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Harassment-Free Environment for Students

St Matthew Catholic School does not condone harassment of any kind including bullying in any of its forms. All students are to be treated with dignity and respect. Harassment in any form is prohibited and will be immediately addressed. This prohibition against all acts of harassment applies to all people engaged in all school related activities: all students; all school administrators and teachers, regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

St Matthew Catholic School defines harassment and bullying as follows:

Repeated intentional negative gestures and/or actions, either verbal, written, physical or by electronic and/or cyber means, on the part of one student or a group of students towards another student. This type of behavior includes but is not limited to unwelcomed, unwarranted, unsolicited, inappropriate, unkind, harmful and/or hurtful statements, either verbal or written, by physical touching or by any electronic or cyber means.

Student Rights and Responsibilities

Student rights

- I have the Right to privacy
- I have the right to be happy and to be treated with compassion in this school.
- I have the right to be respected for who I am, regardless of weight, gender, appearance, height, ancestry, disability, etc.
- I have the right to be safe in this school.
- I have the right to expect my property to be safe in this school.
- I have the right to a classroom free from disruptions and to have my opinions heard.
- I have the right to express my concerns to administration, teachers, and responsible parents.

Student Responsibilities

- Show respect for yourself, adults, others, the St. Matthew uniform, and all property
- Be prepared for school and all activities
- Allow others to work undisturbed in classrooms
- Follow directions

- Keep your hands to yourself
- Be honest

Parent and Teacher Rights and Responsibilities

Parents Rights

- To be given a copy of the Harassment Policy.
- To contact teachers or administration with questions regarding the policy.
- To expect that their child will be taught in a safe and respectful classroom.
- To be contacted when their child is receiving discipline under this policy

Parents Responsibilities

- Review St Matthew's "Cardinal" Rules and Student Code of Conduct with their child on a regular basis
- Inform administration of events that affect their child's wellbeing
- Teach child socially acceptable standards of behavior
- Teach child to be responsible for their actions.
- Teach child to express their concerns that affect their well being to appropriate school personnel
- To support the school in sustaining a welcoming, caring and safe environment.

Teacher Rights and Responsibilities

Teacher Rights

- To be treated with respect by parents and students
- To be able to teach without disruption from students

Teacher Responsibilities

- Communicate classroom expectations/consequences to parents and students
- Demonstrate respect and care for students
- Contact parents when students fail to meet expectations with regards to any school policy
- Follow St Matthews harassment discipline policy

Examples

Harassment can be experienced in many forms.

(This is intended as a sample of areas of potential harassment and is not all inclusive)

| Type | Direct | Indirect |
|---|--|--|
| Physical | <ul style="list-style-type: none"> • Hitting • Kicking • Pushing • Spitting, biting • Pinching, scratching • Throwing things at people | <ul style="list-style-type: none"> • Getting another person to harm someone |
| Verbal | <ul style="list-style-type: none"> • Mean and hurtful name calling • Hurtful teasing • Demanding money or possessions • Obscene language | <ul style="list-style-type: none"> • Spreading nasty rumors • Trying to get other students to dislike another student |
| Social intimidation | <ul style="list-style-type: none"> • Threatening gestures • obscene gestures • Racist or sexist remarks | <ul style="list-style-type: none"> • Deliberate exclusion from a group or activity • Removing, hiding and/or damaging another's property |
| Cyber (email, texting, phone, internet messaging, electronic media and other internet mediums) i.e. You Tube and Facebook | <ul style="list-style-type: none"> • Mean, belittling and hurtful name calling • Threatening and/or obscene language • Offensive images • Repeated unwanted messages | <ul style="list-style-type: none"> • Spreading nasty rumors • Trying to get other students to dislike another student • Using another student's password or phone to communicate obscene language |

Consequences for Bullying or other acts of Harassment

St. Matthew Catholic School staff and administrators shall implement the school's Discipline Policy when administering disciplinary action for reported bullying and harassment behavior or actions. The following factors will be taken into consideration when determining appropriate consequences: age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, incidences of past or continuing patterns of behavior, relationship between involved parties, and the context in which the alleged incident has occurred.

