



Bullying Prevention Policy

I. Purpose of Policy/Expectation of Behavior/Prohibition

Enlace Academy expects all students and employees to treat each other with civility and respect and provides programs to promote these values. Disruptive or violent behavior interferes with a student's ability to learn and a school's ability to educate its students in a safe environment. Enlace Academy prohibits acts of harassment, intimidation or bullying against any student. Enlace Academy recognizes its duty to ensure a safe school climate and has adopted policies and programs governing acceptable student conduct. Furthermore, Enlace Academy complies with all mandated prevention, intervention and response laws as created by the state of Indiana.

The administration of Enlace Academy shall annually disseminate this policy to all parents who have children enrolled in the school. The administration shall post a link to the policy that is prominently displayed on the home page of the school's website. Administration shall ensure that notice of the policy appears in the student handbooks and all other publications of the school that set forth the comprehensive rules, procedures and standards for Enlace Academy.

II. Definitions of Bullying

- A. According to Indiana Code 20-33-8-0.2 – "Bullying" is defined as:
- Overt (intentional) unwanted, repeated acts or gestures including:
 - Verbal or Written communication, or images transmitted in any manner (including digitally or electronically)
 - Physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student or group of students with the intent to
 - i. Harass, ridicule, humiliate, intimidate, or harm the targeted student(s) and
 - ii. Create for the targeted student(s) an objectively hostile school environment a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

III. Bullying Prevention program components

In accordance with state regulation, Enlace Academy will deliver to all students, staff, parents and volunteers age appropriate research-based prevention curriculum, prior to October 15 of each school year. *(IC 5-2-10.1-12, as amended by P.L.132-2007, Section 3 (d)(1))*



A. Students

All students will receive age appropriate bullying awareness and prevention curriculum specifically designed for the prevention of bullying behaviors. Topics to be covered in this curriculum include the definition of bullying, recognizing and responding to bullying behaviors and prosocial character skills development.

Students will receive the curriculum a minimum of once per school year with assessment of knowledge demonstrated at an age appropriate level. This can include verbal or written assessment. Prosocial behavioral component is delivered weekly via character development lessons, and monthly via classroom guidance lessons with school social worker or counselor.

B. Staff/Contractors

All certified and classified employees and contractors will receive access to bullying awareness and prevention curriculum presented in verbal and/or written formats. Staff members will be tested on knowledge of policy, recognition and interventions and expected to show mastery in written format.

All staff will receive additional optional opportunities for advanced skills in prevention and intervention strategies, focusing on enhancing the safety and security of all students.

C. Volunteers

Prior to any volunteer service with direct student contact, every volunteer will receive access to bullying awareness and prevention curriculum presented in verbal and/or written formats which can be provided through various sources which may include the school website, extra curricular events and social media channels.

The components of this curriculum will include, at a minimum, recognition and interventions to be expected by staff, reporting protocols and overview of school policy.

D. Parents

Parents will receive access to bullying awareness and prevention curriculum, similar to volunteer training, presented in verbal and/or written formats. This training can be provided through various sources which may include the school website, parent events and social media channels.

The components of this curriculum will include, at a minimum, recognition of bullying and interventions to be expected by staff, reporting protocols and overview of school policy.

IV. **Bullying incident reporting procedures**

All school employees, Board members, contracted service providers, students, visitors or volunteers who have witnessed, or have reliable information that a student has been subject to bullying, in any of the four categories as outlined by the Indiana Department of Education; verbal bullying, physical bullying, social/relational bullying and electronic or written



communication bullying have a duty and must report the incident as outlined below. (IC 5-2-10.1-12, as amended by P.L.132-2007, Section 3 (e), IC 20-20-8-8 and IC 20-34-6-1.)

