

# Appendix J

## Lial Bullying Process

Lial Catholic School  
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The Catholic Diocese of Toledo has provided the definition of bullying and these prohibitions:

### A. Bullying by Definition:

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

- (1.) Causes physical or emotional harm to the target or damage to the target's property.
- (2.) Places another student in reasonable fear of harm or of damage to property.
- (3.) Creates a hostile environment at school for another student.
- (4.) Infringes on the rights of another student at school.
- (5.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
- (6.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
- (7.) Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
  - a) Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
  - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
  - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

### B. Bullying is Prohibited:

- (1.) On school grounds owned/ leased/used by a school or on property immediately adjacent to school grounds.
- (2.) At any school-sponsored or related activity, function or program whether on or off school grounds.
- (3.) At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
- (4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
- (5.) Through the use of technology or electronic device owned, leased or used by a school.
- (6.) Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
  - a. Create a hostile environment at school for the target.
  - b. Infringe on the rights of the target at school.
  - c. Materially and substantially disrupt the education process or the orderly operation of a school.

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Lial Bullying Process

Reporting of incidents may be done by the target, by-standers, or parents through the office. Every report will be thoroughly investigated and responded to in a timely manner.

Lial staff is also responsible for taking a report of bullying that occurs on school grounds, at any school-sponsored activity, at the bus stop or on the bus, any cyber-bullying, or any other bullying that may have ramifications for the students and adults at Lial. When a staff member is made aware of suspected bullying the staff member is required to:

- attend to the situation by ensuring the safety of the target and addressing the behavior of the aggressor and the bystanders (if necessary, depending of severity and frequency of the behavior, send the aggressor to the Principal's Office).
- immediately complete a *Suspected Bullying Behavior Report*. The report should include specific details including date/time, place, and people involved. The completed form is forwarded to the Principal.
- clarify with Principal who will notify the parents of students involved (aggressor and target).
- for an incident handled within the classroom, communication will be sent home with the aggressor and the target. This is an opportunity for the behavior to be addressed at home and include the family in corrective actions. The packet will include activities to complete and have a place for parent signature.
- *Suspected Bullying Behavior Reports* will be kept in a central location in the Principal's Office as a monitoring tool.

The Principal, in connection with involved staff member, will be responsible for monitoring student behaviors and determining appropriate disciplinary and/or corrective measures. These measures may include, but are not limited to:

- a phone call or note to parent(s)/guardians
- a phone call to another school or outside authority, if parties to incident attend other schools
- referral to school counselor or outside counseling service
- removal, suspension, or expulsion is possible for serious behaviors

Bullying and Cyber-Bullying are serious social situations to which our students may be exposed. Lial Catholic School takes these issues very seriously. Therefore, any student who knowingly makes a false bullying report will be subject to the Bullying Policy as the aggressor. Also, any student who seeks retaliation against the aggressor will be subject to the Bullying Policy as the aggressor.

The School Counselor/teacher will conduct a classroom guidance lesson for each level to introduce and familiarize the students with the policy and expectations.

Staff: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Student Name: \_\_\_\_\_

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**Suspected Bullying Behavior Report**

Aggressor: \_\_\_\_\_

Target: \_\_\_\_\_

Reporter: \_\_\_\_\_  ANNONYMOUS

Date of Incident: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Brief description of incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent of Aggressor notified by: \_\_\_\_\_ Date: \_\_\_\_\_

Response: \_\_\_\_\_

Parent of Target notified by: \_\_\_\_\_ Date: \_\_\_\_\_

Response: \_\_\_\_\_

XX

Principal Review Date: \_\_\_\_\_ Founded  Unfounded

Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_