



Middle and High School Behavior and Anti-Bullying Policy



The School expects that all members of our community will treat each other with civility and respect. This Policy is an important aspect of the School's determination to promote and maintain an appropriate learning environment for all of our students.

The Policy spells out the School's comprehensive approach to addressing incidents of poor behavior, bullying or retaliation. Pursuant to the Policy, the School will promptly investigate any report of poor behavior, bullying or retaliation. If a determination has been made that poor behavior, bullying or retaliation has occurred, the School will take immediate action to stop the behavior and address the safety needs of any student who has been impacted.

1. Introduction to Behavior for Learning

As a diverse institution we encourage students to have respect for each other. We encourage our students to behave in an appropriate manner at all times. We encourage and expect all of our students to:

- Respect each other regardless of gender, religion, race or color
- Listen and respond to teachers in a mature and respectful manner
- Avoid conflict with others.

Above all it means students accepting responsibility for their own actions and ensuring that their poor behavior does not affect, nor impact, the education and experience of others. It is part of our policy at BISB that every student will be taught in an atmosphere that permits them to gain maximum benefit in every lesson.

If students are to achieve their best then they must be free to learn in a stimulating, encouraging, supportive, friendly and rewarding atmosphere.

Our policy is based on the premise that:

- Each student has the right to learn
- Each teacher has the right to teach without interruption
- Every parent has the right to information about their child's behavior and to work in partnership with the School to foster high standards
- Each participant in this partnership needs to be aware of these standards
- Every student is entitled to equal treatment.

We also have a system that brings rewards in recognition of those students who behave as expected.

2. Behavior for Learning (Classroom)

The aim is to be consistent and to have teachers involved in the process at each step rather than passing the issue on, and for there to be a steady and progressive series of escalations. Any behavior that disrupts the learning of others by holding up the lesson or violating the dignity of another must be addressed as follows:

Instance 1: Teacher discussion

- i. Elicit cause*
- ii. Restate expectations*



Instance 2: Teacher discussion + discreet log to DOSW (form 1)

- iii. Student informal meeting with DOSW*
- iv. Mentor informed*

Instance 3: Teacher discussion + informed log to DOSW (form 1)

- v. Formal meeting with DOSW and email home, mentor copied in*

Instance 4: Teacher discussion + informed log to DOSW (form 1)

- vi. DOSW to Meet with parents*
- vii. Action taken to be case specific: Report card/daily check in/behavior contract/study hall/loss of privileges etc*

Instance 5: Teacher discussion + informed log to DOSW (form 1)

- viii. Student and parent meeting with SLT to devise appropriate course of action*

Extreme Behaviors will be dealt with on a case by case basis with referrals to SLT used; initially the focus should be on educating rather than punishing – the student may be asked to produce something, research something, sit in on Student Council, work with the peer mentoring program etc to help learn appropriate behaviors.

Rewarding behavior: The aim is for as much good behavior to be rewarded as possible by verbal praise and messages sent home. Students should be rewarded for any of the following:

- He/she has gone above and beyond in their contributions to the School community
- He/she has made outstanding progress in their academic attainment or effort
- He/she has acted with kindness, empathy or selflessness

Teachers log this for the DOSW (form 2) who will add a house point, congratulate the student and pass on to mentor. Once 3 logs are made, DOSW will email home. End of year scores used for prefect applications, awards etc.

For subject specific achievements, department postcards are sent home.

Work submission: For any piece of assigned work that is not submitted, the teacher should arrange a new deadline and ensure this new deadline is met. If this re-arranged deadline is not met, then the event should be logged for the DOSW (form 1) who will contact parents and arrange an after School Study Hall (running each day from 3.40-4.40).

If the work is not completed at Study Hall, then another Study Hall session is organized. If the work is not completed at the second session then all feedback for that assignment, even on work already written, is forsaken.

Attendance, Punctuality and dress: For morning attendance:

Check daily records:

1. Introducing letters home for 10, 20 and 30 absences. After 10, letter comes from office, after 20 letter comes from DOSW, after 30 from Head of School
2. Mentors to speak to students with poor punctuality/attendance (2 x absent/late a week)



3. Emails home/follow up on doctor's notes for repeat offenders
4. Assign students to study hall for catch up where necessary
5. Seniors who drop below 80% attendance in any course will be marked as 'not maintaining attendance levels' on their college mid-term report or final transcript.

