

Prohibition of Discrimination, Harassment, Intimidation, and Bullying

Subject: Prohibition of Discrimination, Harassment, Intimidation, and Bullying

Date of Origination: 4/17/2013

Last Revision Date: 6/25/2019

Scope:

All stakeholders of the Organization.

This policy shall apply to any and all activities conducted by an Element School such as, but not limited to, learning center classes, field trips, clubs, and social events. The Executive Director, or designee, shall ensure compliance with this policy.

Policy:

1. Bullying (including cyber-bullying), harassment, discrimination and intimidation in any form are prohibited at school-related activities or outside of school hours with the intention to be carried out during any school-related activity.
2. Such acts include those that are reasonably considered as being motivated either by an actual or perceived attribute that includes but is not limited to disability, gender, gender identity, gender expression, nationality, race, ethnicity, religion, immigration status, and/or sexual orientation.
3. The Organization further prohibits the inciting, aiding, coercing, or directing of others to commit acts of bullying or cyber-bullying, discrimination, harassment, or intimidation.
4. Any form of retaliation in response to a report of such acts is prohibited and the identity of the complainant will remain confidential, as appropriate.
5. Staff shall receive annual training on the definition and forms of discrimination, harassment, intimidation, and bullying as well as appropriate actions for prevention and response.
 - a. An online training module can be found on the Organization's internal website to assist all staff, parents, and students in their knowledge of the dynamics of bullying and cyberbullying. The online training module includes identifying acts and implementing strategies to address bullying and cyberbullying.
 - b. The Organization will annually update its list of available online training modules related to bullying and bullying prevention.
 - c. Staff shall receive annual training on bullying and cyberbullying via the online training module.
 - d. Staff shall receive information on existing Organization and community resources related to the support of lesbian, gay, bisexual, transgender and questioning (LGBTQ) pupils, or related to the support of pupils who may face bias or bullying on the basis of religious affiliation, or perceived religious affiliation. Resources may include peer support or affinity clubs/organizations, safe spaces for LGBTQ or other at-risk pupils,

counseling services, designated trained staff to support pupils, online training, and physical and mental health providers.

6. This policy shall be posted and/or made available for review.
7. This policy and the complaint procedure shall be published in the Parent Handbook.

Complaint Procedure/Action:

1. Any staff member who witnesses and/or overhears such actions, or to whom such actions have been reported, must take prompt and appropriate action to stop the behavior and to prevent its recurrence as outlined.
2. Students who witness and/or overhear such actions must report the behaviors to a staff member. Parents/guardians and district visitors are encouraged to report the behaviors to a staff member.
3. In the event an action is not resolved to the satisfaction of the complainant by the immediate staff member, a written complaint must be provided to the School Director within twenty-four (24) hours of occurrence. The School Director shall promptly investigate alleged violations of this policy and respond in writing within seventy-two (72) hours of the complaint.
4. Should the complainant disagree with the School Director's resolution of the complaint, an appeal can be made to the Executive Director. All written complaints and resolutions shall be kept on file in the Director of Human Resource's office for four years.

Resources:

For Parents:

<http://resiliencecounselingcenter.com/pdf/bullying%20what%20works%20and%20doesn%20work.pdf>

<https://www.greatschools.org/gk/articles/faq-about-cyberbullying/>

<https://www.common sense media.org/cyberbullying>

<https://www.common sense media.org/privacy-and-internet-safety/how-do-i-protect-my-kids-privacy-online>

For Students:

<https://www.niot.org/blog/new-anti-bullying-video-elementary-students>

<https://www.stopbullying.gov/kids/what-you-can-do/index.html#cyberbullying>