

## **ANTI-BULLYING AND HARASSMENT POLICY**

Cardinal Pacelli School is committed to providing a safe, positive, productive, nurturing, and Christian environment for all its students. Administrators encourage the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, relational aggression, bullying, and cyber-bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse.

Administrators will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities associated with school, including activities on school property, while en-route to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school related activity or function, such as field trip, or athletic event.

The term “harassment, intimidation, bullying, or cyber-bullying” in this policy means any intentional, written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- (1) causes mental or physical harm to the other student; and
- (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Behaviors that are repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being is a form of intimidation and harassment. Such behaviors would include, but not be limited to stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name calling, taunting, making threats and hazing.

The term “relational aggression” in this policy means emotional violence and bullying behavior focused on damaging an individual’s social connections within the peer group. Unlike Bullying behaviors, relational aggression is not repeated behaviors. Harassment, intimidation, bullying, cyber-bullying and relational aggression also means electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistance (PDA), or wireless hand-held device that a student (s) or group of students exhibit toward another particular student(s) once or more and the behaviors both cause mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

### **Reporting and Documenting Procedures**

Any student or student’s parent/guardian who believes he/she has been or is the victim of harassment, intimidation, bullying, cyber-bullying, or relational aggression should immediately report the situation. Reports can be given to the following positions in the school:

1. Individual’s teacher
2. School Principal
3. School Psychologist
4. School Pastor

Reports can be made verbally or in writing to [badconduct@cardinalpacelli.org](mailto:badconduct@cardinalpacelli.org); however, reports need to include the following information for an appropriate investigation to occur:

- person(s) involved

- number of times and places of the alleged conduct
- the target of suspected harassment, intimidation, bullying or relational aggression
- the names of any potential student or staff witness.

Such reports shall be promptly forwarded to the school principal and/or school psychologist for review, investigation, and action. When a student making a complaint has requested anonymity, the investigation of such complaint shall be limited so to honor the anonymity of any complaint.

### **Administrative Procedure/Response**

All reports of harassment, intimidation, bullying, cyber-bullying, and relational aggression will be investigated and handled on an individual basis. If the investigation finds an instance of harassment, intimidation, bullying, cyber-bullying, and/or relational aggression has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include a student receiving points on their Conduct Card, detention, suspension and/or expulsion. This also may include discharge for employees, exclusion for parents, guests, volunteers and contractors and removal from any official position and/or request to resign. Individuals may be referred to law enforcement officials.

The School Principal or Psychologist shall promptly investigate all reports of harassment, intimidation, bullying and relational aggression. All matters involving such complaint should remain confidential to the extent permitted by law.

1. School Principal and/or Psychologist will confer with the student, parent/guardian making the report to obtain a clear understanding of the alleged facts.
2. School Principal and/or Psychologist will meet with witnesses identified and those witnesses will be asked to make a written or verbal statement regarding the facts of the complaint.
3. School Principal and/or Psychologist will meet with the student(s) accused of harassment, intimidation, bullying and relational aggression to obtain a response to the complaint both orally and in writing.
4. Following the completion of the investigation, any student(s) found to have participated in harassment, intimidation, bullying or relational aggression toward another student will be subject to disciplinary action.
5. Retaliation against any student who makes a complaint of harassment, intimidation, bullying or relational aggression or any student who becomes involved in the investigation of such complaint, is strictly prohibited. In addition, making intentionally false reports about harassment, intimidation, bullying, cyber-bullying, or relational aggression for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.
6. Parents/Guardians have the responsibility to assist their child in promptly sharing complaints, provide complete factual information, maintain and respect the privacy and confidentiality of all parties, act in good faith, and in a calm, courteous manner and show respect and understanding of each other's point of view and value all differences.

When a parent and/or guardian does not uphold their responsibility, they may be at risk of exclusion.