



ST. MARY'S CATHOLIC SCHOOL

ANTI-BULLYING POLICY

St. Mary's School Anti-Bullying Policy

Introduction

St. Mary's Catholic School holds the truth that all people are created in the image and likeness of God. Each person is blessed with his or her own talents and gifts. It is a goal for our school to recognize, appreciate, and celebrate diversity in all.

The school strives to establish an environment where all members feel safe, secure, and loved. We believe that we are called to reflect the love of Jesus Christ in the manner in which we interact with others. Members of our school community are called to treat one another with dignity and respect at all times.

Purpose

Bullying, harassment, or intimidation against others is contrary to a Christ centered community. Therefore, St. Mary's School has established the following procedures for prevention, intervention, and response to bullying behaviors.

Policy Statement

Bullying in any form will not be tolerated at St. Mary's School. Members of the school community engaging in these behaviors are subject to disciplinary action. Bullying is contrary to the values of St. Mary's School and contrary to Illinois State law. The standards of this Policy require the efforts and support of all students, parents, families, faculty, and staff of St. Mary's School.

Definition

It is important to understand the difference between bullying and children's development of appropriate social interaction. Not all negative social behaviors can be classified as bullying. Acceptable social skills and behaviors are learned through a process, are age appropriate, and are learned through the examples set by the adults in their lives. We do not see bullying as an isolated incident, disagreements, or not forming close friendships. Our definition of bullying includes, but is not limited to the following:

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself."

1. Bullying is deliberate, sustained, and unprovoked.
2. It is aggressive behavior that involves unwanted negative actions.
3. It involves a pattern of behavior repeated over time.
4. Bullying involves an imbalance of power or strength.

Bullying can be and include the following:

Verbal or written – harassment, intimidation, teasing, name calling, inappropriate sexual comments, sexual harassment, sexual violence, public humiliation, taunting, retaliation, threatening to cause harm, lies, and false rumors

Social exclusion or isolation – leaving someone out on purpose, embarrassing someone in public, telling others not to be friends with someone

Physical – physical violence, intimidation, hitting, kicking, punching, spitting, tripping, pushing, taking things, rude gestures, public humiliation, retaliation, theft, destruction of property

Threatening – intimidating behaviors, verbal threats, stalking

Cyber – through technology, includes but not limited to the following: writing, signs, signals, images, sound, data, texting, emails, instant messages, blogs, postings on social media

The school may take disciplinary action for instances involving bullying both on and off school grounds and within school hours or outside of school hours.

In addition, St. Mary's School follows the definition outlined by the State of Illinois.

Definition of Bullying by State of Illinois

Illinois anti-bullying laws include the following definitions of bullying and cyberbullying:

“Bullying” includes “cyber-bullying” and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) substantially interfering with the student's or students' academic performance; or
- (4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Bullying”, as defined in this subsection (b), may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, including without limitation 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 system, photoelectronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyber-bullying” includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the

creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes 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 effects enumerated in the definition of bullying in this Section.

105 Ill. Comp. Stat. § 5/27-23.7 (2017)

Prevention and Education

Bullying prevention starts with a clear understanding and clear communication of the policy and procedures. Learning to distinguish the difference between normal social development, negative social behaviors and actual bullying is imperative to the process.

School Responsibilities:

1. The school will provide education regarding prevention and responses to bullying, harassment, and intimidation to all students in grades kindergarten through grade 8 through religion classes, health classes, special presentations, assemblies, etc.
2. The faculty and staff will receive professional development education and/or resources on prevention and responses to bullying, harassment, and intimidation.
3. The faculty and staff will remain alert to signs of bullying and report incidents to the teacher in charge and principal.
4. Faculty and/or principal will notify parents of both parties when a bullying incident has been substantiated.

Student Responsibilities:

1. Students will treat others with respect and dignity and in line with the values, attitudes, and teachings of the Catholic Church.
2. Students will report incidents of bullying or concerns regarding bullying.
3. Students will stand up when possible for any person being bullied.

Parent Responsibilities:

1. Parents will report immediate concerns of bullying to the appropriate teacher.
2. Parents will support the school's policy and procedures regarding bullying.
3. Parents will encourage their child/children not to engage in bullying behaviors.

Reporting Procedures

Students, parents, faculty and staff of St. Mary's Catholic School have the right and responsibility to report incidents of bullying. The goal is to maintain a sound, secure learning environment in which all members feel accepted, validated, and safe. Incidents of bullying and other inappropriate social behaviors are not always witnessed by school administration or teachers. In order to intervene and address the situation, school personnel must be informed.

1. Students are encouraged to report bullying concerns to their classroom teacher or other trusted school personnel. They may do this verbally or by filing a written bullying report form.
2. Parents are encouraged to report their concerns directly to the faculty or administration. This can be done verbally or through a written notification. Concerns should be reported promptly. It is difficult to investigate situations that occurred weeks in the past.
3. Teachers and staff will report all bullying incidents and concerns through either their own observation or from reports from others.
4. School administration will maintain records of all reports filed during the school year.
5. Reporting may also be done anonymously by calling the school office or submitting a form without indicating names.

Intervention

- All staff will watch for early signs of distress.
- The school will respond promptly and seriously to reports of bullying.
- The school will conduct a thorough investigation of a reported incident.
- Upon review and investigation of the alleged bullying incident, the school will handle the incident in a manner that will assist in maintaining a safe environment and prevent negative social behavior or bullying from recurring.
- The school will notify the parents/guardians of the parties involved in the incident.

