

Policy Number: S-01	Review Date: November 2, 2020
Original Date: February 25, 2014	Revision Date: November 2, 2020
Effective Date: February 25, 2014	Revision Approval Date: February 9, 2021
Prepared by: Policy and Planning Committee	
Board of Directors Committee Approval Date:	
Board of Directors Approval Date: February 9, 2021	

Title: **Anti-Bullying, Harassment and Violence Policy St. Anthony's Catholic School and Sts. Michael and Gabriel Elementary School**

Policy: It is our commitment to provide and maintain a working and learning environment free from physical, published, psychological, and verbal harassment. This includes racial, ethnic, religious or sexual harassment and violence. The policies of the Archdiocese of Indianapolis, the Discipline Code, and the Franciscan values of Dignity of the Individual and Peace and Justice will be utilized to enforce the policy.

Purpose: Provide an environment free from bullying and harassment based on our long standing policy of fair and equal treatment of every person.

Scope: Pre-K through 8<sup>th</sup> grade – faculty, staff, and students.

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### Definitions of Bullying and Harassment

**Bullying:** (1<sup>st</sup> of 2 definitions)

- 1.0 As defined by IC 20-33-8-0.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (digitally or electronically), physical acts committed, aggression, or any other behaviors 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:
  - 1.1 Places the targeted student in reasonable fear of harm to the targeted student's person or property.
  - 1.2 Has a substantially detrimental effect on the targeted student's physical or mental health;
  - 1.3 Has the effect of substantially interfering with the targeted student's academic performance; and/or
  - 1.4 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.

**Bullying:** (2<sup>nd</sup> of 2 definitions)

- 2.0 Bullying may not be interpreted to impose any burden or sanction regarding the following:
  - 2.1 Participating in a religious event.
  - 2.2 Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
  - 2.3 Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment of the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
  - 2.4 Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
  - 2.5 Participating in an activity undertaken at the prior written direction of the student's parent.
  - 2.6 Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

**Harassment:**

- 1.0 Harassment, as defined by the Archdiocese of Indianapolis, can result from a single incident or from a pattern of behavior in which the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of verbal or physical behavior that can include, but is not limited to, the following:
  - 1.1 Physical or mental abuse, bullying, shunning, intimidation, assault
  - 1.2 Direct or indirect threats
  - 1.3 Racial or religious insults
  - 1.4 Derogatory ethnic slurs
  - 1.5 Unwelcome sexual advances or touching\*
  - 1.6 Sexual comments or sexual jokes
  - 1.7 Requests for sexual favors used as a condition of employment or as a condition for obtaining an education that may affect any personnel or educational decisions such as hiring, promotion, or compensation; and/or grades, promotion, class placement in school.

*\*NOTE: Unwelcome touching does not include legitimate non-sexual physical contact such as the physical restraint of a student to avoid harm to persons or property as allowed by Indiana law, a teacher's consoling hug, or physical contact required in sports, etc.*

## **Anti-Bullying, Harassment and Violence Administrative Rules and Procedures**

1. Obligation
  - a. An employee or a student who believes another person's conduct toward him/her is improper or offensive generally has an obligation to ask the person to stop the behavior before making a report. There may, however, be instances where such actions would be impossible.
2. All Reports Are Taken Seriously
  - a. In prohibiting any form of bullying or harassment by employees, co-workers, supervisors, volunteers and students, all reported instances of harassment, bullying or threatening behavior will be taken seriously. Harassment, threats and other unacceptable activities that create a hostile environment are prohibited and could subject an employee or student to immediate and severe disciplinary action. Harassment, bullying and other unacceptable activities that could become a condition of employment or a basis for personnel or educational decisions are specifically prohibited. Any employee or student who engages in such harassment could be subject to immediate discipline, up to, including, discharge or expulsion.
3. Reporting
  - a. Reports of possible violations should first be made to the administrator in charge.
  - b. Although not the preferred method, anonymous reports will be accepted.
  - c. If the complaint involved an employer or supervisor, the report may be made directly to the Archdiocesan Office of Human Resources.
  - d. Complaints may be made verbally or in writing.
  - e. If reports of violations involving students are not adequately resolved at the local level, a report should be made to the Archdiocesan Office of Catholic Education.
  - f. The administrator in charge or archdiocesan offices will promptly investigate any alleged bullying or harassment.
  - g. Confidentiality will be maintained to the extent practical and appropriate under the circumstances.
  - h. Nothing in these rules shall prevent any person from reporting harassment or violence directly to archdiocesan officials, if it is inappropriate to do so at the local level.
  - i. File incident report with Archdiocese bi-annually.
4. Investigation
  - a. Upon receipt of a report or complaint alleging serious harassment or potential violence, the administrator in charge and /or Director of Human Resources shall immediately undertake or authorize an investigation.

- b. School administrators should employ the threat assessment process as prescribed by the archdiocese whenever there is a perceived or directed threat of violence in the school.
  - c. The administrator in charge or archdiocesan officials may take immediate steps at their discretion to protect the complainant, students and employees pending completion of the investigation including immediate removal of persons from the school property. All due process procedures prescribed for employees and students shall be followed.
5. Education
- a. The school will make available appropriate bullying and harassment education for all stakeholders.
6. Action
- a. Once the investigation is complete, the school administrator or archdiocesan officials will take appropriate action and complete a written report. Such action may include, but is not limited to: warning, suspension, expulsion, referral to law enforcement and/or mental health authorities, remediation, and termination or contract non-renewal.
7. Reprisals Are Prohibited
- a. Appropriate disciplinary and legal action may be taken against any student, employee, or other person who retaliates against any person who reports alleged harassment or violence, or against any other person involved in the investigation and subsequent actions. Reprisal may include, but is not limited to, any form of intimidation, retaliatory action or harassment.