**Anti-Bullying Policy**

**l.PURPOSE**

LIFE Prep strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at

school-sponsored activities. Bullying is conduct that interferes with a student’s ability to learn and a teacher’s ability to educate. This policy protects students against bullying and retaliation by other students. This policy also protects any student who voluntarily participates in any district function or activity from prohibited conduct, whether the student is enrolled in the district or not. This policy can be found in the school’s student handbook, within the school and district administrative offices, and electronically on the school web page. The policy is also provided to all school employees, independent contractors, and volunteers who interact with students.

ll.Policy

**Campus Behavior Policy** LIFE Prep School values respect, teamwork, community, appreciation, trust, diversity, communication, responsibility, and motivation in all members of the community. In keeping with these values, LIFE Prep School has worked to establish a safe, respectful and creative learning environment by establishing the standards of behavior outlined throughout the Student Handbook and listed in the Campus Behavior Policy. Behavior expectations are based on the belief that to function successfully within the LIFE Prep School community, students must show respect for themselves, for others, for property and for school values. By being informed of what behavior is acceptable and unacceptable, students are expected to make appropriate decisions about their actions.

**Offenses and Consequences** Administration reserves the right to assign consequences to students that engage in conduct which disrupts the rights of others or which endangers the student and/or other students on campus. The lists of offenses and consequences outlined throughout the Student Handbook and chart below are not intended to be all-inclusive. Administration reserves the right to assign consequences, which seem warranted under the circumstances and add or alter violations and/or their consequences throughout the school year. Students would be notified of additions or alterations to policies that may not be outlined in this Student Handbook.

The standards of behavior and consequences for violation of rules outlined in this policy govern student behavior wherever and whenever the school has a duty to care for the student; this includes, but is not limited to, when the student is on campus, on a field trip, at an off-campus performance, at bus transportation pick up locations, or during van transportation to school. In cases where violation of rules or behavior off campus results in substantial disruption to the school, appropriate disciplinary action in school will be taken as appropriate, depending on the nature and degree of the offense and the number of prior offenses, any one or combination of consequences may be assigned by Administration.

Possible Consequences

1. Verbal and/or written notice to student and/or student and parent/guardian.

2. Administrative conference involving the student and any other person deemed appropriate by the Director or designee. Parents/guardians may be required to attend. 3. Referral to support staff.

4. Restitution: a plan agreed upon by the Administrator or designee and the student to compensate for the misbehavior.

5. Mediation: an agreement facilitated by an adult and/or peer mediator in lieu of other discipline.

6. Fine/bill to student and parent/guardian.

7. Confiscation of any unauthorized item, object or substance is automatic in any situation.

8. Referral to police.

9. Removal from class for 1 to 5 days (see School Due Process). 1

0. Behavior contract: a contract is created outlining specific expectations of the student’s behavior and consequences for failure to meet those expectations.

 11. Barred from participation in school activities and ceremonies.

12. Community service: clean up assistance on campus or in neighborhood.

13. Sent home: a student is removed from school for less than one school day.

14. School suspension: (see School Due Process).

**Bullying, Discrimination & Offensive Behavior** All LIFE Prep School students have the right to feel safe from ridicule, discrimination, violence, and offensive or degrading remarks or behavior of any kind. LIFE Prep School will not tolerate any offensive behavior related to student group affiliation, including but not limited to: race, color, creed, religion, national origin, gender, status with regard to public assistance, disability or age.

LIFE Prep School will provide a healthy, safe and nurturing environment where students can learn and enjoy coming to school every day. The entire community will practice caring, supportive and mutually respectful communication and behavior. LIFE Prep School will respond to all allegations quickly and appropriately. Discrimination and offensive behavior/bullying may include

any words or actions that make others feel uncomfortable, degraded, fearful or discriminated against. Some examples include: name calling, unwelcome touch of person or clothing, posting or circulation of written material, sexual jokes.

LIFE Prep School takes every instance of bullying seriously and works to protect and empower the student being bullied as well as educate students who engage in bullying behavior.

**Definitions**

**Discrimination:** Unwelcome behavior of any form when based on race, color, creed, religion, national origin, gender, marital status, financial or public assistance status, disability, sexual orientation or age. This behavior has the purpose or effect of substantially or unreasonably interfering with an individual’s performance, adversely affecting an individual’s work or educational opportunities, or creating an intimidating, hostile or offensive working or educational environment.

**Offensive Behavior:** Behavior of any form that offends, insults, humiliates or embarrasses that is intentionally directed at an individual to create conflict.

**Defensive Behavior** When an individual perceives threat or anticipates threat from an individual or within the group. The person behaves defensively, even though he or she also gives some attention to the common issue and, devotes an appreciable portion of energy to defending himself or herself or **trying to get back** at the original person. . **Conflict** A form of friction, or discord arising between individuals or within a group when the beliefs or actions of an individual or one or more members of the group are either resisted by or unacceptable to one or more members of another group, triggering offensive and defensive behavior.