For class punctuality:

Instance 1: Teacher discussion

Elicit cause

Restate expectations

Instance 2: Teacher discussion + log to DOSW (form 1)

Student meeting with DOSW

Instance 3: Exclude from class until an appropriate time to enter + log to DOSW (form 1)

Student meeting with DOSW

Instance 4: Teacher discussion + informed log to DOSW (form 1)

DOSW to email home/behavior contract/study hall/loss of privileges etc

Staff are reminded that dress and maintaining high standards of uniform is a whole School responsibility and that mentors should inform the DOSW if there are serial offenders.

3. Conduct and citizenship of students

BISB expects and encourages the highest behavior from its students and wider community. As a result, we must be aware of our expectations and be proud of our community. Our aim is to celebrate diversity and create an ethos in which every person, irrespective of their individual characteristics feels valued and welcomed. We want to develop universal values and citizenship by celebrating cultural diversity and supporting students to developing a positive self-image. We can achieve our aims by challenging any form of discrimination, harassment or victimization. This will ensure that the whole School is accessible to all staff, students, parents and visitors.

3.1 Homophobia, Racism, Disability, gender reassignment and religion

BISB will not tolerate any derogatory comments directed at any student or member of staff in reference to any of the above.

3.2 Bullying

The School will not tolerate any form of bullying, nor will we tolerate retaliation against any person who, in good faith, reports bullying or who, in good faith, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.



Bullying is prohibited on School grounds and at School-sponsored events, activities, functions, and programs, including athletic practices and games that occur at off-campus locations. Bullying also is prohibited on any vehicles owned, leased, or used by the School. It is also prohibited through use of technology or an electronic device owned, leased, or used by the School.

Bullying also is prohibited at any location, activity, function, or program that is not School-related, or through the use of technology or an electronic device that is not owned, leased, or used by the School, if the behavior creates a hostile environment at School for a targeted student; infringes on the rights of a targeted student at School; or materially and substantially disrupts the educational process or the orderly operation of the School.

BISB is committed to providing a caring, friendly, safe and supportive environment in which staff can work and students can receive their education. Bullying of any kind is unacceptable at BISB. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively.

3.2.1 Definition of bullying

As defined in the Massachusetts General Law Chapter 71, Section 370

'Bullying', the repeated use by one or more students or by a member of a School staff including, but not limited to, an educator, administrator, School nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at School for the victim; (iv) infringes on the rights of the victim at School; or (v) materially and substantially disrupts the education process or the orderly operation of a School. For the purposes of this section, bullying shall include cyber-bullying.

3.2.2 Cyber-bullying is the use of Information and Communication Technology (ICT) particularly mobile phones and the internet, deliberately to upset someone else.

As defined in the Massachusetts General Law Chapter 71, Section 370

BISB recognizes the Massachusetts law definition of "Cyber-bullying", 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, electromagnetic, 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 (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of 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 clauses (i) to (v), inclusive, of the definition of bullying.

3.2.4 Homophobic bullying occurs when bullying is motivated by a prejudice against lesbian, gay or bisexual people.



3.2.5 Racist bullying refers to a range of hurtful behavior, both physical and psychological, that makes the person feel unwelcome, marginalized and excluded, powerless or worthless because of their color, ethnicity, culture, faith community, national origin or national status.

3.2.6 Sexist bullying is based on sexist attitudes that demean, intimidate or harm another person.

3.2.7 Sexual bullying with a specific sexual dimension or a sexual dynamic be it physical, verbal or non-verbal. This can include verbal comments, touching, graffiti, spreading images (e.g. "sexting").

3.2.8 Transphobic bullying describes hurtful behavior towards people whose sense of their gender or gender identity is different to typical gender norms.

