

Student Harassment Guidelines

To promote an environment free of harassment, the Principal will take appropriate actions such as removing vulgar or offending graffiti, establishing school rules, and providing staff in-service or student instruction and counseling. Teachers will discuss this policy with their students in age-appropriate ways and will assure them that they need not endure any form of harassment. Mary of Lourdes School will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, confidential and thorough manner.

Any member of the Mary of Lourdes School community who believes that he / she has been subjected to harassment may report the incident(s) to the building principal, or Pastor of St. Mary's or Our Lady of Lourdes Parishes.

If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, Mary of Lourdes School will take steps within their power, to investigate and eliminate the problem.

Upon receipt of a complaint, the following procedure will be followed:

1. The building principal, or pastor of St. Mary's or Our Lady of Lourdes Parishes will confer with the complainant in order to obtain a clear understanding of the complaint.
2. The complainant alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The building principal, pastor of St. Mary's or Our Lady of Lourdes Parishes will then meet with the charged party in order to obtain a response to the complaint. The charged party shall be directed not to communicate with the complainant or any member of the complainant's family with regard to any of the charges, nor to associate with the complainant at any time without supervision until the complaint is resolved. If appropriate, the alleged harasser will be placed on paid administrative leave during the course of the investigation.
4. The building principal, pastor of St. Mary's or Our Lady of Lourdes parishes may meet with any other person reasonably believed to have relevant knowledge concerning the complaint, including other complainants of similar conduct.
5. At the request of the person interviewed, and with his / her consent, an adult of the same gender shall conduct the interview or shall be present during the interview.