

Washington Catholic Middle/High School

Anti-Bullying Policy

School Year 2015-2016

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Washington Catholic Anti-Bullying Policy

Washington Catholic 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 Washington Catholic regarding anti-bullying.

I. Policy Statement

Bullying is prohibited in Washington Catholic. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying, like other disruptive or violent behaviors, destroys, undermines, and deprives the student of a safe and caring learning environment. These behaviors are actions that are contrary to the teaching of Jesus Christ.

II. Definitions

1. Bullying

- a. As defined by Washington Catholic, 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.
- b. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
 - iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

III. Policy Provisions

2. Location

This policy may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within Washington Catholic and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment. (IC 20-33-8-13.5)

3. Reporting

All school employees, volunteers, contracted service providers, visitors, students or parents who has 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 building principal, assistant principal, guidance counselor, or designee as soon as reasonably possible. Reports should be made in writing and within one (1) day of the alleged act. Such reports may be made anonymously in writing. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

4. Investigation

The principal, assistant principal, guidance counselor, or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated within one (1) school day of the report of the incident. The investigation shall be 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, in accordance with Federal and State law and regulation.

5. Consequences for Substantiated Acts of Bullying by 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. Disciplinary action may include, but is not limited to: detention; behavior intervention; counseling; in school suspension; out of school suspension, and expulsion. Several factors shall be considered when determining disciplinary action such as: the developmental age of the student offender; the student's history of inappropriate behaviors, etc. When circumstances warrant, law enforcement may be contacted.

6. Consequences for Substantiated Acts of Bullying by Adults

- a. School Employees – If a school employee has engaged in a substantiated act of bullying toward a student he/she shall be subject to disciplinary action.
- b. Other Adults – If another adult such as a volunteer, chaperone, etc. has engaged in a substantiated act of bullying toward a student the following consequences may be imposed; reports to law enforcement or other legal actions, removal of building or grounds privileges, or prohibiting contact with students.
- c. When circumstances warrant, law enforcement may be contacted.

7. Law Enforcement

The principal, assistant principal, guidance counselor, or designee shall be responsible for determining if the bullying behavior is a violation of the law and is required to report to law enforcement based upon their reasonable belief.

8. Consequences for False Reporting

The principal of Washington Catholic is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents (P.L. 285-2013) for:

- a. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
- b. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
- c. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

9. Consequences for Failure to Report/Respond

Failure by a school employee who has the responsibility to report bullying or investigate bullying shall be subject to disciplinary action.

10. Parent Contact

The principal shall contact the parents of the students who are parties to a substantiated bullying incident within a reasonable timeframe.

11. Follow-up

The principal, assistant principal, or designee is responsible for working with 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 bully behavior on the effects of bullying and the prevention of bullying.

12. Reporting

Washington Catholic shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. The superintendent or designee shall submit this information to the Indiana Department of education by July 1 of each year.

13. Education

Washington Catholic shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor or other person with training and expertise in the area of bullying prevention and intervention.

14. Staff Training

Each school shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers and contracted service providers who have direct and on-going contact with students.

Parent/Teacher Bullying Report

Definition of bullying: an overt, unwanted, repeated act or gesture, including written or verbal communications or images transmitted in any manner, physical acts, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.

Student Name: _____ **Parent/Teacher Name:** _____

Think about your child’s recent alleged bullying experience. Describe what happened.

1. How was he/she bullied? (You can check more than one):
 - Physically (for example: hit, kicked, pushed, slapped, spat on, had property taken or destroyed, etc.)
 - Verbally (for example: teased, mean things were said to me, I was called names, I was threatened)
 - Socially/Relationally (for example: excluded, ignored, had rumors spread, mean things said about student to others, others were encouraged not to like student)
 - Communication Written/Electronic (for example: others used computers, email or phone text to threaten student or make Student look bad) ___at school ___outside of school
2. Is this the first time the bullying has been reported? __yes __no. If not the first time, now many times has it been reported? ____
To whom have previous reports been made? _____
3. *When* did this bullying take place? *Where*? _____

Has this happened before? *When*? For how long? _____

4. *Who* did this to the student?

5. What was happening before the bullying started? _____

6. State what the bully (perpetrator) said/did: _____

7. State what your student said/did:

8. *Who* else was around that saw or heard this happen? _____

9. What steps have you already taken to help in this situation?

Please note: This alleged incident of bullying will be fully investigated. Sometimes, depending on several circumstances, the investigation may take several days to complete. You will be contacted once the investigation is completed.

