔	↔	
Selection of Age Appropriate Instruction on Bullying								↔	↔	↔	
Notice and Publication of Bullying Prevention & Intervention Plan and Internet Safety Plan								↔	↔	↔	



Massachusetts Department of Elementary and Secondary Education

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March 17, 2011

Superintendent Michael Brandmeyer
Lincoln Public Schools
1 Ballfield Road
Lincoln, MA 01773

RECEIVED
MAR 21 2011

BY: _____

Dear Superintendent Michael Brandmeyer,

As you know, M.G.L. c. 71, § 37O states that each school district, charter school, non-public school, approved private day or residential school, and collaborative school "shall develop, adhere to, and update a plan to address bullying prevention and intervention." Your school district's Bullying Prevention and Intervention Plan (plan) has been reviewed by Department staff, and I am writing to share with you feedback from the reading team.

The legislatively required elements are noted on the attachment to this letter. The attachment also shows you which elements the reader found to be included in the plan (Y), not included in the plan (N), and partially included or not clear in the plan (P/NC). Please note that this information is based on an initial review of plans. We are sharing this information so that you can address any missing or partial elements and, if necessary, inform us of any inaccuracies on the attachment.

If needed, the Department encourages you to work locally with others to update your plan as soon as possible. If any elements are noted in the attachment as N or P/NC, please email the Department within six weeks of the date of this letter (via achievement@doe.mass.edu) a complete revised plan, an addendum to your plan, or a letter that clarifies where the identified missing information can be located, whichever is appropriate. For assistance with addressing missing or incomplete elements, you may wish to refer to the Department's Model Plan <http://www.doe.mass.edu/bullying/ModelPlan.doc>, or the required elements checklist that was posted for use at the local level <http://www.doe.mass.edu/bullying/LocalPlan.doc>.

Please note that we recognize that districts may be implementing required elements that were not written about in the submitted plan. If you need further assistance or clarification, please contact Anne Gilligan via agilligan@doe.mass.edu / 781-338-6309, or Jane Stoleroff via jstoleroff@doe.mass.edu / 781-338-6317.

Sincerely,

John L.G. Bynoe, III
Associate Commissioner of Elementary and Secondary Education

Enc.

March 17, 2011

Lincoln Public School District

Bullying Prevention and Intervention Plan Required Elements

Y = Yes, included in the plan

N = No, not included in the plan

P/NC = Information was Partially included or was Not Clear to the reader

i. Describing & Prohibiting

- a. a description of bullying, cyberbullying, and retaliation. - Y
- b. statements prohibiting bullying, cyberbullying, and retaliation. - Y

ii. Reporting Procedures

- a. identification of the principal or another school official as responsible for receiving reports. - Y
- b. procedures for reporting incidents of bullying for staff, students, parents/guardians, and others. - Y
- c. procedures for reporting incidents of retaliation for staff, students, parents/guardians, and others. - Y

iii. Anonymous Reporting

A provision for reporting....

- a. bullying anonymously. - Y
- b. retaliation anonymously. - Y

iv. Investigation Procedures

Procedures for promptly responding to and investigating reports of...

- a. bullying. - Y
- b. retaliation. - Y

v. Disciplinary Action

A range of disciplinary actions that may be taken against an aggressor for bullying or retaliation. - Y

vi. Addressing the Target's Needs

Procedures for restoring a sense of safety for a target and assessing the target's needs for protection. - Y

vii. Protection of Others

Strategies for protection for a person who...

- a. reports bullying. - Y
- b. provides information during an investigation of bullying. - Y
- c. witnesses or provides reliable information about an act of bullying. - Y

viii. Notification upon Investigation

Upon an investigation and determination that bullying has occurred ...

- a. procedures for promptly notifying parent/guardians of a target. - Y
- b. procedures for promptly notifying parent/guardians of an aggressor. - Y
- c. notification for parents/guardians of action taken to prevent any further acts of bullying or retaliation. - Y
- d. information for notification to local law enforcement when criminal charges may be pursued. - Y

ix. False Accusations and Retaliation

A provision for disciplinary action for a student who knowingly makes a false accusation of bullying or retaliation. -Y

x. Support Services

A strategy for providing counseling or referral services for ...

- a. targets. -Y
- b. aggressors. -Y
- c. appropriate family members of the involved students. -Y

xi. Protection for All

Protection of ALL students regardless of their status under the law. -Y

xii. Professional Development

The plan describes providing PD for all staff. -Y

The following components are addressed:

- a. strategies for interventions to stop bullying. -Y
- b. information regarding the complex interaction and power differential that can take place among an aggressor, a target, and witnesses to bullying. -Y
- c. information on students who are at risk for bullying. -Y
- d. information on cyberbullying. -Y
- e. internet safety issues as they relate to cyberbullying. -Y

xiii. Parent/Guardian Information

Provides information on how they will communicate with parents/guardians about ...

- a. how to reinforce the school/school districts bullying prevention curricula at home. -Y
- b. the dynamics of bullying. -Y
- c. online safety and cyberbullying. -Y

March 17, 2011
Lincoln Public School District