- A. The following procedures shall apply to the reporting of incidents of harassment, intimidation or bullying:
 - a. All acts of harassment, intimidation, or bullying shall be reported *verbally, or electronically*, to the School Counselor *on the same day* when the school employee or contracted service provider witnessed or received reliable information regarding any such incident. If completed verbally, documentation of incident must be submitted in electronic or paper form within 24 hours. Incident reporting forms are available electronically.
 - b. The School Counselor and/or designee shall initiate the investigation which will conclude within 48 hours of initial report in accordance with state regulation. This can include, informing the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services. All applicable laws regarding student confidentiality must be protected.
 - c. A student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the school counselor. These reports can be made electronically, verbally or in written format. While volunteers are requested to supply their contact information, anonymous reporting is an option for them as well as students.
 - d. If a student, visitor or volunteer has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying he/she may choose to report the incident anonymously. Enlace students/staff may fill out a Bully Report form anonymously and place it in the School Counselor mailbox.
- B. A school administrator who receives a report of harassment, intimidation, or bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.
- C. Targets and parents are encouraged to report acts of harassment, intimidation or bullying to building administrators. Reports of harassment, intimidation or bullying may be made in any form, including but not limited to, oral reports, written reports or electronic reports. The Board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report.



V. Investigating Reported Incidents Committed by a Student

A. Investigation

Enlace Academy requires that all violations and complaints of harassment, intimidation or bullying be investigated promptly and in accordance with law and the following procedures:

B. All investigations shall be thorough, complete, documented in writing and shall include, but not be limited to:

- a. taking of statements from target, witnesses and accused;
- b. careful examination of facts;
- c. support for the target (the target and aggressor of an alleged incident of harassment, intimidation or bullying should be seen by a school social worker or counselor initially to discuss the incident) additional counseling sessions may be given as needed; and
- d. A determination if the alleged act constitutes a violation of this policy.

C. The investigation shall be initiated by Enlace Academy administrative staff within one school day of the report of the incident. Administrators may designate additional, properly trained staff to assist with investigation of incidents.

- Any investigation that results in a confirmed case of bullying will be require written report of findings to be submitted to aggressor's disciplinary file, with copy sent to parent/guardian, parent/guardian of target and provided to Indiana Department of Education for tracking in compliance with (IC 5-2-10.1-12, as amended by P.L.132-2007, Section 3 (d)(2)
- Any investigation that results in a finding of a falsified report will result in disciplinary actions as follows:
 - Administration of Enlace Academy will acknowledge and respond to instances of false reporting of alleged bullying incidents.
 - Administration will respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013.
 - For students these actions can range from positive behavioral interventions up to and including suspension or expulsion.
 - For employees and contracted providers, consequences and appropriate remedial action could entail discipline in accordance with corporation policies, procedures and agreements.
 - For volunteers, consequences and appropriate remedial action will be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.



VI. Investigating Reported Incidents of Harassment, Intimidation or Bullying Committed By a Staff Member or Other Adult

- A. The investigation, reporting of results and appeal process for reported incidents of harassment, intimidation or bullying by a staff member or other adult shall be governed by all applicable laws, policies and negotiated contracts.
- B. As with incidents of harassment, intimidation and bullying committed by a student, a parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the “Law Against Discrimination.”

VII. Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying By Students, Classified Students and Staff

A. Students

Consequences and appropriate remedial actions for a student who commits an act of bullying may include and range from positive behavioral interventions, restitution, restoration, corrective instruction or other relevant learning or service experience, student counseling and parent conferences up to and including short and long-term suspension or expulsion, as permitted by law. Both the consequences and remedial measures shall be designed to address and rectify the problem behavior; prevent another occurrence of the problem; and protect and provide support for the target of the act.

B. Consequences

Consequences for a student found bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance.

- 1st offense – Detention
- 2nd offense – Detention and Saturday School
- 3rd offense – In school or out of school suspension shall be given depending on level of severity. At this level the student shall be removed from the school for a short time per the following steps:
 - a suspension of one to three (1-3) days requires a parent conference to return to school;
 - a suspension of three to five (3-5) days requires a referral to Behavioral Specialist and parent conference with principal;

Note – For Levels 1, 2 and 3 excessive cumulative suspensions at any level in a single year may result in:

- referral to guidance counselor, RTI, Behavioral Specialist
- change in academic placement;
- additional behavioral intervention;
- Movement to Level 4.



- Level 4 – Mandatory suspension of (5-10) days shall be given and a mandatory assessment to determine future placement will be conducted. The student's records will be reviewed by the building administration to determine if the discipline infraction requires program modification up to and including out of building placement.

C. Remedial Measures

Remedial measures for a student who commits an act of harassment, intimidation or bullying shall be tailored to the nature of the behavior, sensitive to the developmental age of the student, and cognizant of the student's history of problem behaviors and performance.

