

All students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.
3. Conduct that disrupts the orderly classroom or school environment.
4. Willful defiance of staff's authority.
5. Damage to or theft of property belonging to students, staff, or the district. The district shall not be responsible for students' personal belongings that are brought on campus or to a school activity and are lost, stolen, or damaged.
6. Obscene acts or use of profane, vulgar, or abusive language.
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs.
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose.
9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time. Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee. Any device with camera, video, or voice recording function shall not be used in any manner that infringes on the privacy rights of any other person.
10. Plagiarism or dishonesty on schoolwork or tests.
11. Inappropriate attire.
12. Tardiness or unexcused absence from school.
13. Failure to remain on school premises in accordance with school rules.

Students who violate school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student intervention team or counseling services, or denial of participation in extracurricular activities. Students also may be subject to discipline, in accordance with law, for any off-campus conduct during nonschool hours that poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

BULLYING/HARRASSMENT

The School recognizes the harmful effects of bullying/harassment on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Intervention

Students are encouraged to notify school staff when they are being bullied/harassed or suspect that another student is being victimized. Students may report threats or incidents confidentially and anonymously to school staff. School staff who witness bullying/harassment shall immediately intervene to stop the incident when it is safe to do so.

As appropriate, parents/guardians of victims and perpetrators will be notified. As appropriate, school counselors, mental health counselors, and/or law enforcement may be involved.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying/harassment.

When a student is reported to be engaging in bullying/harassment off campus, it shall be investigated, and the activity documented identifying specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, a complaint may be filed with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying/harassment on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Confidentiality and Record-Keeping

All complaints and allegations of bullying/harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. A record of all reported cases of bullying/harassment will be made to enable the School to monitor, address, and prevent repetitive bullying/harassing behavior in the schools.

Complaint Process/Grievance Procedure

Complaints of bullying/harassment shall be handled in accordance with the following procedure:

1. **Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to bullying/harassment or who has witnessed a bullying/harassment incident may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the Principal. In addition, any school employee who observes any incident of

bullying/harassment involving a student shall, within 24 hours, report this observation to the Principal, whether or not the victim files a complaint.

2. **Initiation of Investigation:** The Principal shall initiate an impartial investigation of an allegation of bullying/harassment within five school days of receiving notice of the bullying behavior, regardless of whether a formal complaint has been filed. The School shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

If the Principal receives an anonymous complaint about alleged bullying/harassment, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

3. **Initial Interview with Student:** When a student or parent/guardian has complained or provided information about bullying, the Principal shall describe the school's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the school's ability to investigate.
4. **Investigation Process:** The Principal shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action.

The Principal shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of bullying/harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Principal may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and district legal counsel or the district's risk manager.

5. **Interim Measures:** The Principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.
6. **Factors in Reaching a Determination:** In reaching a decision about the complaint, the Principal may take into account:
 - a. Statements made by the persons identified above
 - b. The details and consistency of each person's account
 - c. Evidence of how the complaining student reacted to the incident

- d. Evidence of any past instances of harassment by the alleged harasser
- e. Evidence of any past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Principal may take into consideration:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
- d. The number of persons engaged in the harassing conduct and at whom the harassment was directed
- e. The location of the incidents and context in which they occurred
- f. Other incidents at the school involving different students

7. **Written Report on Findings and Follow-Up:** No more than 30 days after receiving the complaint, the Principal shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Principal shall notify the student who complained and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or designee.

In addition, the Principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Principal shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.