



SJS Kids-R-Kind Program

St. Joseph School's *SJS Kids-R-Kind* program is designed to equip its students with the social-emotional skills necessary to successfully deal with the inevitable conflict they encounter in school and in life. Parents, students, and school staff members are integral to the school's continual efforts to nurture a positive culture that empowers its members to resolve differences peacefully, intervene effectively to prevent escalation of conflict, and report unsafe behaviors, including bullying and harassment, to the appropriate adults. The Second Step curriculum incorporates communications and activities for home to support what students are learning at school. The Anti-Bullying and Harassment policy outlines procedures for reporting and what school personnel will do when they receive a report.

St. Joseph School Anti-Bullying and Harassment Policy

Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion. The Diocese of Oakland and St. Joseph School are committed to preventing and responding to bullying and harassment during the school and after-school programs, at school field trips, school or Diocesan sponsored events, and when students are traveling to and from school.

What is bullying?

Bullying is mean or hurtful behavior that keeps happening. It is unfair and one-sided.

Our school defines bullying by three primary characteristics:

- It is aggressive behavior that is repeated over time
- It occurs in a relationship where there is an imbalance of power
- It intends to cause harm or distress and/or has a serious harmful or distressing impact on the target.

Physical bullying occurs when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, impeding or blocking movement, taking a student's belongings or stealing their money.

Verbal bullying occurs when a student repeatedly uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.

Relational bullying occurs when a student repeatedly and intentionally excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading untrue rumors or gossip.

Cyber bullying is when a student repeatedly uses their cell-phone, text messages, e-mails, instant messaging, the Internet and social media to threaten, shame or isolate another student. This is defined in more detail in our Telecommunications Responsible Use Policy.

Bullying is different from conflict. Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not using bullying to get power over the other student, we are committed to helping our students talk it through.

What is harassment?

Bullying may at times amount to harassment. It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is sexual harassment to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. It is the policy of the Diocese to ensure that schools investigate and respond to complaints involving sexual harassment as provided in the school's Sexual Harassment Policy.

Harassment in any form is illegal. The Diocese of Oakland does not tolerate bullying or harassment, or any act of retaliation against a student that has reported bullying or harassment, nor does St. Joseph School.

Every member of our SJS community plays an important role in keeping our students safe!

The staff at St. Joseph School will strive to prevent bullying and harassment to ensure that our students feel safe at school, on school field trips, attending school or Diocesan sponsored events, while using electronic devices and when they are traveling to and from school.

To prevent bullying:

Our school takes a proactive approach to dealing with bullying by providing training and prevention education for our students and staff:

- Social skills, conflict resolution, and anti-bullying instruction are a regular part of the curriculum at our school.
- *The Second Step* program is used in Grades TK through 8 to teach social skills, including conflict resolution and bullying prevention.
- The *Second Step Bullying Prevention* unit is taught in grades K-5.
- All staff members are trained in Bullying Prevention and practice research-based methods for effectively recognizing and responding to bullying.
- In addition to the general all-staff training, teachers, counselors, and administrators are trained on how to coach, create safety and behavior plans, and continue to follow-up with students involved in bullying.
- Teachers are trained and given resources to help create a positive classroom climate to minimize the likelihood that bullying will occur.
- All staff members closely supervise students in all areas of the school and playground.
- All staff members take seriously and investigate all reported bullying incidents
- The teachers and administration of the school assign consequences for bullying based on the school's bullying policy and discipline code.
- The teachers and administration provide bullying resources and support to the parent community.
- The school administrators will provide immediate consequences for retaliation against students who report bullying.

The students at St. Joseph School will strive to prevent bullying and harassment to ensure that our students feel safe at school, on school field trips, attending school or Diocesan

sponsored events, while using electronic devices, and when they are traveling to and from school. They will:

- Treat each other respectfully
- Refuse to let themselves or others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult

Students knowingly making false accusations of bullying will be subject to disciplinary action.

The parents and guardians at St. Joseph School will strive to prevent bullying and harassment to ensure that our students feel safe at school, on school field trips, attending school or Diocesan sponsored events, while using electronic devices, and when they are traveling to and from school. They will:

- Understand what bullying is and what it is not
- Learn and recognize warning signs of bullying and get help for the child who is the target and/or the child who is doing the bullying
- Support the school's *Second Step* program at home by reading parent communications and implementing recommended practices at home
- Talk openly to their children about bullying
- Model appropriate conflict resolution behaviors
- **Report bullying to the school when it is witnessed or reported**

Volunteers and contracted workers who witness or suspect bullying behavior must immediately report the incidents to a school staff member.

Reporting

It is St. Joseph School's expectation that all bullying incidents will be reported to a school staff member in an expedient manner. Each report of bullying will be promptly investigated.

- **Students** who are the victims or witnesses of bullying or harassment are to report the incidents to an adult staff member as soon as it is safe to do so.
- **Parents and guardians** who witness or become aware of bullying or harassment are to report the incident(s) to a school staff member.
- **All volunteers and contracted specialists** must immediately report incidents of bullying or harassment when witnessed or reported.
- **Teachers and staff** members are required to take immediate steps to intervene upon witnessing or becoming aware of possible bullying or harassment behaviors.

Many times the situation can be rectified before it requires complicated interventions. All incidents are to be reported to school administrator in a timely and responsive manner.

How to Report

Immediate and direct reporting by the target and/ or witnesses of bullying behavior expedites the resolution process. To encourage prompt reporting of bullying concerns, St. Joseph School provides several reporting options.