Since bystander support or harassment of bullying can support bullying behaviors, St Matthews Catholic School prohibits both active and passive support for acts of harassment or bullying. The staff will encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

Discipline Referral Form

The following form will be used to document all reported incidents of student on student bullying. The Administration will assist students in the lower grades by filling out the report.

Section left intentionally blank

Bullying, Harassment or Intimidation Reporting Form

St. Matthew Catholic School

10703 Wurzbach Rd. * San Antonio, Texas 78230
Phone (210) 478-5099 Fax (210) 696-7624

St. Matthew Catholic School does not condone harassment of any kind including bullying and intimidation in any of its forms. All students are to be treated with dignity and respect. Harassment in any form is prohibited and will be immediately addressed. This form is to be used to file a report of alleged bullying, harassment or intimidation that occurred on school property; at a school-sponsored activity or event or through electronic communication. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the school administration.

Today's date ____/____/____

Person Reporting the Incident: Name _____
Telephone # _____ E-mail _____

Place an X in the appropriate box:

Student Student (Witness/bystander) Parent/Guardian Adult Relative School Staff Member

1. Name of student victim _____ Homeroom _____
(Please Print)

2. Name of alleged offender(s) (if known) Grade Homeroom Teacher

| Name of alleged offender(s) (if known) | Grade | Homeroom | Teacher |
|--|-------|----------|---------|
| | | | |
| | | | |
| | | | |

3. On what date(s) did the incident happen? ____/____/____ ____/____/____ ____/____/____
Mo./Day/Year Mo./Day/Year Mo./Day/Year

4. Where did the incident happen (Choose all that apply)?
 On school property At a school-sponsored activity or event (off school property)
 Through electronic communication During the school day

5. Place an X next to the statement(s) that best describes what happened (choose all that apply):
 Any bullying, harassment or intimidation that involves physical aggression
 Getting another person to hit or harm the student
 Teasing, name-calling, making critical remarks, or threatening, in person or by other means
 Demeaning and making the victim of jokes
 Excluding or rejecting the student Making rude and/or threatening gestures
 Spreading harmful rumors or gossip Intimidating, extorting or exploiting
 Electronic communication (specify) _____
 Other (specify) _____

Specific steps to be taken

If reported by student being harassed

1. School employee is to prevent the continuation of alleged harassment by separating both parties while not discriminating against either party.
2. School employee receiving notification of alleged harassment is to note time, location, potential witnesses, offending party and provide information to Principal or his/her designee as soon as possible after the alleged harassment occurred. Principal or his/her designee is to complete the harassment complaint form (and begin the investigation).
3. Upon completion of the investigation, the Principal or his/her designee will implement appropriate disciplinary action which could consist of a warning to the offending student, suspension, or ultimately expulsion.
4. The principal will be responsible for notifying the parents of both parties when appropriate.
5. The Principal or his/her designee will follow up with the affected student to reassure them that harassment will not be tolerated, let them know that disciplinary action was taken when appropriate (will not share specific disciplinary action), and let them know that they will be following up to make sure that the harassment has stopped.
6. The Principal or his/her designee will follow up with the affected student no longer than 2 weeks from the incident to ensure that there has not been a reoccurrence of the harassment.
7. The Principal or his/her designee will be responsible for documenting all communication and disciplinary actions in the students record within RenWeb.

If reported by Parent, faculty member, employee, or other witness to the alleged harassment.

1. The individual reporting the event will be provided a short form to be filled out which will detail the alleged harassment, witnesses, time and location of the event.
2. The Principal or his/her designee will review the report and log it as received.
3. The Principal or his/her designee will be responsible for conducting the investigation and will utilize both internal and external resources where appropriate.
4. The principal will bear sole responsibility for determining punishment. which could include a verbal warning, suspension, or expulsion if a repeat offender or if the offense is warranted to be of a serious enough nature.
5. The Principal or his/her designee will be responsible for notifying parents of the investigation and disciplinary action taken (specific punishment information **will not** be provided to individuals without a legal right to know).
6. Upon completion of setting punishment the principal or his/her designee will notify the person who filled out the original complaint that the issue has been closed. Due to confidentiality rules, the principal can not release the actual punishment information.
7. The issue will be recorded in the student's conduct record within RenWeb