

St. John the Apostle School

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 - unreasonably excluding others, spreading gossip and rumors, making threatening faces or obscene gestures, and malicious notes.
- 4) Internet/Cyber Bullying - online social aggression: flaming (online fight), harassment, denigration (gossip, rumors), impersonation, "outing" (sharing embarrassing secrets, posting embarrassing pictures), trickery, exclusion, cyber stalking, cyber threats. This can occur via an increasing number of electronic mediums such as texting, emailing, blogging, or social websites (Facebook, MySpace, YouTube, etc) through the use of computers, cell phones, cameras, or other image/voice recording/transmission devices.

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

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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's Office 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) RTA Process*
- 2) Parent Notification after the student is sent to RTA three times
- 3) Detention – 30 minutes after school
- 4) In School Suspension
- 5) Expulsion

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

*The RTA Process can be found in the school handbook available on the school website.