

PROCEDURES FOR ADDRESSING DISCRIMINATION, HARASSMENT, INTIMIDATION and BULLYING

Discrimination, harassment, intimidation, and bullying are prohibited on our campuses, during the after school/extended care program, at school field trips, sports and school sponsored events, and when students are traveling to and from school. It applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school, working as contractors, or volunteers. It extends to all acts related to school activity or school attendance occurring within our school under the jurisdiction of our superintendent.

Definitions

Bullying and intimidation occur when a student, or group of students, try to frighten, hurt, humiliate or exclude another student.

- **Physical bullying** is when a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money.
- **Verbal bullying** is when a student uses words or gestures to intimidate or humiliate another student by taunting, name-calling, teasing, put-downs, insults, graffiti, threats and blackmail.
- **Relational bullying** is when a student excludes or isolates another student through leaving them out, gossiping, or spreading rumors.
- **Cyberbullying** is when a student uses their cell-phone, text messages, e-mails, instant messaging, chats and social networking sites (such as Facebook or Instagram) to bully or intimidate another student in any of the ways described above.

Bullying is different from conflict. Conflict is an inevitable part of life and sometimes occurs when a student perceives another student as getting in the way of what they want or value. Conflict only becomes bullying when a student engages in harassment, intimidation or bullying and gets power over the other student. If students are in conflict with each other, but are not bullying, each of the programs at our two schools are committed to helping them to talk it through.

Bullying and intimidation may at times amount to **discrimination or harassment**. It is discrimination or harassment to target a student because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, weight or appearance, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is sexual harassment to target a student with unwanted sexual comments, touching, and/or gestures that cause the student to feel uncomfortable or unsafe at school, or interferes with schoolwork.

Our school does not tolerate discrimination or harassment for any reason. You are breaking the law if you harass anyone from our school community.

Expectations for Student Conduct

Our school is a community where everyone is included. All students need to show respect for each other.

- Be kind and respectful to everyone on this campus. Never threaten or bully another student or be a bully-follower.
- Be an ally to the student that is being targeted when discrimination, harassment, intimidation, or bullying is seen. Ask the other student to stop or immediately find an adult on campus if the behavior continues.
- Incidences of bullying and harassment often need adult intervention to stop. Tell a teacher, staff member or administrator when targeted. Or tell your parents and ask them to contact the school.
- Never take revenge or ask someone to threaten or hurt a student that has reported intimidation, harassment, discrimination or bullying.
- If threatened or disrespected after reporting an issue, or if the problem behavior continues or restarts later, inform the school Principal.

Expectations from Adults on this Campus

- All teachers, staff and volunteers support a campus-wide system for preventing and stopping discrimination, harassment, intimidation, and bullying.
- The Lagunitas School District uses a variety of methods to prevent and end discrimination, harassment, intimidation, and bullying. We may use *No Bully* Solution Teams, progressive discipline with increased consequences if behavior continues, and suspension or expulsion when deemed appropriate as a response to discrimination, harassment, intimidation, and bullying.
- If any adult on campus witnesses an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so and shall notify the classroom teacher as soon as possible.
- Contact the classroom teacher immediately when a parent knows or suspects that their child is being intimidated, harassed or bullied.
- If a Solution Team approach is used, we have a trained staff team who serve as our school's Solution Coaches.
- If progressive discipline, suspension, or expulsion is used, administration will meet with the target, the bully, and involve their parents and teachers when determining consequences to change behavior and to provide a safe educational experience for all students.

Solution Team Process

School Solution Coaches have been trained by *No Bully* how to bring together teams of students, including those acting as bullies, bystanders, and positive role models, without using punishment to help solve the bullying. Our trained Solution Coaches® are: Laura Shain, Principal; Anita Collison, Teacher.

Response to Student Harassment and Bullying

Step 1 – Prevent & Interrupt.

Step 2 – Refer to an Administrator.

Step 3 – Convene a Solution Team, Progressive Discipline, or other appropriate response.

Step 4 – Implement an Empathy-Building Action Plan if a pattern of harassment or prejudice is apparent across the entire class or program.

Timeline for Complaints

Week One

- Student, teacher or parent notifies school administration of harassment or bullying.
- Teacher, administrator, or counselor checks in with suspected target.
- Parents of target and bully informed on day students meet with administrator.
- When appropriate, Solution Team process begins or school may engage progressive discipline process or issue other consequences.

Week Two

- Administrator, teacher, or counselor checks in with target and bully.
- Second meeting of Solution Team if this has been initiated.
- Further progressive discipline or consequence response issued when necessary.

Week Three

- Administrator, teacher, or counselor checks in with target.
- Third meeting of Solution Team if this has been initiated.
- Target invited to attend Solution Team and parents notified of outcome.

If the school's intervention does not resolve the bullying, the student or parent/guardian should inform the Principal. If the student or parent/guardian disagrees with how the school has responded to their complaint of discrimination, harassment, intimidation, or bullying, write an appeal to the school district Superintendent, John Carroll at jcarroll@lagunitas.org.

Person Responsible for Implementation of Policy

The Lagunitas School District Superintendent is the responsible local educational agency officer for ensuring school district compliance with the requirements of this policy and the requirements of Chapter 5.3 (commencing with Section 4900) of Division 1 of Title 5 of the California Code of Regulations and Chapter 2 (commencing with Section 200).