

APPENDIX CCC

HARRASSMENT AND BULLYING

Reporting Harassment

Kansas City International Academy will act promptly to investigate all complaints, either formal or informal, verbal or written, of unlawful discrimination because of race, color, ethnicity, national origin, sex, religion, age, disability, genetic information, sexual orientation, or perceived sexual orientation, to promptly take appropriate action to protect individuals from further harassment or discrimination, and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or take other appropriate action reasonably calculated to end the harassment/discrimination.

Any person (including a student, a student's parent, or an employee) believing that a violation of this harassment policy has occurred towards a student shall report such violation to the School's Principal or the Superintendent. Any student (or a student's parent) believing that a violation of this harassment policy has occurred towards a student may file a Student Grievance through the Superintendent's Office. Any employee believing that a violation of this harassment policy has occurred towards an employee shall report such violation to the School's EEO Compliance Coordinator of the Superintendent.

No Retaliation

Retaliation against any person who makes a good faith complaint of violations of this policy or against any person who participates in an investigation into violations of this policy is strictly prohibited. Any person engaging in retaliation shall be subject to disciplinary action.

Bullying

Kansas City International Academy is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward School personnel or students on school grounds or school time at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension,

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out-of-school suspension, discipline hearing, expulsion, and law enforcement contacted.

Any person (including a student, a student's parent, or an employee) believing that a violation of this bullying policy has occurred towards a student shall report such violation to the School's Principal or the Superintendent. Any student (or a student's parent) believing that a violation of this bullying policy has occurred towards a student may also use the Student Grievance Procedure.

Student Grievance Procedure

This Policy outlines the responsibilities of Kansas City International Academy and provides mechanisms for the resolution of grievances/complaints made by students (or on their behalf) relating to: (1) discrimination, harassment, or retaliation based on race, color, national origin, religion, disability, age, sex, genetic information, in violation of the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. §7905; (2) retaliation for having made a grievance/complaint under this Policy.

Level 1: Principal/Counselor

A student (or his/her parent/guardian) who believes that the student has been subjected to unlawful discrimination, harassment, and/or retaliation, or bullying, should first discuss the matter with the teacher, counselor, or building administrator involved with the objective of resolving the matter promptly and informally. If the individual's teacher/staff member is the person alleged to have engaged in the unlawful conduct, the grievant should skip Level 1 and go directly to Level 2.

Level 2: Federal Programs/Special Education Director

If the grievance or issue is not resolved at Level 1 or if the grievant chooses to skip Level 1, the grievant may file with the Director of Student Services a signed, written grievance stating: (1) the nature of the grievance; (2) the remedy requested; and (3) the date the grievance was submitted.

The Level 2 written grievance should be filed with the Director of Student Services within fifteen (15) days of the event or the incident, or from the date the grievant could reasonably become aware of such occurrence.

The Director of Student Services has authority to investigate all written grievances. If possible, the Director of Student Services will provide notice to the accused party or parties of the accusations against them if, after a preliminary review or inquiry, the Director of Student Services determines discrimination, harassment, or retaliation in violation of the law or policy may have occurred. The written grievance may be provided to the accused party or parties if, under the circumstances, such disclosure is appropriate.