

# Bullying and Harassment Policy – Updated November 2019

State and Archdiocesan policies require every Kansas school to include an anti-bullying statement in school handbooks. Below is the policy from the Archdiocesan School Office:

**I give you a new commandment: Love one another as I have loved you. John 13:34**

St. Ann Catholic School is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers, and patrons in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation or bullying. If any such behaviors do occur, all community members will know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

**Definition: “Harassment or intimidation” means any intentional written, verbal, or physical act that harms a student or damages the student’s property; has the effect of substantially interfering with a student’s education; is severe, persistent, or pervasive and creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Bullying is any ongoing physical, verbal, or written mistreatment where there is an imbalance of power, and the victim/target is exposed repeatedly to negative actions on the part of one or more students.**

**Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).**

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive, Christ-like environment, and support for victims and others impacted by the violation. False reports of or retaliation for reporting harassment, intimidation, or bullying also constitutes violations of this policy.

## **Prevention**

1. St. Ann Catholic School will communicate with all students, employees, volunteers, and patrons that bullying behaviors will not be tolerated.
2. All classes will support the teachings of Jesus and Christ-like behaviors.
3. Bullying prevention lessons will be taught regularly through counseling and classroom activities. Teachers use materials from Second Step to teach anti-bullying strategies and ideals.
4. School rules are posted and students will be made aware of consequences for bullying.

## **Procedures**

1. Report of incident is made to a trusted adult, or submitted via the on line reporting [link](#) located on our school website under Parents, then Parent Info & Resources.
2. The incident is reviewed, and appropriate measures are taken to correct the situation.
3. Each incident will be monitored to ensure repeat offenses do not occur.
4. If such incident reoccurs, measures taken are at the discretion of the school administrators.

# Consequences for Bullying:

The school administration and/or staff will take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved, the developmental and maturity levels, special needs of the parties involved, the severity of the behavior, as well as any prior incidents. Once an investigation has occurred and administrators have necessary facts regarding a reported bullying incident, they will collaborate to decide what is best for all involved students and/or staff members. The following sample consequence flowchart could be utilized for behaviors such as name calling, teasing, or exclusion. If students are engaging in physical bullying, severe hitting, threats of serious violence, or serious harassment, for example, St. Ann administrators have the right to expedite the consequences, involve Fr. Craig in student/parent meetings, and/or involve the police department as they see fit. If there are repeated reports of bullying, parents may be contacted to pick up their child prior to the end of the school day and a re-entry plan will be established.

## Sample consequence flowchart:

### 1<sup>st</sup> Reported Bullying Incident:

Student meeting with Assistant Principal  
Documentation of Incident/Prevention Plan  
\*Parent Phone Call

### 2<sup>nd</sup> Reported Bullying Incident:

Student meeting with Principal (and Assistant Principal if available)  
Documentation of Incident/Prevention Plan  
Loss of Class Time  
\*Parent Phone Call

### 3<sup>rd</sup> Reported Bullying Incident:

Student meeting with Administrator – both if available  
Documentation of Incident/Individualized Plan  
Increased Loss of Class Time (for example: lunch detention, missing an hour of the day, or missing half of the day)  
\*Parent Phone Call – to describe Individualized Plan and set up meeting with administrators, parents, and teachers

### 4<sup>th</sup> Reported Bullying Incident:

Student meeting with Administrator – both if available  
Documentation of Incident/Individualized Plan  
In School Suspension – parents pay for substitute to monitor the student all day  
\*Parent Phone Call – to set up meeting with administrators, parents, and teachers

### 5<sup>th</sup> Reported Bullying Incident:

Student meeting with Administrator – both if available  
Documentation of Incident/Individualized Plan  
Out of School Suspension/Disciplinary Hearing Possible  
\*Parent Phone Call – to set up meeting with administrators, parents, and teachers for re-entry plan/behavioral contract

\*In addition to calling parents of the alleged bully, the parents of the alleged victim would also be called for each reported incident.