

North Lakes Academy

Policy #: 308

Policy Name: Anti-Bullying Policy

Adopted: June 28, 2010

Reviewed:

I. GENERAL STATEMENT OF POLICY

The School Board recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment. NLA endeavors to maintain a learning and working environment that is free of bullying. Toward that end, bullying is prohibited on school grounds, at school-sponsored events and activities, on school buses and other school-sponsored transportation and at school bus stops. NLA acknowledges that for this policy to be effective, school personnel must fulfill their responsibilities assigned by this policy.

II. DEFINITION OF BULLYING

“Bullying” means chronic, repeated and/or egregious behavior by an individual student, an individual student within a group of students, or group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social/relational, cyberbullying or via any other method of communication. Bullying occurs in many forms, including but not limited to, the following: written, verbal, or nonverbal threats, intimidating or threatening gestures, unwanted physical contact, violence, or assault, an intentional display of force that would give the victim reason to expect or fear physical contact or injury, jeering, taunting, or mocking, teasing, degrading, insulting, or derogatory comments, extortion, theft of money or possessions, vandalism of a student’s personal property, unauthorized exercise of control over a student’s personal property.

III. PREVENTATIVE MEASURES

A copy of this policy will be provided to staff, students and parents on an annual basis. Staff will discuss bullying with students and will provide age appropriate examples to assist students in identifying bullying and understanding why it is inappropriate. All students shall be informed that bullying will not be tolerated in any form. All students shall be encouraged to report any bullying regardless of whether they are the victim or an observer. When bullying has occurred and it has been dealt with in accordance with this policy, preventative measures shall include: administrator or designee checking in with the student

who has been bullied, and administrator or designee checking in with parents/guardians to see if the bullying has continued. Additional preventative measures may include encouraging students to become involved in activities such as friendship groups, peer support groups, new student orientation groups and extracurricular activities and clubs.

The School Board will review this policy at appropriate intervals to ensure that it is effective in its aims. As part of its review, the Board may require that a survey be conducted to determine the scope and extent of bullying in each school.

IV. REPORTING PROCEDURES

- A. **Victims/Targets.** All students who believe they have been the victim/target of bullying shall promptly report the bullying to a teacher, school administrator or other staff member.
- B. **Parents/Guardians.** All parents/guardians who become aware of any bullying are encouraged to report the bullying to a teacher, school administrator or other staff member. Any bullying that occurs on the school bus or at the school bus stop should be reported to the school administrator.
- C. **Student Witnesses.** All students who witness or become aware of bullying shall immediately report the bullying to a teacher, school administrator or other staff member.
- D. **School Personnel.** Any staff person who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying. In addition, any staff person who witnesses or receives a report of bullying shall make a report to the school administrator, or their designee and follow any other processes put in place by the school for reporting bullying incidents.
- E. **School Administrator.** An administrator who observes bullying or receives a report of bullying shall document the incident and ensure that the school process for investigating and following up on bullying incidents is implemented in a timely manner. An administrator is the contact person for any bullying that takes place on school buses or at school bus stops.

V. DISCIPLINARY AND OTHER ACTION

Consistent and appropriate disciplinary action will be taken for bullying behavior. The primary purpose of such action is to protect the victim and to deter bullying behavior in the future. The discipline imposed should match the offense. In regard to investigating reports of bullying, administrators or their designees shall discuss bullying with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one student is involved in perpetrating the bullying, the administrator shall talk to each of the offending students separately. If an investigation substantiates that bullying has occurred, the administrator or

their designee shall take appropriate action consistent with this policy, including placing a written record of the behavior in the offending student(s)'s discipline file. NLA recognizes that parents can play an important role in educating their children and preventing bullying. Accordingly, the parents of each offending student shall be informed of any bullying incidents involving their child. Parents of offending students may be encouraged to attend one or more conferences with an administrator or their designee to review the bullying behavior and cooperative strategies for correcting it.

The administrator or designee shall also inform the victim's parents as soon as reasonably possible of any and all bullying behavior involving their child. Parents of students who have been bullied may also be provided with bullying prevention resources to support their child and receive ongoing communications from the school regarding the bullying situation. The principal or designee will inform the parents of the victim when the investigation has been completed. Disciplinary action for bullying may include loss of privileges, removal from class, suspension, and expulsion or exclusion. If the building principal believes that the conduct rises to the level of a crime, disciplinary action will also include referral to law enforcement officials. The penalties and prohibitions in this policy are in addition to, and do not replace or supersede, any related provisions in NLA policy prohibiting conduct such as harassment, violence, assault, and hazing. Without disclosing personally identifiable data, NLA shall make summary information about violations of this policy available to the public, upon request, consistent with the Minnesota Government Data Practices Act.

VI. REPRISAL

NLA will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged bullying or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. A summary of this policy shall appear in the student handbook.
- C. NLA will develop and implement a method of discussing this policy annually with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal laws.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)