



## Summary of Policy 514: Bullying Prevention Policy

- **Purpose:** “The school district intends to prevent bullying and to take action to investigate, respond to, remediate, and, when appropriate, issue discipline for acts of bullying which have not been successfully prevented.”
- **General statements from this policy**
  - An act of bullying is expressly prohibited on school district property, at school functions or activities, or on school transportation. This policy applies to:
    - students who directly engage in an act of bullying
    - students who, by their indirect behavior, condone or support another student’s act of bullying.
    - any student whose conduct at any time or in any place constitutes bullying behavior or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or significantly interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
  - This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
  - The White Bear Lake Area School District prohibits hate speech that has a direct connection to any school activity. Any student who engages in hate speech that is directly connected to any school activity is subject to discipline, up to and including expulsion. Any District employee who engages in hate speech is subject to discipline, up to and including discharge.
  - Summary of other important factors to keep in mind:
    - Retaliation against a victim, good faith reporter, or witness is prohibited.
    - False accusations or reports of bullying against a student are prohibited.
    - Apparent permission or consent by a student being bullied does not lessen or change what is prohibited in this policy.
    - No teacher, administrator, volunteer, contractor, or other employee of the school district is allowed to permit, condone, or tolerate bullying.
- **Reporting Procedures**
  - Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may be considered bullying or conduct prohibited under this policy including, but not limited to the use of hate speech should immediately report the conduct to either the Building Principal or Site Supervisor.
  - Any person may report bullying or other prohibited conduct to the school district human rights officer, Dr. Alison Gillespie at 651-407-7567 or [alison.gillespie@isd624.org](mailto:alison.gillespie@isd624.org) or the Superintendent, Dr. Wayne Kazmierczak at 651-407-7562 or [wayne.kazmierczak@isd624.org](mailto:wayne.kazmierczak@isd624.org).
  - If the bullying complaint involves the building Principal or Site Supervisor, the complaint may be filed directly with the school district human rights officer, Dr. Alison Gillespie at 651-407-767 or [alison.gillespie@isd624.org](mailto:alison.gillespie@isd624.org) or the Superintendent, Dr. Wayne Kazmierczak at 651-407-7562 or [wayne.kazmierczak@isd624.org](mailto:wayne.kazmierczak@isd624.org).
  - If the complaint involves the Superintendent, the bullying report should be made directly to the School Board Chair.



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- Any reports of bullying and/or prohibited conduct can also be reported directly on the district website, using the Online Bullying Report Form found by clicking [here](#) or under Programs tab from the District Website where Bullying Prevention can be found.
- **Building and District Action**
  - Investigation:
    - Within three days of receiving your complaint of bullying, an investigation should begin.
    - Immediate steps may be taken, at the discretion of administration, to protect the target or victim of bullying or other prohibited conduct, the person who filed the report, and others pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable laws.
    - The alleged person who committed the bullying or other prohibited conduct will be allowed the opportunity to provide their defense during an investigation prior to any restorative and/or disciplinary action being given to that person.
    - During the investigation, administrators will gather evidence to determine the context in which the allegations occurred, the relationship between the students involved, level of harm, surrounding circumstances, and nature of behavior. Additionally, they will examine whether past incidents have occurred or if this report constitutes a pattern of behavior. The developmental ages and maturing levels of the students involved will also be considered.
    - When an investigation is complete and it is determined that bullying or other prohibited conduct has occurred the school district will take appropriate action.
  - Consequences:
    - Disciplinary consequences will be given with the purpose of changing the behavior of the student so that the bullying or other prohibited behavior stops. Consequences may include, but are not limited to a warning, suspension, exclusion and/or expulsion.
    - Additionally, students will work in partnership with school staff on remedial and restorative education to repair harm both in the classroom and the school environment as appropriate.
- **Training and Education**
  - New school district employees receive training on this policy within the first year of their employment.
  - All other employees receive training on a three year cycle. If needed this cycle will be accelerated or additional training provided based on a particular need or circumstance.
  - This policy is included in employee handbooks, training materials and publicized on school rules, procedures, and standards of conduct.
  - Students receive annual education and information regarding bullying which includes information on this policy.
- **Notice**
  - The school district gives annual notice of this policy to students, parents or guardians and staff. This policy appears in the student handbook.
  - This policy or summary must be posted in a visible location in the administrative offices of the school district and the office of each school.
  - This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

The detailed version of this policy can be found on the district website or by clicking [here](#).