Student Bullying Report Form

Definition of bullying: an overt, unwanted, repeated act or gesture, including written or verbal communications or images transmitted in any manner, physical acts, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.

Student Name: _____

Think about your recent alleged bullying experience. Describe what happened.

1. How were you bullied? (You can check more than one):
 - Physically (for example, I was hit, kicked, pushed, slapped, spat on, had property taken or destroyed, etc.)
 - Verbally (for example, I was teased, mean things were said to me, I was called names, I was threatened)
 - Socially/Relationally (for example, I was excluded, ignored, had rumors spread, mean things said about me to others, others were encouraged not to like me)
 - Communication Written/Electronic (for example, others used computers, email or phone text to threaten me or make me look bad) ___ at school ___ outside of school
2. Is this the first time you have reported the bullying? ___yes ___no. If not the first time, now many times has it been reported? ___
To whom have you made previous reports? _____
3. When did this bullying take place? Where? _____

- Has this happened before? When? For how long? _____

4. Who did this to you? _____
5. What was happening before the bullying started? _____

6. State what the bully (perpetrator) said/did: _____

7. State what you said/did: _____

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

9. What made you decide that you needed to deal with your bullying situation? _____

10. What did you do when this happened? How well did it work?

What Did You Do?	How Well Did This Work?		
I ignored it	Did Not Work	Worked a little	Worked Really Well
I asked the perpetrator to stop	Did Not Work	Worked a little	Worked Really Well
I told my parents or other adult family member	Did Not Work	Worked a little	Worked Really Well
I told my brother or sister	Did Not Work	Worked a little	Worked Really Well
I told an adult at school	Did Not Work	Worked a little	Worked Really Well
I told another student	Did Not Work	Worked a little	Worked Really Well
I fought back verbally	Did Not Work	Worked a little	Worked Really Well
I fought back physically	Did Not Work	Worked a little	Worked Really Well
I got someone to help stop it	Did Not Work	Worked a little	Worked Really Well
I stood up to the person doing it	Did Not Work	Worked a little	Worked Really Well
I made a joke of it	Did Not Work	Worked a little	Worked Really Well
I got back at them later	Did Not Work	Worked a little	Worked Really Well
I distracted the bully	Did Not Work	Worked a little	Worked Really Well
I did not do anything	Did Not Work	Worked a little	Worked Really Well
Other:	Did Not Work	Worked a little	Worked Really Well

INVESTIGATION REPORT

Investigated by: _____ Position: _____

Date/Time: _____

Final Report of Investigation of bullying complaint by _____

against _____, alleged offender.

Witnesses: _____

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

Found grounds to substantiate the report as a bullying incident

Incident was: Verbal Physical Social/Relational Written or Electronic

Did not find grounds to substantiate the allegations

Did not find enough information to make a judgment on the allegations

Check all spaces below that apply

- | | | | | |
|--|---|--|--|---|
| <input type="checkbox"/> Name Calling | <input type="checkbox"/> Shoving/pushing | <input type="checkbox"/> Text | <input type="checkbox"/> Spitting | <input type="checkbox"/> Threatening |
| <input type="checkbox"/> Sexting | <input type="checkbox"/> Stalking | <input type="checkbox"/> Hitting/Kicking | <input type="checkbox"/> First time incident | <input type="checkbox"/> Demeaning Comments |
| <input type="checkbox"/> Taunting | <input type="checkbox"/> Ongoing issues | <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Flashing a weapon | <input type="checkbox"/> Property Damage |
| <input type="checkbox"/> Stealing | <input type="checkbox"/> Inappropriate touching | <input type="checkbox"/> False reporting | <input type="checkbox"/> Staring/leering | <input type="checkbox"/> Intimidation/extortion |
| <input type="checkbox"/> False Reporting | <input type="checkbox"/> Damaging Property | <input type="checkbox"/> Intentional Exclusion | <input type="checkbox"/> Writing/Graffiti | <input type="checkbox"/> Cyberbullying |
| <input type="checkbox"/> Other _____ | | | | |

Physical Evidence

- | | | | | |
|-----------------------------------|--|---------------------------------------|--------------------------------|--|
| <input type="checkbox"/> Graffiti | <input type="checkbox"/> Websites/Social Network | <input type="checkbox"/> Text Message | <input type="checkbox"/> Notes | <input type="checkbox"/> Voice Message |
| <input type="checkbox"/> Email | <input type="checkbox"/> Video Recording | <input type="checkbox"/> Other _____ | | |

Summary of investigation, findings, and disciplinary action:

