



St. Francis Catholic High School's Discrimination Policy and Procedures

As a Catholic institution, we are called to condemn discrimination and to celebrate the life and dignity of each and every person. Discrimination, prejudice, or bias is the unequal treatment, actual or perceived, of an individual or group based on race, religion, gender, sexual orientation, or disability. When members of the school community are subjected to any form of discrimination it becomes the responsibility of the school community to address the issue and see that the harm is repaired and the individuals and community are healed.

Responsibility

St. Francis Catholic High School (SFHS) is dedicated to creating a safe school culture. It is the responsibility of the entire school community- students, teachers, staff, administrators, coaches, and parents- to address discrimination by promoting and building a safe and positive school environment.

SFHS faculty and staff must respond to all incidents of discrimination in a timely manner. If there is the possibility of physical harm, personnel must immediately communicate with a member of the Administration to ensure the safety of everyone.

If a member of the faculty or staff is a witness to or is made aware of discriminatory acts by a community member, they must fill out the SFHS Discrimination Report by the end of the day. Any incident occurring after normal school hours must have the report completed by the following school day. Personnel are also expected to appropriately support the person harmed, witnesses, and person who caused harm to the best of their ability.

Types of discriminatory acts that must be reported are outlined on page 51 of the student parent handbook. These incidents can occur on or off campus. SFHS administration is responsible for investigating and addressing each incident, while maintaining privacy to the degree possible.

Submitting Reports

SFHS Discrimination Reports can be obtained from the SFHS website, counseling, Wellness Center or the Dean of Students Office. The report should be filled out as completely and accurately as possible. A student may also report the incident to a teacher, counselor, or administrator who in turn must report on their behalf. Once complete, the reporter should submit the discrimination report to the Dean of Students.

SFHS Discrimination Report

Name of Reporter _____ Date of Report _____

Student(s) harmed _____

Student(s) who caused harm _____

Witness(es) _____

Location of Incident _____

Date/Time of Incident _____

Nature of Incident (Check All That Apply)	
Verbal Abuse	
Physical Violence	
Social Media/Technology	
Provocative Behavior	
Graffiti	
Possession/Distribution of Discriminatory Material	
Other:	

Description of Incident (Use back page if needed)

Additional Comment(s)