

St. Maximilian Kolbe Religious Education Archdiocesan Anti-Bullying Policy

The Office of Religious Education at St. Maximilian Kolbe Parish is committed to promoting a safe, healthy, caring, and respectful learning environment for all. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of St. Maximilian Kolbe Parish.

I. Definition

- a. **Bullying** may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

II. Scope

- a. This policy prohibits bullying that occurs either:
 - i. on parish premises before, during, or after Religious Education hours;
 - ii. on any bus or vehicle as part of any Religious Education activity; or
 - iii. during any function, extracurricular activity or other Religious Education-sponsored event or activity.

III. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the Office of Religious Education immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the Director/Coordinator of Religious Education. The DRE/CRE will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the Office of Religious Education may initiate further inquiry, when appropriate.

IV. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the Director's discretion.
- b. False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

Office of Religious Education

St. Maximilian Kolbe
601 N. Hiatus Road
Pembroke Pines, FL 33026

BULLYING COMPLAINT REPORT FORM

Name of Student: _____ Grade/Level: _____

Address: _____ Phone Number: _____

Today's Date: _____ Date of Incident: _____

Names of Accused: _____

Specify in detail your complaint below. Please describe the incident, participants, background to the incident, and any attempts you've made to resolve the problem. Please include relevant dates, times and places. (Attach a separate sheet if necessary.)

Indicate if there are other individuals who could provide more information regarding this complaint including witnesses or participants:

Indicate in your opinion how this problem might be resolved. Please be as specific as possible.

I certify that the above information is correct and that the events are accurately depicted to the best of my knowledge.

Name of Complainant

Signature of Complainant

Date