- Immediate verbal report to adult staff member
- Email teacher or administrator

- Phone call to teacher or administrator
- [SJS Problem Report Form \(printable\)](https://bit.ly/SJSPRP) (bit.ly/SJSPRP)
 - Submit to office or in Counseling Box
- [SJS Problem Report Form \(on-line\)](https://bit.ly/SJSPROL) (bit.ly/SJSPROL)

Once a report of bullying is received, the school administrator will conduct an investigation within five school days.

If it is determined that bullying has occurred, our school administrator will:

- Take appropriate disciplinary action
- Notify the family of the bullied student
- Notify the family of the student who bullied
- Create a safety plan for the bullied student
- Create a behavior change plan for the student who bullied

If appropriate, the school may also:

- Make mental health referrals
- Provide counseling through the school's counseling program

Written records of all bullying incidents and their resolution will be maintained for a period of 5 years using the following forms:

- SJS Problem Report Form
- Our school's discipline-tracking form
- Student safety plan
- Student behavior change plan
- In addition, written records of communication between our school and the involved parties and their families may also be retained.

Consequences

There will be consequences and appropriate remedial action for those involved in bullying. The developmental maturity levels of the parties, the levels of harm, the reasons surrounding the incident, the nature of the bullying, the context in which the alleged incidents occurred, and the past history of the parties involved will be considered when posing consequences.

Our school will follow a hierarchy of developmentally appropriate consequences for verified incidents of bullying and harassment.

Hierarchy of Consequences

The following consequences are for **confirmed** incidents of bullying that have gone beyond what can be directly addressed immediately by the classroom teacher.

Type	1st Incident	2nd Incident	After 2nd Incident
Social or emotional bullying	Conduct Referral Conference/phone call with principal, guardian, and student Behavior Change Plan (Safety Plan for bullied student) Weekly check-ins Make amends	Conduct referral Conference/phone call with principal, guardian, and student. Review and modify Behavior Change Plan (Safety Plan for bullied student) Increased check-ins In-school counseling Make amends Project	Verified bullying and harassment behavior that occur more than twice in a given year, Additional or more severe consequences may be imposed by principal on a case-by-case basis by school administration, in cooperation with the pastor and the Oakland Diocese Department of Catholic Schools. Stop bullying.gov
Physical, severe nonphysical bullying (violent threat), harassment, property damage	Conduct referral Conference with principal, guardian, and student Behavior Change Plan (Safety Plan for bullied student) For property damage, repair, clean, and/or replace Weekly check-ins Make amends Project	Conduct referral Conference with principal, guardian, and student Review or modify Behavior Change Plan (Safety Plan for bullied student) For property damage, repair, clean, and/or replace Increase check-ins In-school suspension In-school counseling Make amends Project	See above
Cyber bullying (See SJS Telecommunications Acceptable Use policy)	Loss of technology privileges for a period of no less than 3 school days Conduct referral Conference with principal, guardian, and student Behavior Change Plan (Safety Plan for bullied student) Weekly check-ins Make amends	Loss of technology privileges for a period of no less than 7 school days Conduct referral Conference with principal, guardian, and student Review or modify Behavior Change Plan (Safety Plan for bullied student) Increase check-ins In-school suspension In-school counseling Make amends Project	Loss of technology privileges for a period of no less than 15 school days. The principal may impose additional or more severe consequences on a case-by-case basis in cooperation with the pastor and the Oakland Diocese Department of Catholic Schools.

Sexual Harassment Policy

St. Joseph School affirms the dignity of every man, woman, and child. We endeavor to treat all persons with dignity and respect. We are committed to provide a safe learning environment that is free from harassment in any form.

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (e.g., sexual jokes, stories, drawings, pictures or gestures, spreading sexual rumors, etc.) and through social media or any other electronic communication. Students and personnel at St. Joseph have the responsibility to avoid any act or actions, implied or explicit that may be interpreted as harassment. A single incident of sufficient severity may constitute sexual harassment. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered, together with the above definition of sexual harassment. Such determination shall be made from the perspective of a “reasonable person” of the same sex as the victim. Any person who violates this policy will be subject to disciplinary action, up to and including expulsion or termination.

A student is encouraged to directly inform the person engaged in such conduct that such conduct is offensive and must stop. He or she is to then report the incident to an adult staff member.

Verbal Complaint

A student may verbally report a complaint to a member of the school staff. The staff member shall process the complaint using the following steps:

- Speak to the students involved in the situation
- Deal with the situation, as appropriate
- Document the complaint
- Send written documentation to the office and parents.
- Provide feedback to the complainant

Written Complaint

A student may submit a written complaint to the principal or pastor. Except to the extent necessary or appropriate to carry out the purposes of this policy, any such information shall be kept confidential. This written complaint should include the following information:

- Complainant’s name
- Date of complaint
- Date(s) of the alleged harassment
- Name(s) of the alleged harasser(s)
- Where the harassment occurred
- A statement of the conduct allegedly constituting harassment
- Prior attempts, if any, to resolve the situation
- The student may also report the incidents using the [SJS Problem Report Form \(printable\)](https://bit.ly/SJSPRP) (bit.ly/SJSPRP) OR [SJS Problem Report Form \(on-line\)](https://bit.ly/SJSPROL) (bit.ly/SJSPROL)

Those involved in sexual harassment behaviors will be subject to disciplinary and appropriate remedial action. The developmental maturity levels of the parties, the levels of harm, the reasons surrounding the incident, and the context in which the alleged incidents occurred will be considered when determining consequences.