



St. Matthew School

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<http://www.stmatthewtheapostle.com/school>

HARRASMENT, INTIMIDATION, AND BULLYING (H.I.B.) POLICY

Saint Matthew School prohibits any act of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like any other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in safe environment.

Harassment, intimidation, or bullying means any gesture, written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents that:

1. Can be reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability; or
2. Takes place on school property, at any school sponsored function, or on a school bus that substantially disrupts or interferes with the orderly operation of the school or rights of other students; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging a student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning a student or group of students; or
5. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

Consequences

Saint Matthew School attempts to ensure that both appropriate consequences and remedial responses are given to students who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by the school in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Factors for Determining Consequences:

1. Age, developmental and maturity levels of the students involved;
2. Degree of harm;
3. Surrounding circumstances;
4. Nature and severity of behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the students involved; and
7. Context in which the alleged incidents occurred.

Consequences for a student that commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of the student. Consequences for a student who commits an act of harassment, intimidation, or bullying shall depend upon the nature of the behavior, the developmental age, and the history of the problem. Remedial

measures shall be designed to correct the problem behavior, prevent another occurrence, and protect and support the victim of the act.

Consequences may include, but are not limited to, the following:

1. Parental notification;
2. Admonishment;
3. Temporary removal from the classroom;
4. Deprivation of privileges;
5. Classroom or administrative detention;
6. Out of school suspension;
7. Suspended from school services, participating in school-sponsored programs and sporting activities, or being on school grounds;
8. Reports to law enforcement or other legal action; and
9. Expulsion

Examples of remedial measures include, but are not limited to, the following:

1. Restitution and restoration;
2. Corrective instruction;
3. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
4. Behavioral management plan;
5. Parent conferences;
6. Student counseling (*All students suspended from school will require a counseling session with a certified medical professional prior to re-entry. Documentation of the counseling session shall be provided.);
7. Modification of schedules;
8. Outside therapy or professional counseling;
9. Supervision of student at lunch and recess, as well as during transition periods;
10. School transfers;
11. Law enforcement involvement or other legal action.

Please note: If a parent of a student who commits an act of harassment, intimidation, or bullying does not comply with the above actions or respond to the administration at Saint Matthew School, Child Protection and Permanency (CP&P), formerly the Division of Family and Youth Services (DYFS) will be contacted. CP&P's mission is to ensure the safety, permanency and well-being of children and to support families. CP&P is responsible for investigating allegations of child abuse and neglect and, if necessary, arranging for the child's protection and the family's treatment.

Harassment, Intimidation, and Bullying Reporting Procedure

The Principal will be responsible for receiving all complaints alleging violations of this policy. All staff members, volunteers, contract service providers, etc. who have contact with students are required to verbally report alleged violations of this policy to the Principal or the Principal's designee (please see Hierarchy of Reporting chart below) on the same day when the individual witnessed or received reliable information regarding any such incident. The Principal will inform the parents of all students involved in alleged incidents, and, as appropriate may discuss the availability of counseling and crisis intervention services. The Principal, upon receiving a verbal report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed above.

Hierarchy of Reporting

Any faculty member can and should be approached regarding an alleged incident of harassment, intimidation, or bullying. However, please understand that such reports of alleged incident of harassment, intimidation, or bullying will be made known to the School Principal. If the School Principal is not available on a particular day, the following staff should be notified in this order:

- Mrs. Joyce Schaefer, Lead Teacher
- Mrs. Denise Mariconi, School Secretary
- Mrs. Ann Marie Toscano and Ms. Faye Manansala, School Nurses

Prohibition on False Reporting

Saint Matthew School also prohibits students from falsely accusing another as a means of harassment, intimidation or bullying. If any student is found to have made a false or misleading accusation regarding acts of harassment, intimidation or bullying, Saint Matthew School reserves the right to take appropriate action to ensure that the individual(s) responsible for making the false or misleading accusation is/are punished appropriately, up to and including expulsion from the school.

Applicability

This policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds.

Code of Ethics/Leaving a Legacy

The Code of Ethics/Leaving a Legacy is both a component and an extension of Saint Matthew School's Harassment, Intimidation, and Bullying Policy. It exists as both school policy and a method for Saint Matthew School to promote and reinforce mutual respect within the school community.

- Be your best self
- Think and listen before you speak
(Is It Thoughtful, Helpful, Inspiring, Necessary & Kind?)
- Discuss ideas, not people
- Use appropriate & acceptable language
- Use helpful not hurtful words
- Be an UPstander - not a bystander
- Be open to differences in others
- Foster a climate of inclusion
- Respect yourself and others
- Treat others as you want to be treated
- Make good choices - What Would Jesus Do?
- Take responsibility - do not blame others
- Forgive one another
- Accept apologies
- Be loyal, kind, compassionate, honest, and true
- Listen with an open heart
- Carry kindness wherever you go
- Pay it forward
- Remember, we are FAMILY

Publication

This policy shall be annually disseminated to all students, and parents who have children enrolled in Saint Matthew School. The current version of this policy shall be maintained on the home page of the school's website. All students and parents who have children enrolled in Saint Matthew School shall be required annually to sign an acknowledgment form acknowledging receipt of this policy.

Acknowledgement

Parents/Guardians and Students, are to acknowledge receipt of the Saint Matthew School's Harassment, Intimidation and Bullying Policy and agree to abide by all of its terms. Parents/Guardians further acknowledge their understanding and that they are expected to explain this policy to their child(ren) and help him or her understand and comply with its terms.

(Updated August 2017)

NOTE: This policy is under revision and subject to change at the discretion of the administration of Saint Matthew School at any time.