

## **Harassment/Bullying & Teasing Policy**

The pastor, administration and staff of Holy Family School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment. Holy Family School will not tolerate harassment of any type. If harassment occurs, the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion. Examples of harassment include, but are not inclusive of, repeated verbal or written taunting, bullying, other intimidating, hostile or offensive conduct, jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group.

## **Sexual Harassment & Sexual Violence Policy**

Holy Family Parish School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Holy Family School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

### **Sexual Harassment**

For the purpose of this policy, sexual harassment includes, but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing any unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching one's self sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the Student Code of Conduct.

### **Procedures to File a Sexual Harassment Complaint**

Students or employees who believe they have experienced sexual harassment shall report such matter to the principal, who shall be the investigator for sexual harassment complaints.

1. A complaint of sexual harassment is to be made to the principal or other designated impartial administrator. The complaint shall be as specific as possible regarding details. If the complaint is made by an employee, it shall be in writing.
2. The principal or other impartial designee shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, date(s), times, and the specific charge of sexual harassment.
4. The need for confidentiality shall be stressed. All parties are obligated to cooperate in remedying the situation.
5. No reprisals will be tolerated against complainant(s), witness(es) or individual(s) involved in the investigation.
6. The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the mandates of the Family Educational Rights and Privacy Act.

Following the investigation, if the allegations are substantiated, disciplinary actions will be taken. These will depend upon the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to, any or all the following:

- ◆ verbal warning/reprimand and apology to victim.
- ◆ a parent/student/principal conference.
- ◆ written warning/reprimand & parent notification, entered in the student's file.
- ◆ detention or removal from selected school activities and/or extracurricular activities.
- ◆ behavior/probation contracts, possibly requiring professional intervention.
- ◆ suspension.
- ◆ expulsion.

## **Sexual Violence**

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required under state law (**ORC 2151.421**) to report the incident. The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (**ORC 2151.421**) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (**ORC 2907.05**), Sexual Battery (**ORC 2907.03**), Rape (**ORC 2907.02**), Importuning (**ORC 2907.07**), Voyeurism (**ORC 2907.08**), Public Indecency (**ORC 2907.09**), or Felonious Sexual Penetration (**ORC 2907.12**) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

## **Weapons Policy**

Holy Family School's Weapons Policy expressly prohibits the use, possession, attempted sale, transmission or discharge of any weapon or explosive devices in the school, on the school grounds or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in Holy Family Parish and school. This policy includes, but is not limited to or inclusive of, any weapon, dangerous object or object used as a weapon (e.g. firearm, knife, explosive or incendiary devices). As defined by state law, a deadly weapon is "any instrument, device or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon (**ORC 2923.11A**). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles. Violations of this policy may warrant notification of the police, immediate suspension and possible expulsion.

If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan Legal Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Notification notices of prohibition of carrying concealed weapons on school are parish property are posted at all main entrances.