

## ANNOUNCEMENT

*To: Saint Luke Parents*

*From: Sister William Adele, SSJ  
Principal*

*Re: **Bullying / Harassment Prevention Policy***

*Date: April 3, 2007*

*Upon our return to school after the Easter break, we will designate that week as a **Bully Buster Blitz**. Our Bully Buster Team of teachers has been meeting on a regular basis to seek new ways to give our bully free efforts a “shot in the arm”. We are planning a number of activities for the students including a “Mix It Up Day” at lunch, a session for our younger students to teach more games that they can play at recess, and a Town Meeting for our older students to determine where we stand on our efforts toward being a bully free school. We hope to provide a session on Cyber Bullying before the year’s end.*

*Additionally, the Bully Buster Committee has worked on a formal Bullying / Harassment Prevention Policy which will be incorporated into the parent/student handbook. This policy has been reviewed and discussed with the entire faculty and will be presented to the students in an age-appropriate way. I have provided a printed copy for you below.*

*While this is a new “written” policy, be assured that we do address and intervene in bullying situations that are made known to us.*

### **Purpose**

Saint Luke School recognizes the importance of having students feel safe, respected, and comfortable when at school, including conveyance to and from school property. It is important that we maintain a school environment in which bullying, in any form, is not tolerated. It is the policy of Saint Luke School to fully support the guidelines prohibiting harassment/bullying which consists of verbal, written, cyber, graphic or physical conduct relating to an individual in any way when such conduct:

- is sufficiently severe, persistent or pervasive that it affects an individual’s ability to participate in or benefit from any Saint Luke School educational program
- has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance or learning environment.

## Definition

Bullying is defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victims, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, cyber, emotional or sexual in nature:

- Physical Bullying – includes, but is not limited to, punching, poking, hair pulling, beating, biting, and excessive tickling
- Verbal Bullying – includes, but is not limited to, such acts as hurtful name-calling, threatening, teasing, and gossiping
- Cyber Bullying – includes any technological harassment generated during any Saint Luke School educational program
- Emotional Bullying – includes, but is not limited to, rejecting, terrorizing, rating/ranking of personal characteristics, manipulating friendships, isolating, ostracizing, and peer pressure
- Sexual Bullying – see Parish Elementary School Policies and Procedures 2000, Appendix D

## Procedures

Any student, who feels he or she is being bullied, harassed, or discriminated against, or who is aware of bullying, harassment, or discrimination, should report it immediately to the principal, a teacher, staff member, or the guidance counselor.

**Any student who is found to have engaged in behavior that is related to bullying, harassment, and/or discrimination will be subject to immediate disciplinary action. Actions may include but are not limited to detention, suspension, and/or expulsion from school.**

In determining what disciplinary action to impose, consideration will include the severity of the offense, whether the perpetrator knew or should have known that the conduct was not permitted; whether one incident or recurrent conduct was involved; and whether there have been prior warnings or prior disciplinary actions for similar conduct.

If bullying is found to have occurred, prompt and appropriate disciplinary action will take place. Retaliation for reporting a bullying, harassment, or discrimination incident will not be tolerated.