



High School for Recording Arts Bullying Prohibition Policy

Adopted _____
Revised _____

HIGH SCHOOL FOR RECORDING ARTS

1. Purpose

Students have the right to be safe and free from threatening situations on school property and at school activities or school sponsored events. Bullying interferes with students' ability to learn and teachers' ability to educate students in a safe environment. To the extent bullying affects the educational environment of the schools, it is High School for Recording Arts (HSRA) intent to prevent bullying from occurring, and to investigate and respond to bullying which has not been prevented.

Bullying can be, but need not be, based on an individual's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance or any additional status defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights act). This prohibition on bullying is available in the student handbooks, in the offices of school administration, teachers and counselors as well as on the school's website.

2. Culture of Respect

HSRA is expected to establish a culture of respect. School staff will model, teach and reinforce expected behaviors. In this regard HSRA has implemented a school-wide bullying prevention program as part of its discipline policy and positive behavior support. All school employees, independent contractors, and volunteers who interact with students have been familiarized with the content of this policy and are able to enforce it.

3. Definitions

3.1 "Bullying" is defined as:

- 3.1.1 An actual or perceived imbalance of power between bully and victim;
- 3.1.2 Willful negative behavior toward the victim (examples include, but are not limited to, physical aggression, verbal aggression, cyberbullying, damage to property, exclusion of the victim or manipulation of others to bully);
- 3.1.3 The negative behavior is repeated or forms a pattern; and
- 3.1.4 Actual harm (physical or psychological) or reasonable fear of harm is identified by the victim or another.
- 3.1.5 The conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs.

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- 3.2 For purposes of this regulation, “cyberbullying” is defined as using technology to bully another including, but not limited to, text messages, emails, social media posts, web cams, and image or video posts on the Internet or other uses of digital communication devices.
- 3.3 “Staff” means any individual employed by the school, independently contracted with the school as a consultant or volunteer.
- 3.4 “Student” means a student enrolled in a public or charter school.
 - 3.4.1 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.

4. Reporting

HSRA will designate a school coordinator who will be the official responsible for receiving reports of bullying. The designated official may delegate tasks required by this regulation, but maintains the responsibility to ensure compliance with the regulation.

- 4.1 Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts to a staff member. Reports of bullying can be made orally or in writing. HSRA encourages the use of the Report of Bullying Behavior form, but other reports, including electronic reports, shall be considered as well. A person may report bullying anonymously; however, HSRA's ability to take action against an alleged offender based solely on an anonymous report may be limited.
- 4.2 HSRA staff members have an obligation to address bullying. Staff members will intervene if they observe bullying behavior, this it to protect the safety of the student subjected to the incident and other students involved, as deemed appropriate. Any staff member who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the designated school coordinator/ official responsible for receiving reports of bullying. School staff members who fail to inform the designated school coordinator/ official in a timely manner may be subject to disciplinary action.
- 4.3 Reports of bullying are classified as private educational and/ or personnel data and/ or confidential investigative data and will not be disclosed except as permitted by law.
- 4.4 Submission of a good faith report of bullying will not affect the reporter's future employment, grades, work assignments, or educational or work environment.
- 4.5 HSRA will respect the privacy of the reporter, the victim, the individual(s) against whom the report is filed, and the witnesses as much as possible, consistent with the school's obligation to investigate, take appropriate action and comply with any legal disclosure obligations.



