



ALL SAINTS
CATHOLIC SCHOOL
Growing Leaders in Mind, Body, and Spirit

ANTI-BULLYING POLICY AND PROCEDURES

BULLYING POLICY

I. POLICY:

All Saints Catholic School (ASCS) has built its school mission, and resulting school policies, around the teachings of the Catholic church. In few places are the teachings more clear than on the value of human life and dignity, as these are viewed as sacred and essential for the creation of a moral society. ASCS recognizes not only the right of our students to learn in a safe environment, but the joint duty of its staff, students, and families to create a community that exemplifies reverence for all of God's children. Therefore, it is the policy of ASCS that any form of bullying or harassment is strictly prohibited and that a formal process is in place to prevent, report, address, and track bullying incidents in our school community.

II. DEFINITIONS AND CRITERIA:

BULLYING: Any gesture written, verbal, graphic, or physical directed toward one or more students, that ASCS administration deems can be reasonably perceived by an individual as dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. Bullying is intentional, repetitive, and often involves an imbalance of power between the bully and his/her target. Retaliation against an individual(s) who reports bullying or that cooperated with a bullying investigation, will also be identified as bullying.

BULLYING SUBTYPES:

Harassment: Physical or verbal abuse of a person because of his/her race, religion, age, gender, disability or any other legally protected status (actual or perceived.) *Authorities will be notified by ASCS of harassment incidents, as necessitated by law.

Cyberbullying: A form of harassment or bullying that using electronic technology.

Verbal Bullying: Bullying through name calling, put-downs, or verbal threats.

Physical Bullying: Bullying that involves physical contact (e.g., hitting, pushing, kicking).

Relational Bullying: Bullying behavior that uses social means, such as the spreading of rumors or gossip in order to socially isolate, humiliate, or exclude another.

IV: PROCEDURE:

ASCS will institute a mired of methods to prevent, identify, and address bullying among students. These will include a comprehensive education and prevention program, a clearly defined code of conduct/discipline system, and timely method for investigating, responding, and tracking bullying reports.

A. ASCS Bullying Prevention Program will consist of three main components:

1. Educational program to enhance the ability of staff, students, and parents to identify and respond to bullying incidents within the school.

2. Clear rules for student behavior and sanctions for students who violate the rules and guidelines. This will include multiple easily accessible means for reporting bullying incidents to school administration.
3. Expedient process for ensuring all reported bullying incidents are documented, effectively addressed, and tracked by school administration.

B. ASCS Code of Conduct and Discipline Policy:

ASCS's Code of Conduct and Discipline Policy will be applied to incidents of substituted bullying. Additionally, when bullying is being addressed as part of a discipline issue with a student, measures may also need to be put in place to ensure the *student engaging in bullying actions has taken responsibility for his/her actions, has developed empathy for the targeted student and remorse for the bullying behavior, and that non-bullying behavior alternatives are taught. Remedial actions may often therefore include item such as a student developing a letter of apology to his/her target, meeting(s) with the school counselor/principal, or counselor meetings with the targeted student to ensure bullying has not continued.* The remedial response to a substantiated bullying incident(s) will ultimately be determined after relevant factors are taken into consideration, and will include, but is not be limited to; the nature and severity of the incident, the developmental age of the students involved, a student's history of problem behaviors, surrounding circumstances, and the relationship between the parties involved.

C. Reporting, Responding, and Tracking Bullying Incidents:

Administrative anti-bullying protocol will require that all reports of bullying or harassment incidents be investigated, addressed, documented, and tracked.

1. REPORTING BULLYING/HARASSMENT INCIDENTS:

Any staff member receiving a report of bullying will document it on a *Bullying Reporting Form (BRF)*. ASCS staff that witnesses a bullying or harassment incident is also required to complete a BRF. **BRFs are to be submitted to the principal on the day the incident occurred or was reported to him/her.** All members of the school community, including parents, students, volunteers, and visitors are encouraged to report any act that maybe in violation of this policy. Anyone wishing to make a report can obtain a copy of the BRF online or from the school. Verbal or written reports not on a BRF are also acceptable, and can be made by calling or writing the school counselor, teacher, assistant principal, or principal. Anyone wishing to make an anonymous report can do so by leaving the section marked "Your Name" blank.

2. RESPONDING TO BULLYING/HARASSMENT INCIDENTS:

Once a BRF has been submitted, the incident will be either investigated by the principal or a staff member designated by the principal (e.g., assistant principal or school counselor.) The responsible staff will then provide notification of the incident to the parent or legal guardian of the potential bullying victim and the identified perpetrator of bullying behavior.

The original BRF will remain in the school counseling office.

The investigating staff will have seven (7) school days to investigate and implement a response plan. An *Investigative Summary Form* will be used to document and track all follow-up conducted in response to each BRF.

Anonymous reports will be investigated, but formal disciplinary action may not be based solely on the basis of an anonymous report. All witnesses to bullying incidents will be required to complete a written statement. ASCS prohibits any person from falsely accusing another as a means of bullying or harassment, and disciplinary action will be taken in such instances.

When a bullying incident is substantiated, and disciplinary and remedial action deemed necessary, those will be carried out in accordance with the disciplinary policy. Administrative, classroom, and other school changes will be made as deemed appropriate and/or necessary. All state and federal law pertaining to the reporting of incidents of harassment will be followed. Parents of the students involved will receive notification from the school of the outcome of the investigation into the bullying incident (in compliance with current privacy laws and regulations). All response plans must be approved by the principal prior to implementation and parent notification. The school counselor will be given a copy of the investigative findings and remedial action taken.

3. TRACKING BULLYING/HARASSMENT INCIDENTS:

The school counselor will be responsible for tracking all BRFs. Each BRF will be logged into a bullying incident file for that academic school year. Semi-annually the counselor will produce a bullying incident report for the principal that will include number of BRF's received each month and a breakdown of the subtypes of bullying reported.