As defined in the Massachusetts General Law Chapter 71, Section 370

BISB 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. The plan shall include the specific steps that each School district, charter School, non-public School, approved private day or residential School and collaborative School shall take to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment. A School district, charter School, non-public School, approved private day or residential School or collaborative School may establish separate discrimination or harassment policies that include additional categories of students. Nothing in this section shall alter the obligations of a School district, charter School, non-public School, approved private day or residential School or collaborative School to remediate any discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law.

3.3. Behaviors

As defined in the Massachusetts General Law Chapter 71, Section 370

Other laws also address conduct generally described as bullying.

The criminal harassment law, M.G.L. c. 265, § 43A, punishes "[w]hoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress." That law embraces a broad array of conduct and provides substantial criminal fines and imprisonment, with enhanced penalties for repeat offenders.

The anti-stalking statute, M.G.L. c. 265, § 43, punishes "[w]hoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury." Violation of the anti-stalking statute carries potentially heavy criminal penalties.

The anti-hazing statute, M.G.L. c. 269, § 17, prohibits initiation rituals for student organizations that impose extreme mental stress or create a risk of physical harm to the initiate, and imposes criminal penalties on those found in violation thereof. Aside from those laws targeted at very specific types of bullying-related conduct, "bullying," as the term is



generally used, may also include garden-variety assault or assault and battery, which may be addressed as criminal and/or civil matters.

BISB recognizes that bullying can include the following behaviors:

- **3.3.1 Physical:** hitting, kicking, pushing, taking or damaging belongings
- **3.3.2 Verbal:** name calling, taunting, mocking, insulting, making offensive remarks e.g. racist, sexist or homophobic remarks, repeated teasing, threats, sarcasm, gossiping
- **3.3.3 Indirect:** spreading nasty stories about someone, excluding someone from social groups, leaving notes, failure to speak to acknowledge a person, making someone the subject of malicious rumors, inappropriate text messaging and emailing, sending offensive or degrading images by phone or internet, producing offensive graffiti

As defined in the Massachusetts General Law Chapter 71, Section 370

For conduct to be considered bullying under the statute, one or more students must subject a victim (the term used by the statute) to repeated written, verbal or electronic expression, a physical act or gesture or a combination thereof that causes physical or emotional harm to the victim or his/her property, causes the victim to reasonably fear harm to one's self or property, creates a hostile School environment for the victim, infringes upon the victim's rights at School, or "materially and substantially disrupts the education process or the orderly operation of a School."

The law expressly includes cyberbullying in the definition of bullying. Cyberbullying is the use of electronic and/or telephonic communication that results in any of the conditions the law targets (i.e., fear of harm on the part of the victim, a hostile School environment, etc.)

A single instance of insensitive behavior does not constitute bullying under the statute. While one instance of offending behavior may not label a first offender as a perpetrator under the statute, that one instance may be part of a pattern involving other perpetrators and other instances.

4. Substance abuse policy

This policy incorporates alcohol, cigarettes, volatile substances, and certain permanent ink markers, all forms of medicines, pain killers whether prescribed or bought over the counter, and all other legal and illegal drugs. It also applies to glue, aerosol sprays, and other substances where they are used as intoxicants. Involvement in the abuse of any such substances constitutes "involvement in drug related activity". Any prescribed medicines to be taken in School need to be left in the Medical Room except for inhalers.

Definition of School Jurisdiction:

4.1 This policy applies on School premises and/or when it involves any member of the School community during School hours, whilst students are on visits and trips, at School events and other occasions related to the School and on any occasions when the students are the responsibility of the staff. The effects of previous use are unacceptable in School time and as such student behavior should not be under the influence of substances which contravene this policy.

4.2 This policy applies when students are travelling to and from School in uniform, they are considered to be representing the School and therefore the School rules apply. This includes Y12&13 students, who remain subject to School jurisdiction even if off site, when not being taught.



5. Substance Misuse

5.1 Students are absolutely forbidden to engage in any drug related activity whilst under the jurisdiction of the School. They are forbidden to share, or attempt to share, ingest or otherwise use any substance which, when used by the student with the intention to bring about a state of intoxication, causes the behavior of the student to be a threat to the health and safety of the student concerned or any other member of the School; or otherwise disrupt the orderly operation of any part of the educational process for which the School is responsible.

