



Massachusetts Department of Elementary and Secondary Education

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March 17, 2011

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Superintendent Elizabeth Sorrell
Carver Public Schools
3 Carver Square Blvd.
Carver, MA 02330

CARVER PUBLIC SCHOOLS

Dear Superintendent Elizabeth Sorrell,

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

Carver 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
Carver Public School District