Action Taken: Check all that apply

- | | | | | |
|--|---|---|--|---|
| <input type="checkbox"/> Verbal Warning | <input type="checkbox"/> Lunch Detention | <input type="checkbox"/> After School Detention | <input type="checkbox"/> Counseling | <input type="checkbox"/> Removal from Class |
| <input type="checkbox"/> Parental Conference | <input type="checkbox"/> In-School Suspension | <input type="checkbox"/> Out of School Suspension | <input type="checkbox"/> Law Enforcement Contacted | <input type="checkbox"/> Expulsion |
| <input type="checkbox"/> No Action Taken | <input type="checkbox"/> Other _____ | | | |

Parent/Guardian Contacted: Yes Date: _____ No

Signature of Investigator/Title: _____ Date: _____

Signature of Administrator: _____ Date: _____
(if not the investigator)

Bullying Behavior Chart

Physical Bullying Harm to someone's body or property		Emotional Bullying Harm to someone's self-esteem or feeling of safety		Social Bullying Harm to someone's group acceptance	
Verbal	Non-verbal	Verbal	Non-verbal	Verbal	Non-verbal
<ul style="list-style-type: none"> Expressing physical superiority Blaming the victim for starting the conflict 	<ul style="list-style-type: none"> Making threatening gestures Defacing property Pushing/shoving Taking small items from others 	<ul style="list-style-type: none"> Insulting remarks Calling names Teasing about possessions, clothes, physical appearance 	<p>LEVEL ONE</p> <ul style="list-style-type: none"> Giving dirty looks Holding nose or other insulting gestures 	<ul style="list-style-type: none"> Gossiping Starting or spreading rumors Teasing publicly about clothes, looks, relationships with boys/girls, etc. 	<ul style="list-style-type: none"> Ignoring someone and excluding them from a group
<ul style="list-style-type: none"> Threatening physical harm to threaten and intimidate 	<ul style="list-style-type: none"> Damaging property Stealing Starting fights Scratching or hitting Pushing, tripping, or causing a fall Assaulting 	<ul style="list-style-type: none"> Insulting family Harassing with phone calls Insulting your size, intelligence, athletic ability, race, color, religion, ethnicity, gender, disability or sexual orientation 	<p>LEVEL TWO (some of these behaviors are against the law)</p> <ul style="list-style-type: none"> Defacing school work or other personal property, such as clothing, locker, or books Saying someone is related to a person considered an enemy of this country (e.g. Osama bin Laden) 	<ul style="list-style-type: none"> Ostracizing using notes, instant messages, email, etc. Posting slander in public places (such as writing derogatory comments about someone in the school bathroom) 	<ul style="list-style-type: none"> Playing mean tricks to embarrass someone
<ul style="list-style-type: none"> Making repeated and/or graphic threats (harassing) Practicing extortion (such as taking lunch money) Threatening to keep someone silent: "If you tell, it will be a lot worse!" 	<ul style="list-style-type: none"> Destroying property Setting fires Physical cruelty Repetitively acting in a violent, threatening manner Assaulting with a weapon 	<p>LEVEL THREE (most of these behaviors are against the law)</p> <ul style="list-style-type: none"> Harassing you because of bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> Destroying personal property, such as clothing, books, jewelry Writing graffiti with bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> Enforcing total group exclusion against someone by threatening others if they don't comply 	<ul style="list-style-type: none"> Arranging public humiliation

Level One Consequences System

(School Year)

1st offense: One Lunch detention and reinforcement of bullying educational materials and information and school rules.

2nd offense: One after-school detention and incident communicated to parents.

3rd offense: One Saturday School and a probationary contract will be written.

4th offense: One day suspension. A meeting will be held with the parents and the school administration where discussions of further violations may lead to expulsion.

Level Two Consequences System

(School Year)

1st offense: One day in-school suspension and incident communicated to parents. A meeting may possibly set between parents and school administration.

2nd offense: Two days out of school suspension and a probationary contract will be agreed upon by parents and school administration.

3rd offense: Three days out of school suspension. Meeting with parents and school administration where the administration will discuss possible further punishment

4th offense: Possible expulsion

Level Three Consequences System

(School Year)

1st offense: One to three days out of school suspension with the possibility of immediate expulsion. Probationary contract may be agreed upon by parents and school administration.

2nd offense: Three to five days of out of school suspension with the possibility of immediate expulsion. If not done after the first offense then a probationary contract will be agreed upon by parents and school administration.

3rd offense: Administration may move for expulsion of student.