

# **KING'S PREPARATORY ACADEMY**

## **Anti- Bullying and Harassment Policy**

1. Prohibition Against Bullying and Harassment Bullying and harassment are prohibited at King's Preparatory Academy.

2. Definition of Bullying "Bullying" means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical harm. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender, gender identification or expression, religion or any other distinguishing characteristics that may be included by the state or local educational agency. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

3. Definition of Harassment Harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the state or local educational agency. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

4. Scope This policy covers conduct that takes place in the school, on school

property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school and District staff, students, parents and volunteers.

5. Notice This policy will be distributed annually and will also be included in any student codes of conduct, disciplinary policies, student handbooks and school websites.

6. Reporting Bullying and Harassment All allegations of bullying or harassment shall be reported to the principal or a designated staff member. Prior to notification of any parent or guardian regarding any incident of bullying, harassment or cyber-bullying, school authorities must consider the issue of notification as they would any other educationally-relevant decision, considering the health, well-being, and safety of any students involved in the incident. Whoever is designated to accept complaints will also be responsible for investigating the allegation in a timely manner and determining appropriate disciplinary action. The principal or designated staff member will be held accountable for doing everything possible, within reason, to resolve the situation.

7. Anonymous Reports Reports may be filed anonymously. However, disciplinary action cannot be taken solely based on an

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anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

8. False Reports Students who file false reports of bullying or harassment will be subject to disciplinary action.

9. Parental Reports Reports alleging bullying or harassment may be filed with the principal or the designated staff member by parents and school volunteers.

10. Responsibility of Students Any student who observes an act of bullying or harassment should report the bullying or harassment to the principal or the designated staff member.

11. Responsibility of Staff. All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

12. Retaliation Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated.

13. Investigation of Bullying and Harassment Once reported, any allegation of bullying or harassment will be promptly investigated by the principal or a designated staff member. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

14. Discipline and Remediation Disciplinary actions for bullying and harassment may

include, but are not limited to: warnings; counseling; loss of opportunity to participate in extracurricular activities, school social events or graduation exercises; loss of school bus transportation; community service; in-school suspension; short term suspension; or transfer to another school among others. The specific consequences should be consistent, reasonable, fair, age appropriate and match the severity of the incident as outlined in the student code of conduct. When possible, counseling will be provided for the target and/or the student perpetrating the bullying or harassment.

15. Training and Prevention Students and staff will be given instruction on how to prevent bullying and harassment. This will also include instruction on the process for filing complaints and the process/ consequences that will result from the complaint.

Designed in cooperation with the GLSEN Model School Policy.