The following remedial measures may be considered for the aggressor:

- counseling;
- restitution and restoration;
- mediation;
- behavioral assessment or evaluation, including, but not limited to, classroom observation and home study;
- And/or the development of a behavioral management plan.

D. Classified Students

Classified Students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their Individual Educational Program (IEP).

However, before disciplining a classified student, it must be determined that:

- The student's behavior is not primarily caused by his/her educational disability; and
- The IEP that is being provided meets the student's needs.

Further, nothing in this policy should be construed as altering or reducing the rights of a student with a disability with regard to disciplinary actions or to general or special educational services and supports. Any ongoing disciplinary action that results in 10 or more days of out of school suspension will dictate a manifest hearing in accordance with federal regulations.

E. Staff

Policy Prohibiting Harassment and Discrimination

Neighborhood Charter Network strives to provide a work environment where all employees can work together comfortably and productively, free from harassment and discrimination. Neighborhood Charter Network prohibits the harassment of or discrimination against any of its employees based on an individual's race, religion, color, national origin, physical or mental disability, marital status, military/veteran status, age, sex, sexual orientation, personal appearance, political affiliation or other characteristics protected by applicable laws. While it is not easy to define what harassment is, prohibited harassment may include, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or



movement. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on Neighborhood Charter Network's premises or circulated in the workplace that denigrates, and/or shows hostility or aversion towards an individual or group because of the characteristics identified above. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Sexual Harassment and Unwelcome Sexual Conduct

Neighborhood Charter Network also is committed to providing a workplace free of sexual harassment and other unwelcome sexual conduct. Sexual harassment is defined as unwelcome sexual conduct that creates an offensive or hostile working environment or unwelcome sexual conduct that is made a condition of working at Neighborhood Charter Network. Sexual harassment may occur between people of the same or opposite sex.

Examples of prohibited unwelcome sexual conduct include but are not limited to:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs);
- Physical harassment (e.g., physical contact); and
- Visual harassment (e.g., posters, cartoons, e-mails or drawings of a sexual nature).

Our workplace is not limited to Neighborhood Charter Network's facilities, but includes anywhere a business/school related function is taking place. These policies apply to all Neighborhood Charter Network sponsored events. While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action, up to and including termination of employment, regardless of whether it is unlawful.

Consequences and appropriate remedial actions for any staff member who commits an act of bullying may range from behavioral interventions up to disciplinary charges that could result in suspension or termination.

VIII. Appeal Process

The parent or guardian may request a hearing, in writing, before the school board after receiving the information from administrator regarding the completed investigation.

The hearing shall be held within 10 days of the request. The Board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the Board may hear from the school the administrator, staff and/or students regarding recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next school board meeting following its receipt of the report, the Board shall issue a decision, in writing, to affirm, reject, or modify the original decision. A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."



IX. Retaliation and Reprisal, Prohibition and Consequences

A. Prohibition

Enlace Academy prohibits reprisal or retaliation against any person who witnesses and/or reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the school administrative team.

B. Consequences

Any act of retaliation or reprisal against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, Board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and where applicable appropriate remedial action, in accordance with applicable law, this policy and other Board policies. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

- A person who commits an act of retaliation or reprisal against the individual who witnessed and/or reported the original act of harassment, intimidation or bullying, or an individual who intentionally falsely accuses someone of harassment, intimidation or bullying, is subject to the same disciplinary consequences as the original aggressor.
- However, a person who in good faith reports an act that he or she believes to be an incident of harassment, intimidation or bullying, which, upon investigation, is deemed not to be a incident of harassment, intimidation or bullying, will not be subject to disciplinary measures for reporting the incident.
- The level of disciplinary consequence may match the level of the original consequences given to the aggressor or may, in the case of a student, increase to the next level of consequence as outlined in the Code of Student Conduct.
- All disciplinary sanctions must be implemented with consideration of the individual's due process rights.

X. Reporting to the Indiana Department of Education

In accordance with Indiana's Student Safety Reporting law (IC 20-34-6-1 which requires school corporations to report student bullying and arrest data for each school to the Indiana Department of Education (IDOE) by July 1 of each year, Enlace Academy will provide information on substantiated reports of bullying will also be provided to the Board of Education.

The following information may be reported:

- The number of reports of harassment, intimidation, or bullying;
- The status of all investigations;
- The nature of the bullying based on one of the protected categories identified such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
- The names of the investigators;
- The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying

