

Anti-Discrimination, Harassment, and Bullying Policy Saratoga Central Catholic School

In keeping with our Catholic mission to uphold the dignity of every child, Saratoga Central Catholic School (the “School”) strictly prohibits all forms of discrimination, harassment, and bullying, including cyberbullying, of any student by another student on school property or at a school function. This policy is adopted in accordance with the *Jack Reid Law: Protect All Students Act* and applies to all diocesan Catholic schools.

Definitions

- School Property: Any building, structure, athletic field, playground, parking lot, or land within the boundary of school grounds, as well as school buses.
- School Function: Any school-sponsored extracurricular event or activity.
- Harassment and Bullying: The creation of a hostile environment through conduct, threats, intimidation, or abuse (including verbal, non-verbal, and through electronic actions) that:
 - Has or would have substantially interfered with a student’s educational performance, opportunities, or benefits, or mental, emotional, or physical well-being;
 - Reasonably causes or would reasonably be expected to cause a student to fear for physical safety;
 - Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
 - Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.
- Cyberbullying: Harassment or bullying as defined above, that occurs through electronic communication.

Prohibition

No student shall be subjected to harassment, bullying, or cyberbullying by other students on school property or at any school function. Harassment, bullying, and cyberbullying, as defined by law and this Policy, are strictly prohibited.

Policy Adoption and Publication

This policy, prohibiting harassment and bullying, shall be adopted by the School and shall be published on the School website as well as shared annually, whether through reminders of its publication or dissemination of the policy itself, with employees, parents, and students at the commencement of each school year.

Reporting Requirements

- School Employees: Any school employee who witnesses or receives an oral or written

report of harassment, bullying, or cyberbullying must:

- Orally notify the principal/head of the School (or designee) promptly, no later than **one school day** after the incident is witnessed or reported, and
 - File a written report with the principal/head of the School (or designee) promptly, no later than **two school days** after the initial oral report.
- Students and Parents: Are strongly encouraged to report concerns of bullying and harassment to school leadership orally or in writing. Upon receipt of concerns, school leadership will direct the student(s) and/or parent(s) to the proper reporting form.

Investigation and Response

- Upon receipt of a complaint, the principal/head of the School or designee shall acknowledge receipt of such complaint to both the complainant and the accused and inform them that an investigation will be conducted.
- The principal/head of the School or designee must promptly investigate all reports from students, parents, and staff, no later than three (3) school days after receipt of a complaint.
- Written findings of the School's investigation will be communicated to the victim and the accused.
- As necessary, the School will take immediate steps and appropriate follow-up action to ensure that any harassing or bullying conduct has stopped and ensure the safety of the student(s). Both the accused and the complainant will be informed that retaliation against any individual who, in good faith, reports an incident or assists in an investigation is strictly prohibited.

Accountability and Remedies

Disciplinary and restorative measures will be applied as necessary and as appropriate, consistent with Catholic values of justice, mercy, and reconciliation and the Catholic mission.

Training

The School shall provide training on this Policy and the proper procedure and expectations for School staff when bullying or harassment is suspected, witnessed, and/or reported to them.