

Harassment, Bullying and Hazing

It shall be the policy of the St. Anthony Board of Education that the school maintain an environment free from unlawful and undesirable verbal and physical harassment, bullying and/or hazing. The school shall develop and incorporate programs to eliminate harassment, bullying and hazing from all student and school personnel.

For the purposes of this policy harassment, bullying and hazing shall mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one of more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Electronic" shall mean any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

The phrase "trait or characteristic" of the student as used in this policy includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

The term "sexual orientation" means actual or perceived heterosexuality, homosexuality or bisexuality. The term "gender identity" means the gender related identity of a person, regardless of the person's assigned sex at birth.

Harassment, bullying and hazing may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

This policy shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Students who believe they or another student or students are the victim of bullying, harassment or hazing should immediately report their concerns to the school principal or the principal's designee. The school must promptly and reasonably investigate allegations of bullying, harassment and hazing. The principal or the principal's designee will be responsible for handling all complaints by students alleging bullying, harassment or hazing.

If a staff member believes she/he is or has been bullied, harassed or hazed by a student, the staff member should contact the principal who must investigate the matter. If the staff member chooses, the matter may be reported to legal authorities.

Retaliation against a person because the person has filed a bullying, harassment or hazing complaint, or assisted or participated in an investigation or proceeding is prohibited. An individual who knowingly files a false complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The principal shall ensure that the anti-harassment, anti-bullying and anti-hazing policy and procedures are printed in the Handbooks and integrated into the school's Comprehensive School Improvement Plan (CSIP). The principal or the principal's designee is responsible for collecting data relating to incidents of harassment, bullying and hazing. This data must be reported in the spring Basic Education Data Survey (BEDS) and to the local public annually.

Nothing in this policy shall be construed to impair the school's ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behavior or lifestyles that are inconsistent with Catholic teachings.

Policy Adopted:

Policy Revised:

ST. ANTHONY CATHOLIC SCHOOL
School Policies/Regulations
STUDENT PERSONNEL

Regulation 579.1
Accompanies Policy 579

Harassment, Bullying and Hazing
Investigation of Harassment, Bullying and Hazing by Students

COMPLAINT PROCEDURE:

Any individual who believes that the individual has been harassed, bullied or hazed should notify the principal or the principal's designee. The alternate investigator is the diocesan superintendent of schools or her/his designee. If the principal or the principal's designee is a witness or the alleged instigator of the bullying, harassment or hazing, the diocesan superintendent of schools or her/his designee must be the investigator.

The target of the abuse **must complete the Harassment/Bullying/Hazing Complaint Form (see Regulation 579.2)** and turn over evidence including, but not limited to, letters, notes, tapes, pictures, emails, etc. **Anyone who has witnessed harassment, bullying or hazing can complete the Harassment/Bullying/Hazing Witness Disclosure Form (see Regulation 579.3).** The complainant and **the St. Anthony Board of Education President** shall be given a copy of the completed complaint/disclosure form. Information received during the investigation is kept confidential to the extent possible.

The principal or the principal's designee has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE:

The investigator will commence the investigation **within 48 hours (not including weekends or holidays) of the receipt of a complaint.** The investigator will interview the complainant and the alleged harasser/**bully/hazer**. The alleged harasser/**bully/hazer** may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Parents must be notified of the date and time of their child's interview with the investigator so they may choose to be present. The complainant, alleged harasser/bully/hazer, or their parents may request that the Board of Education President assign additional people to the investigation team.

Upon completion of the investigation, the investigator will make written findings and conclusions as to **each allegation of harassment or hazing and report the findings and conclusions to the St. Anthony Board of Education President** and, if the principal is not the investigator, to the principal.

RESOLUTION OF THE COMPLAINT:

If the principal is not the investigator, the principal may investigate further, if deemed necessary, after the principal receives the investigator's report. In such a case, the principal may make a determination of any appropriate additional steps which could include an interview with the complainant and alleged abuser. Additional steps may include discipline.

The principal must file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged abuser, **the St. Anthony Board of Education President**, and the investigator must receive notice as to the conclusion of the investigation.

The principal must maintain a log of information necessary to comply with the Iowa Department of Education, and present a report annually on this information to the St. Anthony Board of Education during the May Board meeting.

Regulation Approved:

Regulation Revised:

ST. ANTHONY CATHOLIC SCHOOL
School Policies/Regulations
STUDENT PERSONNEL

Regulation 579.2
Accompanies Policy 579

Harassment, Bullying and Hazing
Investigation of Harassment, Bullying and Hazing by Students

HARASSMENT/BULLYING/HAZING COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of alleged harasser/bully: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment, bullying or hazing; i.e., letters, notes, emails, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____
(Complainant or Investigator)

Regulation Approved:
Regulation Revised:

ST. ANTHONY CATHOLIC SCHOOL
School Policies/Regulations
STUDENT PERSONNEL

Regulation 579.3
Accompanies Policy 579

Harassment, Bullying and Hazing
Investigation of Harassment, Bullying and Hazing by Students

HARASSMENT/BULLYING/HAZING WITNESS DISCLOSURE FORM

Name of Witness (es): _____

Position of Witness (es): _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information in this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Regulation Approved:

Regulation Revised:

Bullying/Harassment/Hazing Data Collection and Report Form

Report the number of written complaints and investigations of these complaints. Input the number of written complaints on the left and the consequences on the right.

