HOUSE OF BREAD CHRISTIAN ACADEMY

Anti-Bullying, Anti-Harassment, & Respectful Conduct Policy

1. Our Commitment

House of Bread Christian Academy (HBCA) is committed to providing a safe, respectful, Christ-centered learning environment where every student is treated with dignity and care. Bullying, harassment, intimidation, threats, and retaliation are not tolerated.

As a Christian school, we believe students should demonstrate kindness, integrity, self-control, and respect in their interactions with others. Our policy is grounded in our core values:

- **Lead with Integrity:** Take responsibility for our words and actions.
- **Empower Others:** Treat others with dignity and encourage their growth.
- **Achieve Excellence:** Make responsible choices and pursue positive relationships.
- **Discover Purpose:** Recognize the value of every individual and use our actions to build others up.

2. Biblical Foundation and Conflict Resolution

Ephesians 4:32 (ESV) states:

"Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you."

Students are expected to reflect Christ-like character through their words, actions, and attitudes. Discipline is an important part of helping students grow, take responsibility, and learn from their mistakes.

HBCA recognizes that learning to navigate relationships is an important part of a child's development. Disagreements and misunderstandings are a normal part of life, and students need opportunities to practice communicating respectfully, listening to different perspectives, working through conflict, and finding appropriate solutions. When it is safe and appropriate, we encourage students to take an active role in resolving conflicts with guidance and support from school staff.

However, **students should not be expected to resolve situations on their own when behavior becomes threatening, intimidating, persistently harmful, or unsafe.** When these concerns arise, school staff will step in to protect students, investigate the situation, and take appropriate action. Encouraging conflict resolution does not mean asking a student to tolerate bullying or remain in an unsafe situation.

3. What Is Bullying and Harassment?

Bullying involves aggressive or harmful behavior that is repeated, or has the potential to be repeated, and often involves an imbalance of power. Harassment includes unwelcome conduct that threatens, demeans, intimidates, or creates a hostile or offensive environment.

Prohibited behavior may occur in person or online and includes, but is not limited to:

- Name-calling, insults, teasing, or derogatory comments.
- Spreading rumors, humiliating others, or deliberately excluding someone to cause harm.
- Threats, intimidation, physical aggression, or damaging another person's property.
- Inappropriate messages, images, or social media posts targeting another student.
- Harassment based on characteristics protected by applicable law.
- Retaliation against someone for reporting an incident or participating in an investigation.

A disagreement or isolated incident may not meet the definition of bullying but may still violate school policy and warrant intervention or disciplinary action.

4. Reporting and Investigation Procedures

Students who experience or witness bullying or harassment should report it promptly by:

1. **Telling a teacher or adult at school.**
2. **Completing the HBCA Bullying Report Form** to document the incident.
3. **Cooperating with the investigation** by providing honest and accurate information.

The teacher will investigate the report, address the behavior, and inform school administration of the incident. Parents or guardians of the students involved will be informed as appropriate.

Teachers will work with school administration when additional intervention is needed, when the behavior is serious, or when inappropriate behavior continues. If a student is in immediate danger, school staff will take appropriate steps to address the safety concern without waiting for the reporting process to be completed.

5. Discipline and Consequences

HBCA takes all reports of bullying and harassment seriously. Each incident will be addressed based on the nature and severity of the behavior, its impact, whether the behavior has continued, and other relevant circumstances.

Teacher-Level Discipline

Teachers are responsible for addressing classroom-level misconduct and taking appropriate disciplinary action. Depending on the circumstances, consequences may include:

- Verbal warnings and correction.
- Written warnings.
- Loss of privileges or detention.
- In-class separation or other appropriate classroom interventions.

Teachers will document and report bullying incidents to school administration and collaborate with administration when further intervention is needed.

School Administration Discipline

School administration will review serious incidents, repeated misconduct, and situations requiring additional intervention beyond the teacher's authority. Administrative consequences may include:

- Parent or guardian conferences
- Formal behavior improvement plan
- Class probation
- Suspension
- Expulsion

School administration will determine the appropriate response based on the circumstances and may impose serious consequences immediately when warranted, without requiring prior warnings or lesser disciplinary steps.

HBCA maintains a zero-tolerance approach to bullying. Bullying will not be ignored or accepted as a normal part of growing up. Every report will be taken seriously and addressed appropriately, although consequences may vary according to the severity and circumstances of each incident.

6. Student and Parent Responsibilities

Students are expected to treat others respectfully, follow school rules, report concerns, cooperate with investigations, and accept responsibility for their actions. Retaliation against a student who reports bullying or participates in an investigation is prohibited and may result in additional disciplinary action.

Parents are encouraged to communicate concerns promptly, reinforce respectful and Christ-like behavior at home, and work collaboratively with school personnel to support student safety and conflict resolution.

HBCA will handle reports with appropriate discretion. Information will be shared as needed to investigate concerns, protect student safety, and communicate with families, while respecting student privacy.

7. Our Shared Responsibility

Creating a safe and respectful school community is a shared responsibility. HBCA is committed to helping students develop the skills to navigate relationships, communicate through disagreements, take responsibility for their actions, and treat others with compassion. At the same time, we will intervene when behavior threatens student safety or crosses the line from ordinary conflict into bullying, harassment, or harmful conduct.

We encourage every student to Lead with Integrity, Empower Others, Achieve Excellence, and Discover Purpose by treating others with kindness, speaking up when someone is being harmed, and reflecting the character of Jesus Christ in daily life.

This policy is implemented in accordance with applicable law and HBCA school policies and procedures.