

## **School Safety and Anti-Bullying Policy**

### **School Safety & Student Discipline**

It is the policy of the Board to maintain a safe environment for learning, teaching, and working. The Academy shall maintain a weapon free school zone as defined by state law and the Academy principal shall refer any student who knowingly brings a dangerous weapon as defined by state law to school to the criminal or juvenile justice system as required by law.

The Academy's educational service provider shall adopt administrative practices and procedures for the Academy that are consistent with the mission of the Academy and applicable state and federal laws regarding physical and verbal assaults, arson, physical violence, sexual conduct or contact, written and verbal threats, bomb threats, weapons, illegal alcohol and/or drug possession, and other student and classroom behavior.

The Academy's educational service provider shall forward reports of each of the following to the Board:

1. physical assault at school by a student in grade six or above against another student;
2. physical assault at school by a student in grade six or above against an employee, volunteer, or contractor; and
3. verbal assault at school by a student in grade six or above against an employee, volunteer, or contractor

All verified incidents of bullying and the resulting consequences, including discipline and referrals, shall be compiled in an annual report to the Board.

### **Harassment and Violence Prevention**

It is the policy of the Board to provide students, staff, and volunteers with a school environment that is free from harassment and violence in any form. The Academy's educational service provider shall implement procedures in accordance with federal and state law that prevent and address sexual or disability harassment, bullying and other violence on school property, including reporting and grievance procedures and the identity of a Title IX coordinator.

It is the policy of the Board not to tolerate violence or crime at the school. The Academy will promote the long-term prevention of violence by preparing students to manage their lives and relationships in non-violent ways. It is the Academy's policy to encourage the whole community (including students, parents or guardians, staff, and the local community) to support violence-prevention initiatives and to play an active role in promoting violence prevention.

### **Prohibition against bullying, harassment, retaliation and false accusation**

The Academy prohibits all acts of harassment, bullying and intimidation (including cyber-bullying) of a pupil at school. Bullying is equally prohibited without regard to its subject matter or motivating animus. The Academy also prohibits retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. All pupils are protected under this policy.

This policy includes, but is not limited to any bullying on the basis of: Race, Color, Religion,

National Origin, Sex, Familial Status, Mental or Physical Disability, Age, Source of Income, Marital Status, Gender Identity, Sex Identity, Sexual Orientation, or association with/advocacy for sexual orientation.

### Definitions

**"Bullying"** means any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

1. substantially interfering with educational opportunities, benefits, or programs of one or more pupils; or
2. adversely affecting the ability of a pupil to participate in or benefit from the Academy's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress; or
3. having an actual and substantial detrimental effect on a pupil's physical or mental health; or
4. causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

**"At school"** means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the Academy. The Board's Technology Use and Internet Safety Policy and the School's Parent and Student Handbook contain additional provisions regarding proper use of technology and prevention of cyber bullying.

### Authority

The Board delegates to the school administrator, and/or the Academy's educational service provider, the following responsibilities:

1. Ensuring that this policy is implemented;
2. Dissemination of this policy;
3. Conducting a prompt investigation of a report of violation of this policy or a related complaint, or alternatively, designating another Academy employee to conduct the investigation;
4. Documenting all reported prohibited incidents and annually reporting all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the Board;
5. Developing a bullying prevention initiative involving Academy staff, pupils, parents and other stakeholders as the administrator deems appropriate;
6. Developing and providing training for administrators, Academy staff, and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying;
7. Developing an educational program for pupils and parents on preventing, identifying, responding to, and reporting incidents of bullying;

8. Developing practices and procedures that ensure both the appropriate consequences and remedial responses to a verified incident of prohibited conduct under this policy. Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

### Reporting

The school administrator or his/her designee is responsible for receiving complaints alleging violations of this policy. All Academy staff is required to report alleged violations of this policy to the school administrator or his/her designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

### Investigation

The school administrator or his/her designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the school administrator or his/her designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be complete within three school days after a report or complaint is made. The investigator shall complete an investigation report, which shall serve to document all reported prohibited incidents.