Number of Bullying/ Harassment/Hazing investigations where primary motivation for incident was:		Consequences of written complaints where alleged bully/ harasser was a student		Consequences of written complaints where alleged bully/harasser was a staff member or volunteer	
<input style="width: 100%; height: 100%;" type="text"/>	Physical Attributes (includes student's appearance)	<input type="checkbox"/>	Number unfounded	<input type="checkbox"/>	Staff: Number unfounded
[Number in the box above should be the same as the total of the numbers in the boxes to the right.]		<input type="checkbox"/>	Number founded, but no consequences	<input type="checkbox"/>	Staff: Founded but no consequences
		<input type="checkbox"/>	Less than or equal to 10 days out-of- school suspension	<input type="checkbox"/>	Staff: Adverse employment consequence (Describe) _____
		<input type="checkbox"/>	Greater than 10 days out-of- school suspension or expulsion	<input type="checkbox"/>	Volunteer: Number unfounded
		<input type="checkbox"/>	One or more full days of in-school suspension (ISS)	<input type="checkbox"/>	Volunteer: Founded but no consequences
		<input type="checkbox"/>	Number of other – please specify (Saturday detention; community service; less than a full day of ISS, etc.): _____	<input type="checkbox"/>	Volunteer: If consequence, describe: _____
		<input type="checkbox"/>	_____		

Number of Bullying/ Harassment/Hazing investigations where primary motivation for incident was:		Consequences of written complaints where alleged bully/ harasser was a student		Consequences of written complaints where alleged bully/harasser was a staff member or volunteer	
<input type="text"/>	Real or Perceived Sexual Orientation	<input type="checkbox"/> Number unfounded	<input type="checkbox"/> Number founded, but no consequences	<input type="checkbox"/> Staff: Number unfounded	<input type="checkbox"/> Staff: Founded but no consequences
[Number in the box above should be the same as the total of the numbers in the boxes to the right.]		<input type="checkbox"/> Less than or equal to 10 days out-of- school suspension	<input type="checkbox"/> Greater than 10 days out-of- school suspension or expulsion	<input type="checkbox"/> Staff: Adverse employment consequence (Describe) _____	<input type="checkbox"/> Volunteer: Number unfounded
		<input type="checkbox"/> One or more full days of in-school suspension (ISS)	<input type="checkbox"/> Number of other – please specify (Saturday detention; community service; less than a full day of ISS, etc.): _____	<input type="checkbox"/> Volunteer: Founded but no consequences	<input type="checkbox"/> Volunteer: If consequence, describe: _____

Number of Bullying/ Harassment/Hazing investigations where primary motivation for incident was:		Consequences of written complaints where alleged bully/ harasser was a student		Consequences of written complaints where alleged bully/harasser was a staff member or volunteer	
<input type="text"/>	Race/Ethnicity	<input type="checkbox"/>	Number unfounded	<input type="checkbox"/>	Staff: Number unfounded
[Number in the box above should be the same as the total of the numbers in the boxes to the right.]		<input type="checkbox"/>	Number founded, but no consequences	<input type="checkbox"/>	Staff: Founded but no consequences
		<input type="checkbox"/>	Less than or equal to 10 days out-of- school suspension	<input type="checkbox"/>	Staff: Adverse employment consequence (Describe) _____
		<input type="checkbox"/>	Greater than 10 days out-of- school suspension or expulsion	<input type="checkbox"/>	Volunteer: Number unfounded
		<input type="checkbox"/>	One or more full days of in-school suspension (ISS)	<input type="checkbox"/>	Volunteer: Founded but no consequences
		<input type="checkbox"/>	Number of other – please specify (Saturday detention; community service; less than a full day of ISS, etc.): _____	<input type="checkbox"/>	Volunteer: If consequence, describe: _____
		<input type="checkbox"/>	_____		

Number of Bullying/ Harassment/Hazing investigations where primary motivation for incident was:		Consequences of written complaints where alleged bully/ harasser was a student		Consequences of written complaints where alleged bully/harasser was a staff member or volunteer	
<input type="text"/>	Other; please list primary reason:	<input type="checkbox"/> Number unfounded <input type="checkbox"/> Number founded, but no consequences <input type="checkbox"/> Less than or equal to 10 days out-of- school suspension <input type="checkbox"/> Greater than 10 days out-of- school suspension or expulsion <input type="checkbox"/> One or more full days of in-school suspension (ISS) <input type="checkbox"/> Number of other – please specify (Saturday detention; community service; less than a full day of ISS, etc.): <hr/> <hr/>	<input type="checkbox"/> Staff: Number unfounded <input type="checkbox"/> Staff: Founded but no consequences <input type="checkbox"/> Staff: Adverse employment consequence (Describe) <hr/> <input type="checkbox"/> Volunteer: Number unfounded <input type="checkbox"/> Volunteer: Founded but no consequences <input type="checkbox"/> Volunteer: If consequence, describe: <hr/> <hr/>		
[Number in the box above should be the same as the total of the numbers in the boxes to the right.]					