

Faith Community Academy
Report Form-Harassment, Bullying, or Intimidation

Complainant _____ Reporter _____

Contact Information _____

Date of alleged incident(s): _____

Name of the person(s) who you believe harassed or was violent toward you or another person:

If the alleged harassment or violence was toward another person, identify that person:

Describe the incident(s) as clearly as possible: _____

Where and what time of day did the incident occur? _____

List any witnesses who were present: _____

I certify that the information I have provided in this report is true, correct, and complete to the best of my knowledge and belief. I agree to keep this complaint confidential during the investigation. I have read the school's handbook and understand the procedures that the school will follow.

Complainant signature _____ Date _____

Complaint received by (Name) _____ Date _____

Faith Community Academy

Student Anti-Harassment, Bullying, or Intimidation Policy

Policy:

At Faith Community Academy we strive to provide an academic environment that is free from harassment and where all individuals treat each other with dignity and respect. We believe that 1John 2:9-11 calls us to hold the actions of administration, teachers, staff, parents, volunteers, and students accountable for their actions and so each will be subject to discipline if inappropriate conduct is found to be occurring.

Application of Anti-Harassment Policy:

The policy applies to school hours, any school-sponsored activity or while on school property. The school has the right to expect and does expect that students and employees will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards is subject to appropriate action by the school.

Definitions and Prohibited Acts:

- **Unwelcome and Offensive**-A student does not have to openly object to others' actions or words to prove that the actions or words were unwelcome. Acts or statements that may not offend some people may be highly offensive to others.
- **Verbal Harassment**-This could include derogatory or vulgar comments regarding a person's gender, race, physical anatomy or characteristics, dirty jokes, sexual innuendo, display of written or graphic materials, suggestive pictures, or statements that demean the opposite sex.
- **Physical and/or Sexual Harassment**-This could include touching a student in a sexually suggestive way or touching another so as to invade his or her personal privacy.
- **Electronic Harassment**-This could include unwanted pictures on social media, excessive or unwanted phone calls/texts/emails, or any other types of internet or electronic communication.
- **Bullying or Intimidation**-Any written, oral or physical act or gestures that a reasonable person under normal circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with school.

What to do if you experience or observe harassment, bullying, or intimidation?

If you feel that the matter is something that you can address on your own using the Matthew 18 principal, then you are free to attempt that on your own. If any student, employee, or parent feels that they have either observed or been subject to any harassment, bullying, or intimidation beyond what they are comfortable confronting on your own then use the report form to inform the school. The matter will be investigated in a discrete and appropriate manner.

Where to report harassment, bullying or intimidation:

Administrative Staff in the school office at 742-4189
Pastoral Staff in the church office at 575-0094

Confidentiality:

Every effort will be made to reasonably protect the privacy of the parties involved. However, the school reserves the right to fully investigate every complaint as well as notify the appropriate parties involved.

Protection against retaliation:

FCA will not allow discrimination or retaliation against any person who has filed a complaint. Any complaint found to be falsified will be reviewed and the school reserves the right to take appropriate action.

Procedure for investigation of complaint and taking corrective action:

The Principal will direct an investigation and take corrective actions if the allegation is confirmed. The identified individual will be informed of the corrective action taken. The severity of the disciplinary action will be at the discretion of the Principal.