### Notification

Within 2 days of receiving a report of a prohibited act of bullying, the school administrator or his/her designee shall notify the parent/legal guardian of the victim of the act and the parent/legal guardian of the perpetrator of the act. Upon completion of the investigation report, the school administrator or his/her designee shall notify the parent/legal guardian of both the victim and perpetrator of the result of the investigation.

### Documentation/Reports

All reports of prohibited incidents shall be documented through an investigation report. All verified incidents of bullying and the resulting consequences, including discipline and referrals, shall be compiled in an annual report to the Board.

### Dissemination of Policy

This policy shall be disseminated to all staff, students, and parents/guardians via the Academy's website and parent and student handbook.

### **Positive Behavior Support**

It is the policy of the Board to promote school-wide positive behavior. The Board delegates to its educational service provider the responsibility to develop and implement a system of school-wide positive behavior support strategies, including guidelines for the emergency use of seclusion and restraint of students.

### **Search and Seizure**

The Academy reserves the right to search all containers, including but not limited to lockers, back-packs, desks, book bags, and lunch bags, and to seize any illegal or unauthorized items

found in violation of administrative guidelines or applicable federal and state and local laws. The privacy rights of the student shall be respected regarding any items that are not illegal or against administrative guidelines.

### **Code of Student Conduct**

The Academy's educational service provider shall develop and implement a Student Code of Conduct consistent with the mission of the Academy and in compliance with federal and state law regarding student discipline. The discipline practices of the Academy will promote a safe and orderly school environment, protect learning opportunities for all students, and support positive student behavior.

### **Prohibition against Corporal Punishment**

The Board prohibits the use of corporal punishment as defined by applicable law by school employees, volunteers or contractors acting in the classroom, elsewhere on school premises, on a school bus, or other related school vehicle or at a school sponsored activity or event whether or not on school premises, subject to reasonable physical force as defined by statute, utilized as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning for all students.

### **Unsafe School Choice Option**

It is the policy of the Board to inform parents of students who are impacted by the state Unsafe School Choice legislation of their rights under state and federal law regarding school choice.

### **Fire and Emergency Safety**

It is the policy of the Board to maintain a fire and emergency safety operations plan that complies with state and federal law. The Board directs its educational service provider to develop and implement a plan that addresses:

1. Fire safety inspections;
2. Equipment testing;
3. Use of fire alarms, extinguishers, and detection and suppression systems;
4. Designation of safe areas inside and outside the building for all classrooms;
5. Fire evacuation plan for all students, staff, and other present in the Board;
6. Emergency exit drills involving full evacuation of the Academy;
7. Local fire department notification of all Academy emergency drills; and
8. Fire incident reporting to local authorities as required by law.

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### References:

File Prevention Code, MCL 29.19(5)

The Revised School Code, MCL 380.1300a-1313

Emergency Management Act of 1976, MCL 30.409

Gun-Free Schools Act of 1994 (18 USC 921 et. seq.)

Title IX, Section 9532 of the No Child Left Behind Act of 2001 (20 USC 6301 et. seq.)

Title IV, Safe and Drug-Free Schools and Communities Act authorized under the Elementary and Secondary Education Act of 1965 (ESEA) (20 USC 7111 et. seq.)  
Michigan State Board of Education Policies on Safe Schools  
Michigan State Board of Education Standards for the Emergency Use of Seclusion and Restraint  
Michigan State Board of Education Positive Behavior Support Policy  
Student Code of Conduct and Safe Schools Discipline Practices & Procedures (*See School's Parent and Student Handbook*)  
Search and Seizure Practices & Procedures (*See School's Parent and Student Handbook*)  
National Heritage Academies Employee Handbook (*not attached*)

Effective Date: June 4, 2012