4.6 Intentionally making false accusations of bullying is prohibited.

5. Response to Bullying

- 5.1 Alleged bullying must have a connection to school before HSRA district has jurisdiction to investigate or enforce discipline. HSRA cannot monitor the activities of students at all times nor eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.
- 5.2 Upon receipt of a report of bullying, the designated school coordinator/official shall determine whether the reported incident(s) meets the definition of bullying in section 3.1 of this regulation and has a connection to the school. This will be done within 3 days of receiving the report. If the reported incident(s) does not meet the criteria, the reporter will be informed within two school days of submitting the report of bullying. In some cases where a reported incident(s) does not meet criteria under this regulation, it may still be addressed in another manner.
- 5.3 If a reported incident(s) meets criteria, the designated school coordinator/official shall undertake or authorize an investigation under this regulation. The investigation will be completed within 10 school days.
- 5.4 HSRA may take immediate steps to protect the reporter, alleged victim, alleged bully and others pending completion of an investigation, consistent with applicable law. When criminal conduct is suspected, HSRA may report alleged conduct to law enforcement.
- 5.5 Upon completion of an investigation under this regulation, HSRA will take action towards a person who is found to have engaged in an act of bullying, reprisal, intentional false reporting, or who permits, condones, or tolerates bullying. Such action may include, but is not limited to, restorative interventions, warning, suspension, exclusion, transfer, termination, or discharge. If school discipline is imposed, it will be consistent with the Pupil Fair Dismissal Act and other school policies. Affected individuals will be provided with information about community resources regarding bullying.

The school may take into account the following factors:

- 5.5.1 The developmental and maturity levels of the individuals involved;
- 5.5.2 The level of harm, surrounding circumstances, and nature of the behavior;



- 5.5.3 Past incidences or past or continuing patterns of behavior;
- 5.5.4 The relationship between the parties involved, and
- 5.5.5 The context in which the alleged incidents occurred.

5.6 School officials will notify the parent or guardian of a victim or offender of bullying within a reasonable period of time. HSRA is not authorized to disclose private educational or personnel data regarding a student or employee of HSRA.

5.7 In cases in which bullying is substantiated, HSRA will conduct a follow-up meeting with the victim approximately two weeks after the investigation is complete to ensure that the bullying has stopped. If bullying has continued, additional action will be taken to stop the bullying and to appropriately discipline for the prohibited behavior.

6. Communication

- 6.1 HSRA will provide training and information to students. It will include a review of this policy, how bullying may be reported, the harmful effects of bullying and other applicable initiatives to prevent bullying.
- 6.2 HSRA will provide annual written notice of this policy as a summary in the *Student Rights and Responsibilities* handbook and may be disseminated in any other manner in which HSRA deems appropriate.

7. Retaliation

Retaliation is prohibited by any student or district employee against anyone who in good faith asserts, alleges, reports, or provides information pertaining to an alleged incident of prohibited conduct. The school district will take appropriate action against any student or district employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

8. Professional Development and Education

Employees: HSRA shall require employees to receive ongoing professional development training to build their skills to implement this policy. Training will be required for new employees and on a training cycle that does not exceed once every three years for all employees who regularly interact with students. The content of the training will include, but not be limited to:

- 1. Strategies to prevent, intervene and effectively stop bullying in a manner developmentally appropriate to the context of an incident.
- 2. Information about the complex interaction and power differential that can take place between and among an actor, target, and witness to bullying.



3. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
4. Information about Internet safety issues as they relate to bullying.
5. A review of the district's reporting requirements related to bullying.

Students: HSRA encourages developmentally appropriate programmatic instruction to help students identify, prevent, and reduce bullying and create a safe learning environment. The school director shall determine the scope and duration of the units of instruction and topics covered but the training shall include evidence-based, social-emotional learning to prevent and reduce discrimination and other improper conduct and to engage all students in creating a safe and supportive school environment.

Where appropriate for a child with a disability, as determined by the child's 504 or Individualized Education Program (IEP) team, the school district shall allow the child's IEP or section 504 plan to address the skills and proficiencies the child needs to respond to or not engage in bullying.

References:

- Minnesota Statute, Chapter 363A
- Minnesota Statute 1208.232, Character Development Education
 - Minnesota Statute 121A.03, Sexual, Religious and Racial Harassment and Violence
 - Minnesota Statute 121A.0695, School Board Policy; Prohibiting Intimidation and Bullying
 - Minnesota Statute 121A.40-121A.56, Pupil Fair Dismissal Act
 - Minnesota Statute 121A.69, Hazing Policy