

ANTI-BULLYING POLICY

St. John the Apostle School has formulated this policy with the following purposes:

1. Promoting strong Christian development in all of our students and encouraging them to treat each other as images of God.
2. Building positive student relationships in order to provide an environment that is physically safe and emotionally secure for all students.
3. Raising awareness in the school and homes that bullying is an unacceptable behavior and will not be tolerated at St. John the Apostle School.
4. Establishing procedures that are consistent throughout the school for handling bullying behaviors that happen at school.

Statement Prohibiting Bullying

We recognize that bullying and intimidation have a negative effect on the social, emotional, spiritual, and academic development of our students. Every student has the right to an education and to be safe in and around their school. It is the policy of St. John the Apostle School that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is unacceptable. Students who are determined to have engaged in such behavior are subject to disciplinary action. Depending on the intensity, frequency, and duration of any offenses, a violation of this policy will result in serious consequences, including, but not limited to, formal dismissal from St. John the Apostle.

ANTI-BULLYING GUIDELINES

Definition

Bullying is an intentional, conscious, hurtful act of aggressive behavior repeated over time by an individual or group. Bullying may take on one of four forms: physical, verbal, indirect, or internet/cyber bullying. This includes but is not limited to:

1. **Physical bullying** - hitting, kicking, pushing, tripping, biting, choking, scratching, spitting, taking belongings, destruction of property, unreasonable interference, unwelcomed touching, bumping into, and throwing things at another person.
2. **Verbal bullying** - insults, name calling, threatening statements, taunting, offensive remarks, sexual harassment, picking on or making fun of others, demeaning jokes/stories, spreading rumors, ridiculing, humiliating, intimidating, berating, degrading, and belittling.
3. **Indirect bullying** - intentionally excluding others, spreading gossip and rumors, making faces, making obscene gestures, and malicious notes.
4. **Internet/Cyber Bullying** - online social aggression: online fighting, harassment, denigration (gossip, rumors), impersonation, sharing embarrassing secrets, posting embarrassing pictures, trickery, exclusion, cyber stalking, cyber threats. This can be done via texting, emailing, or social websites (Facebook, Snapchat, YouTube, etc.)

Procedures

Students

Students who are being bullied or witness bullying against another student should report the incident in one of the following ways:

1. Talk to their teacher or a trusted staff member at the school
2. Talk to a parent or other trusted adult
3. Complete the Incident Report and turn it in to their homeroom teacher

Students who witness bullying should intervene if they are able and immediately seek adult assistance. Students who are being bullied have the right to protect themselves from physical harm. Any student who retaliates against the person making the report or any student who makes a false report will be subject to the same disciplinary action as explained in the Consequences section below.

Parents

Parents who feel their child is being bullied or who receive reports of bullying toward another child should report the incident in one of the following ways:

1. Talk to their child's homeroom teacher
2. Talk to the principal
3. Complete the Incident Report and turn it in to the homeroom teacher

Teacher/Staff

Teachers or staff witnessing or being made aware of bullying should:

1. Intervene or take appropriate action to correct the behavior
2. If deemed necessary, complete the Incident Report and attach any related communications
3. Send the completed Behavior Incident Report to the Principal where it is placed in the student's file

The principal will follow up with the teachers of the involved students and administer the appropriate consequences.

Consequences/Standard Discipline Policy

1. Boys Town Education Model – office referral
2. Parent Notification
3. Detention – 30 minutes after school
4. In-School Suspension
5. Out-of-School Suspension
6. Expulsion

Depending on the severity of the incident, administrators will use their discretion to warrant more severe consequences even on the first occurrence.

The Incident Report form can be found on the last page of this handbook.

WEAPONS, CONTROLLED SUBSTANCES, AND SEARCHES

No student may have in his/her possession on school property or in proximity of the school, at any time, any kind of weapon, explosive, or other potentially dangerous items. No student may have in his/her possession on school property at any time illegal controlled substances such as: illegal drugs, alcoholic beverages, tobacco, etc. Teachers and administrators have the right to search desks, lockers, and personal belongings at any time for a sufficient reason. This should ordinarily be conducted with another adult witness. Any items found which are inconsistent with the Catholic goals of the school may be removed along with disciplinary action.

St. John the Apostle School

Incident Report

Student/Parent/Teacher/Staff Report

Student Name: _____

Date: _____

Other Students Involved:

Location/Time of Incident:

Description of the Incident:

Teacher/Staff Intervention:

Student/Parent/Staff Signature: _____

Additional Follow-Up:

Teacher/Principal Signature: _____