**Harassment:** Patterns of offensive behaviors that continue even after the recipient of the behaviors have indicated they want the behaviors to stop

**Bullying** Intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

(1) there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or

(2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

**Cyberbullying**

Bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.

**Sexual Harassment:** Such behavior is one form of illegal discrimination and offensive behavior. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

**Violence:** Some acts of violence can be considered discrimination and offensive behavior. Such acts would be physical aggression, assault, force or threat thereof upon another because of, or in a manner reasonably related to, race, color, creed, religion, national origin, gender, marital status, financial or public assistance status, disability, sexual orientation or age.

**Sexual Misconduct** Involves the touching of another’s intimate parts, or forcing a person to touch another’s intimate parts. Intimate parts, as defined by Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. State law mandates the reporting of physical abuse, sexual abuse (including sexual violence) and neglect against minors by persons responsible for a child’s care, pursuant to Minnesota Statutes 626.556.

**In addition to the reporting procedures outlined in this policy, individuals may directly report discrimination and offensive behavior to the Minnesota Department of Human Rights, 190 East 5th Street, St. Paul, MN 55101 (telephone: 651-296-5663; TTY at 651- 296-1283).**

**Stopping the Behavior**

Incidents of offensive behavior are often best resolved at the lowest and most direct level. Accordingly, a student may choose to deal personally with the individual she/he believes committed the offensive behavior and try to resolve the situation using clear communication. In these instances, the student is encouraged to document his/her efforts to resolve the situation incase the problem continues.

The student is also encouraged to report the behavior, with the help of any LIFE Prep School adult if necessary, to LIFE Prep School Administration.

Once notified a behavior is offensive, the offender must refrain from repeating the same or similar behavior. While a student may choose to resolve a situation without assistance from others, this is not necessary. At any time, the student may report the discrimination or offensive behavior directly to LIFE Prep School Administration. The individual may ask any trusted LIFE Prep School adult for help making the report. Students are encouraged to report the behavior as soon as possible after the behavior occurs. In all cases, LIFE Prep School Administration will follow the Investigation Procedures outlined below.

**Procedures for reporting offenses:** 1. To end the discrimination or offensive behavior, a student can confront the situation with or without assistance, depending on the severity of the offense and the comfort level of the student in confronting the situation. The student may also make a report to the teacher or Administrator.. Any trusted school adult can assist in making such a report.

2. If any words or actions make an individual feel uncomfortable, degraded, fearful or discriminated against, the individual should tell a teacher or other school adult or Administrator .

3. The privacy of all involved will be respected as much as possible.

4. LIFE Prep School will investigate all reports of discrimination or offensive behavior and take action to resolve the situation. In addition to educational efforts, disciplinary measures may be appropriate. Depending on the nature and degree of the violation and the number of prior violations, any one or combination of consequences will be assigned. The decision on Consequences (stated in an above section) is at the discretion LIFE Prep School Administrator.

5. The LIFE Prep School Administrator will take action if anyone tries to retaliate against another for reporting discrimination or offensive behavior or for participating in any way in the investigation of a report.

**Mandatory Reporting:** Knowledge of discrimination or offensive behavior by an employee, contractor or volunteer toward a student must be reported to the LIFE Prep School Administrator for review and action. Such behavior may constitute a criminal violation. Incidents involving sexual or physical abuse must be reported directly by the employee to the local police department pursuant to M.S. 626.556, subd. 3. However, after reporting the incident to one of the authorities listed above, the School Director or designee must also be notified of the violation.

**Investigation Procedures** All incidents will be reported and investigated following these procedures.

**Reporting and Tracking Conflict: Level 1:** (Disputes,mean comments, disagreements, arguing, minor name calling) When a minor dispute is identified, administrators or teachers or staff will met with involved students to help resolve the dispute and make a plan to move forward. Dispute is documented.

**Level 2:** (Conflict offends, insults, humiliates or embarrasses that is intentionally directed at an individual to create conflict triggering offensive and defensive behavior.) When a conflict is identified, Administrator will conference with and each involved student. This may include interviews with, or statements from ,all involved parties, including witnesses. A plan to proceed forward will be formed which may include consequences.

Incident is recorded on Conflict Tracking. Follow up is set up. Parents are notified.

**Level 2 Repeat Offense** If a Level 2 offense is repeated, each step will be completed again as will an investigation to determine if Harassment or Bullying is present. The Investigation will follow the attached Investigation Report Form.

Notification of Bullying When any staff member receives a report of bullying, they will immediately take the report to Administration.

Retaliation This policy prohibits retaliation against any person who has reported discrimination, offensive behavior, disputes, conflicts, harassment and bullying or participated in any way in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, imposition of unwarranted discipline, reprisal or harassment. Any LIFE Prep School adult or student who feels he/she has been the target of retaliation should contact a trusted school adult or the administrator.

The procedures for notifying students and parents/guardians of violations of the rules of conduct and of resulting disciplinary action are the responsibility of the LIFE Prep School administration and staff.