

# St. Michael's Catholic School

Anti-Bullying Policy  
Board of Education Approved  
March 2023

St. Michael's Catholic School believes that the school community must be aware that its purpose is rooted in the mission of the Catholic Church. The following policy has been established by St. Michael's Catholic School regarding anti-bullying.

## **Policy Statement**

Bullying is prohibited at St. Michael's Catholic School. It will not be tolerated during the school day nor during school sponsored activities. Bullying, like other disruptive or damaging behaviors, deprives the student of a safe and caring learning environment. These behaviors are actions that are contrary to the teachings of Jesus Christ.

## **Definition**

Bullying is defined as any intentional written, electronic, verbal, or physical act against another student. Bullying means aggressive behaviors that involve unwanted, negative actions that are repeated over time that involve actions that can cause mental, physical, and emotional distress that impact the school day.

*Examples of bullying are:*

- Placing a student in fear of substantial harm to his/her emotional or physical well-being
- Creating a hostile, threatening, humiliating, or abusive environment due to persistent actions
- Perpetuating bullying by soliciting or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional or physical harm to another student
- Materially and subsequently disrupting the educational process or the orderly operation of the school.
- Retaliation for reporting of possible bullying and/or targeting for reporting

Bullying causes pain and stress to victims and is never justified or excusable as "just teasing." The victim is never responsible for being a target of bullying.

## **Reporting**

All school employees, volunteers, visitors, students, and parents who have knowledge of alleged bullying or any student who feels he/she has been bullied should immediately report the conduct to a school staff member. The staff member shall then be responsible for notifying the school principal or guidance counselor as soon as reasonably possible. Reports should be in writing using the designated reporting form.

## **Investigation**

The principal or school counselor shall conduct a thorough and complete investigation for each report of an alleged incident or bullying received. The investigation shall be initiated one (1) school day of the report of the incident. The investigation concluded and supporting documentation completed no later than five (5) school days from the date of the report of the alleged incident of bullying. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation.

### **Consequences for Substantiated Acts of Bullying of Students**

Students engaging in substantiated acts of bullying and/or bullying behaviors will be subject to disciplinary action in relation to the seriousness of the offense. Consequences will be determined by the administration.

Disciplinary action may include, but not limited to:

- Detention
- Behavior interventions
- Counseling
- In school suspension
- Out of school suspension
- Expulsion

Several factors shall be considered when determining disciplinary action such as:

- Developmental age of the student offender
- The student's history of inappropriate behaviors

### **Follow Up**

The principal is responsible for working with the school guidance counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying.

### **Education**

St. Michael's Catholic School shall disseminate the anti-bullying policy and bullying prevention instruction to all students no later than October 15 of each school year. It is expected that anti-bullying information will be part of a more comprehensive bullying prevention effort through the counseling curriculum.

St. Michael's Catholic School shall provide annual training on this policy and bullying prevention and intervention instruction to school employees who are in direct and on-going contact with students.

### **Complaint / Grievance Procedure**

If a student is having a problem in school, we expect that problem will be shared with the instructor involved. We hope that the student will first share the problem with their teacher. If the student feels uncomfortable or is unable to bring the issue to the instructor, the parent/guardian may assist the student.

If it is determined that the problem is not being resolved, contact the administration. A meeting with the student, parent or guardian, the instructor, and the administrative team will be arranged to discuss and work towards resolution. Most complaints can be resolved when these meetings are held. If necessary, a further appeal or grievance can be filed with the school board.

**INVESTIGATION REPORT**

Investigated by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

In my/our investigation of the complaint by \_\_\_\_\_

against \_\_\_\_\_.

**In our investigation of the complaint, it is found (check appropriate response):**

- Found grounds to substantiate the report as a bullying incident
- Did not find grounds to substantiate the report as a bullying incident
- Did not find enough information to make a judgment on the allegations

**Incident was :**

- Verbal
- Physical
- Social/Relational
- Written/Electronic

**Check all that apply:**

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Intentional Exclusion  |
| <input type="checkbox"/> Taunting                | <input type="checkbox"/> Spitting               |
| <input type="checkbox"/> Stealing                | <input type="checkbox"/> Staring/Leering        |
| <input type="checkbox"/> False Reporting         | <input type="checkbox"/> Writing/Graffiti       |
| <input type="checkbox"/> Shoving/Pushing         | <input type="checkbox"/> Threatening            |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments     |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Damaging Property       | <input type="checkbox"/> Cyberbullying          |
| <input type="checkbox"/> Hitting/Kicking         | <input type="checkbox"/> Other: _____           |
| <br>   |   |
| <input type="checkbox"/> Inappropriate Gesturing |   |

**Summary of investigation, findings, and disciplinary action:**

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**Action Taken: Check all that apply**

- |  |  |
|--|--|
| <input type="checkbox"/> Verbal Warning          | <input type="checkbox"/> Out of School Suspension              |
| <input type="checkbox"/> Parental Conference     | <input type="checkbox"/> Expulsion                             |
| <input type="checkbox"/> Lunch Detention         | <input type="checkbox"/> Removal of Extracurricular Activities |
| <input type="checkbox"/> In School Suspension    | <input type="checkbox"/> Removal of School Privileges          |
| <input type="checkbox"/> After School Suspension | <input type="checkbox"/> Other: _____                          |

**Parent/Guardian Contacted:**

- Yes - Date: \_\_\_\_\_

**Administration Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**St. Michael's Catholic School**  
**Parent/Teacher Bullying Report**

**Definition:**

Bullying is defined as any intentional written, electronic, verbal, or physical act against another student. Bullying means aggressive behaviors that involve unwanted, negative actions that are repeated over time that involve actions that can cause mental, physical, and emotional distress.

**Student Name:** \_\_\_\_\_ **Teacher Name:** \_\_\_\_\_

**Describe what happened.**

How was your child bullied:

- Physically (*hit, kicked, pushed, slapped, spat, property taken or destroyed*)
- Verbally (*teased, mean things were said, name calling, threatened*)
- Socially/Relationally (*excluded, ignored, rumor spreading, mean things being said to student, encouraging others to not like student*)
- Communication Written/Electronic (*email/texts to threaten student*)
  - At school
  - Outside of school

1. Is this the first time bullying has been reported?

Yes

No - If no, how many times has it been reported? \_\_\_\_\_

2. **When** did this bullying take place? \_\_\_\_\_

3. **Where** did this bullying take place? \_\_\_\_\_

4. For how long? \_\_\_\_\_

5. **Who** did this to your student? \_\_\_\_\_

6. State what the perpetrator did/said: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. State what your student said/did: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Who else was around that saw or heard this happen? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. What steps has your student taken to address the situation:

\_\_\_\_\_