

## **ANTI-BULLYING POLICY AND DISCIPLINE GUIDELINES** (Revised 4/2017)

Christ Child Academy teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student or school personnel at Christ Child Academy is strictly prohibited. Such conduct may result in disciplinary action, including suspension, or expulsion from school. Intent to harass, intimidate, injure, threaten, ridicule or humiliate is not allowed. These behaviors are prohibited:

- In the classroom
- On school property
- Immediately adjacent to school grounds
- From any computer or electronic device on school property
- At any school-sponsored activity
- On school provided transportation
- At any official school bus stops

According to the Wisconsin Department of Public Instruction in order to be considered bullying, the behavior must be aggressive, include an imbalance of power, and be repetitive. The definition of harassment, intimidation or bullying means any intentional written, verbal, graphic, electronically transmitted (i.e., internet, cell phone, or wireless hand-held device), or physical act, that a student, group of students, school employees, or volunteers exhibit toward others.

### **Types of bullying:**

**Physical bullying-** using physical force to purposely hurt another student by behavior that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student's belongings, to take or break possessions, and to demand or steal money.

**Verbal bullying-** directing words at another student with the intention of putting down or humiliating. This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs, and ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.

**Relational bullying** (also referred to as social/emotional at CCA)- when a student influences other students' friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumors, whispering about them, giving the silent treatment, ostracizing or scape-goading. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

**Cyber bullying-** the use of cell phones, text messages, e-mails, instant messaging, web blogs and posting to bully another student in any of the ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and personal information about others on blogs or social networking sites, forwarding to others a private e-mail or text message that was meant for a single individual, and spreading hurtful rumors.

(Information found at <https://www.stopbullying.gov/>)

**Procedure for the alleged victim:**

1. Communicate to the harasser that the individual expects the behavior to stop
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, principal and/or counselor; and/or
  - Write down exactly what happened, keep a copy and give a copy to the teacher, principal and/or counselor.

**Reporting and follow through:**

- Christ Child Academy expects students and staff to report incidents of bullying.
- Staff members are expected to immediately intervene when they see a bullying incident occur.
- Bullying reports cannot be submitted anonymously.
- Once a report is made, the teacher, principal and/or counselor, will gather information and review the situation and facts to determine steps based on the bullying guidelines if the report is well founded.
- While confidentiality cannot be always guaranteed, bullying reports will be reviewed and responded to in a confidential manner whenever possible.
- Skills necessary for positive relationships will be taught throughout the school year.
- Re-teaching will be done to reinforce the information originally presented. Re-teaching will also be done on an individual basis when bullying concerns arise.
- The counselor and/or teacher will reteach with practice to achieve expected behaviors.
- Retaliation for reporting a bullying incident will not be tolerated and will be dealt with following disciplinary procedures.

The bullying disciplinary procedures are guidelines only and steps in the process may be skipped if deemed appropriate by school administration. If the investigation of the incident finds that bullying has occurred, the following disciplinary guidelines shall be considered in determining appropriate disciplinary actions.

## **Procedure for the alleged aggressor:**

### Grades 6-8

1. For the first incident in an academic year, the student is required to meet with the principal or a staff member designated by the principal. Middle School students will be issued a warning Student Performance Slip (SPS). The bullying policy will be re-taught to make sure the student comprehends it.
2. For additional incidents in the academic year, a detention will be issued and parents will be contacted.

### Grades K-5

1. For the first incident in an academic year, the classroom teacher will meet with the student and address the situation and review the expectations of students regarding the bullying policy. The bullying policy will be re-taught to make sure the student comprehends it.
2. For additional incidents in the academic year, a loss of recess will be issued and parents Will be contacted.

Christ Child Academy has an anti-bullying pledge that every student is taught, then reads aloud, gets a copy of, and signs in agreement to uphold what the pledge stands for. In addition to the pledge, the students participate in anti-bullying classroom lessons throughout the year.

### **Christ Child Academy's Anti-Bullying Pledge**

We the students of Christ Child Academy agree to stop bullying at our school. We believe that everybody should enjoy our school equally, feel safe, secure and accepted.

We the students of CCA agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Report honestly and immediately all incidents of bullying to a teacher, principal, and/or counselor.
4. Be a good role model for my classmates and other students.

I acknowledge that I will not be a bully to other students and I will help stop any bullying that I see at my school. \_\_\_\_\_ (Student's Name)

## **Bullying and Harassment According the Archdiocese of Milwaukee:**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following:

1. Physical assaults, hitting or punching, kicking, theft, threatening behavior.
2. Verbal threats or intimidating language, teasing or name-calling, racist remarks.
3. Indirect threats, spreading cruel rumors, intimidation through gestures, social exclusion.
4. Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet.

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. (Archdiocese Policy 5131.1)