5.2 Students must not engage in any drug related activity especially whilst under the jurisdiction of the School. This will include involvement in the purchase, possession, supply, intent to supply, being concerned in supply or consumption of drugs or abuse.

5.3 A student who is found under the School jurisdiction in possession of a drug, or any illegal substance, for abusive purposes is in breach of the School rule banning possession, even if the student was not planning to consume the drug while under School jurisdiction.

6. Illegal Drugs

A student in possession, using, and/or under the influence of illegal drugs or caught with drug paraphernalia will be dealt with as follows:

6.1 The parents will be informed. The School will convene a meeting of the parents, student and SLT as soon as possible. The outcome of this meeting will depend on the attitude of the parents and student. The student will only be allowed to return to School if the student agrees to consider substance abuse counselling as a key element of a written agreement.

6.2 Permanent exclusion will apply if no contract is agreed or if the contract is subsequently broken.

6.3 A student shown to be involved in offering an illegal drug to others while under the care of the School will be permanently excluded.

6.4 Involvement in the supply of drugs can take many forms. Any of the following, for example, would be seen as involvement in the supply of drugs and therefore a most serious offence:

- Sharing a drug with others
- Helping or facilitating another student to gain access to drugs or come into contact with someone willing to deal drugs
- Making arrangements for another student to buy drugs, even if the transaction itself were to take place outside the School and outside School hours
- Making drugs or any illegal substance accessible to other students in any way

Please note the above list is not exhaustive. The individual case of involvement in the supply of drugs will be assessed independently.

6.5 Intent to supply or attempt to supply is a serious offence, even if no supply actually takes place. A student does not have to be introducing or encouraging others who have no previous drug involvement to be guilty of supply. Any student, who supplies a drug to another, commits a serious offence even if he/she is passing over a substance which is



not an illegal drug and is not harmful. For a student to lead another to unwittingly consume a drug of abuse is a serious offence.

6.6 Students who place themselves in such a way as to give support and encouragement to drug related activity (e.g. by joining students who truant from class to take a drug of abuse) should expect to face serious sanction for offering that support or encouragement, even if they bought no drug and consumed no drug themselves.

6.7 Abuse of drugs which can be bought commercially or obtained under prescription is strictly forbidden and a serious offence, again meriting exclusion.

7. Search and seizure

7.1 Staff may request a student to empty their pockets and bag if the student has given reasonable cause for legitimate suspicion that he/she is in possession of a banned substance. Staff must always have another adult present as a witness, along with the student. Should the student decline, the police may be called, with the student observed in the meantime to ensure they do not dispose of any substance. BISB also reserves the right to search lockers with or without student permission. The search must be conducted by at least two members of staff (one to be SLT).

8. Disposal

8.1 In the event of a drug related incident the School will contact the Police for advice immediately. The School will act upon their guidance. The Police will be asked to oversee the disposal of any suspected illegal substances. Any suspect substance found will be confiscated by the member of staff, along with the second adult, who is conducting the initial enquiry. Both staff and student will sign the appropriate statement witnessing the handover of the drug to the member of staff conducting the initial enquiry.

8.2 A member of the Senior Leadership Team (SLT) will take temporary possession of suspected illegal drugs. There will always be a second person present, as a witness, when the sample is secured in a bag and placed in the School safe until the police arrive to collect it.

8.3 Drug paraphernalia found on the School premises will be handed over to the Police.

9. Smoking and alcohol

BISB is a no smoking and alcohol site and has zero tolerance attitude to smoking and alcohol. Repeated offences, despite intervention strategies, will be deemed as persistent and defiant behavior and may lead to exclusions and in extreme cases could warrant permanent exclusion.

This policy includes e-cigarettes and vaping.

10. Reports of bullying and retaliation

Any member of the School community can and should report any incident of bullying or retaliation. Faculty and staff are **required** to report any such incident, as further discussed below.



The School understands that reporting bullying or retaliation can be emotional and complicated. Therefore, the School is committed to protecting the confidentiality of parties involved in an investigation, to the extent possible under the circumstances.