Consequences/Disciplinary Action

The following list of consequences will be applied to incidents involving bullying. Individual circumstances warrant the appropriate path of consequences. Disciplinary actions include but are not limited to those listed below. The goal is to stop the behavior and assist the child in learning appropriate social interactions thus creating a safe, secure environment.

Warning
Verbal Reprimand
Parent/Guardian Notification
Loss of privilege
Detention
Parent Conference
Conference with parish priest
In-school suspension
Out of school suspension
Referral to counselor
Behavior Management Program

Retaliation Against Persons Reporting Bullying

St. Mary's School prohibits any reprisal or retaliation against any person who reports an act of bullying. Consequences will include but not limited to the following: conference, parent/guardian notification, detention, in-school suspension, counseling.

Conclusion

The ultimate goal is to assist all students to work together in a loving cooperative spirit. We will be kind, compassionate, and forgiving in working with all students and families.

**St. Mary's Catholic School
Faculty Staff Bullying Report Form**

Faculty/Staff Name: _____ Date: _____

Phone: _____ Email: _____

Name of student victim: _____ Grade: _____

Name of alleged offender(s):

Grade _____

Grade _____

How did you learn of this incident?

- Witnessed My students Other Faculty or Staff Member Another child Parent/Family Other

Did anyone else witness the bullying? Yes No Name: _____

When and where did the incident happen? _____

Check the statements that best describe what happened. Choose all that apply.

- Bullying, harassment, intimidation that involves physical aggression
- Getting other students involved to harm the student
- Spreading demeaning, harmful rumors or gossip
- Taunting/teasing
- Verbal Threats or gestures
- Exclusion
- Cyberbullying
- Other

Did a physical injury result from this incident?
 No Yes, but it did not require medical attention. Yes, and it required medical attention.

Have you noticed any change in the victim's behavior, routine, attendance either prior to or following the incident?
 No Yes

Has the victim told anyone else about the bullying that you know? No Yes
 Teacher Staff Principal Another Student Friend Sibling Parent Other

Is this the first incident of bullying? No Yes
Is this the first report? No Yes

Additional information you would like to provide: _____

Signature _____ Date _____

For Office Use Only

Date Received:	
Received By:	

**St. Mary's Catholic School
Student Bullying Report Form**

Name: _____ Grade _____ Date: _____

Check your role in the situation:

<input type="checkbox"/>	Were you bullied?	<input type="checkbox"/>	Were you the witness?
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Write down the name of the bully or bullies: _____

Tell how many times the bullying has happened:

1 Time 2 Times 3 Times More than 3 Times

If you have been bullied before or if you are reporting for someone else, have you told anyone at the school?

No Yes. I told _____

Tell where it happened:

Classroom Restroom Cafeteria Hallway Recess
 Bus Room/Blacktop Bus Other

Did anyone else see the bullying? _____

Tell what happened:

Teasing Name calling Gossip/Rumors Ridiculed Taunting Hitting/Punching
 Shoving/Pushing Threatening Taking property Cyberbullying Other

What did the bully/bullies say or do? _____

Check how you tried to solve the problem:

Ignored it Walked away Told them to stop Asked them why Told a friend
 Told the teacher on duty Told my teacher Told my parent Nothing

I am reporting and submitting this form to _____

Signed: _____

Thank you. We will investigate your report.

For Office Use Only

Date Received:	
Received By:	

**St. Mary's Catholic School
Parent Bullying Report Form**

Parent Name: _____ Date: _____

Phone: _____ Email: _____

Name of student victim: _____ Grade: _____

Name of alleged offender(s):

Grade _____

Grade _____

How did you learn of this incident?

- Witnessed My child Teacher Staff Another child Other

Did anyone else witness the bullying? Yes No Name: _____

When and where did the incident happen? _____

Check the statements that best describe what happened. Choose all that apply.

- Bullying, harassment, intimidation that involves physical aggression
- Getting other students involved to harm the student
- Spreading demeaning, harmful rumors or gossip
- Taunting/teasing
- Verbal Threats or gestures
- Exclusion
- Cyberbullying
- Other

Did a physical injury result from this incident?
 No Yes, but it did not require medical attention. Yes, and it required medical attention.

Has the victim missed school or made any change to his/her daily routine as a result of bullying or this incident?
 No Yes

Has the victim told anyone about the bullying? No Yes
 Teacher Staff Principal Another Student Friend Sibling Parent Other

Is this the first incident of bullying? No Yes
Is this the first report? No Yes

Additional information you would like to provide: _____

Signature _____ Date _____

For Office Use Only

Date Received:	
Received By:	

St. Mary's Catholic School
Bullying Incident Follow-Up Form

Date Report Received: _____ Person Filing Report: _____

Date of Follow-up: _____ Person Conducting Follow-Up: _____

Individuals Involved:

Victim _____

Bully or Bullies _____

Explain Procedures and actions taken:

Investigation

- Substantiated
- Partially Substantiated
- Unsubstantiated

Consequences: _____

Parent Informed of Investigation Results/Actions Taken/Plans if future recurrence Yes No

Parent Contacted: _____

Date: _____ Time: _____ Person making contact: _____

Result: _____

According to the student, the situation is: Better Worse Same

Additional Actions/Comments/Notes: _____

Signature _____ Date Completed _____

Office Use Only

Date Received:	
Received By:	