Any student who is the target of bullying or retaliation or has witnessed an incident of bullying or retaliation or otherwise has relevant information about bullying or retaliation is strongly encouraged to promptly report the matter orally or in writing to a member of the School faculty, staff and/or administration. A student may make an anonymous report, although no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false report of bullying, cyber-bullying or retaliation will be subject to disciplinary action.

A parent or family member of a student who is the target of bullying or retaliation, or of a student who has witnessed or otherwise has relevant information about bullying or retaliation is strongly urged to promptly notify the School. A parent or guardian may make an anonymous report, although no disciplinary action may be taken against a student solely on the basis of an anonymous report. If a parent or guardian knowingly makes a false accusation of bullying or retaliation, the School may take appropriate action up to and including dismissal of the parent or guardian's child(ren) from the School. Furthermore, any parent or family member who has witnessed bullying, cyber-bullying, or retaliation or has relevant information concerning such an incident is strongly urged to contact the Director of Student Welfare.

Any member of the faculty or staff who witnesses or otherwise becomes aware of bullying, cyber-bullying or retaliation is **required** to report it immediately to the Director of Student Welfare or Designated Safeguarding Lead. This includes not only incidents of which faculty or staff have first-hand knowledge but also any time that faculty or staff have any reasonable basis to believe that such an incident may have occurred – in other words, faculty and staff must report any credible report or allegation of bullying, cyber-bullying or retaliation, regardless of the fact that the faculty or staff member lacks first-hand knowledge, and regardless of whether the faculty or staff member has confirmed whether any such incident actually occurred. It is for the School, not the individual faculty or staff member, to investigate any such reports or allegations.

A member of the faculty or staff may not make promises of confidentiality to a student, parent, family member or co-worker who informs him/her of an allegation of bullying, cyber-bullying, or retaliation.

Although Massachusetts law permits anonymous reports, the School urges students and their parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to investigate and determine the facts of what occurred if complaints are made anonymously.

11. Responding to reports of bullying or retaliation

When a complaint of bullying, cyber-bullying, or retaliation is brought to the attention of the School, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision or a safety plan during an investigation may be developed and implemented to prevent further bullying, cyber-bullying, or retaliation.

The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the School:

An impartial investigation of the complaint is conducted. That investigation may include (but will not necessarily be limited to) individual interviews with:

- (i) the person who made the report or complaint;



- (ii) the student who was the target of the alleged bullying, cyber-bullying, or retaliation;
- (iii) the person or persons against whom the complaint was made, and
- (iv) any students, faculty, staff or other persons who witnessed or who may otherwise have information relevant to the complaint.

Following interviews and any other investigation undertaken, as the School deems appropriate, the School will determine whether and to what extent the allegation of bullying, cyber-bullying or retaliation has been substantiated. If it is determined that the policy set forth in this Plan has been violated, School will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented. In all cases where dismissal is considered as a disciplinary action, the Head of School will be consulted and will make the final determination.

The goal of an investigation, and any resulting disciplinary or other action that is imposed following that investigation is to correct the situation to the extent it is reasonably possible. Steps should be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

In appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect by a caretaker, law enforcement or another appropriate government agency may be notified.

All parties involved will be informed as appropriate with respect to the results of the investigation and any steps that will be taken to address the situation.

The School, in consultation with the School counselor, may refer perpetrators, victims and family members of such students for counseling or other services as appropriate.

The School will notify the appropriate administrator of another School if an incident of bullying or retaliation involves a student from that School.

The School will ensure that any appropriate follow-up with victims, perpetrators, or others is undertaken.

The School will keep a separate and confidential file on all reports of bullying, cyber-bullying or retaliation, the investigation, and any actions taken in response to a finding of bullying, cyber-bullying, or retaliation.

The School will make this policy available to all stakeholders, via the school website and other appropriate forums.

The Policy will be updated at least once every two years. In connection with that update, the Head of School or designee will be responsible for reviewing the Policy, reviewing the file of reported incidents of bullying or retaliation in at least the preceding two years, and undertaking such other steps as may be appropriate to evaluate the effectiveness of this Policy and the School's compliance with the Policy and any laws or regulations relating thereto.