

PERSONNEL

1 Bullying/Harassment/Intimidation

2  
3 The board will strive to provide a positive and productive working environment. Bullying,  
4 harassment, intimidation, between employees or by third parties, are strictly prohibited and shall  
5 not be tolerated. This includes bullying, harassment, or intimidation via electronic  
6 communication devices (“cyberbullying”).

7  
8 Definitions

- 9  
10 1. “Third parties” include but are not limited to coaches, school volunteers, parents, school  
11 visitors, service contractors or others engaged in District business, such as employees of  
12 businesses or organizations participating in cooperative work programs with the District,  
13 and others not directly subject to District control at inter-district and intra-District athletic  
14 competitions or other school events.  
15  
16 2. “District” includes District facilities, District premises, and non-District property if the  
17 employee is at any District-sponsored, District-approved, or District-related activity or  
18 function, such as field trips or athletic events, where the employee is engaged in District  
19 business.  
20  
21 3. “Harassment, intimidation, or bullying” means any act that substantially interferes with  
22 an employee’s opportunities or work performance, that takes place on or immediately  
23 adjacent to school grounds, at any school-sponsored activity, on school-provided  
24 transportation, or anywhere conduct may reasonably be considered to be a threat or an  
25 attempted intimidation of a staff member or an interference with school purposes or an  
26 educational function, and that has the effect of:  
27 a. Physically harming an employee or damaging an employee’s property;  
28 b. Knowingly placing an employee in reasonable fear of physical harm to the  
29 employee or damage to the employee’s property; or  
30 c. Creating a hostile working environment.  
31  
32 4. “Electronic communication device” means any mode of electronic communication,  
33 including, but not limited to, computers, cell phones, PDAs, or the internet.  
34

35 Reporting

36  
37 All complaints about behavior that may violate this policy shall be promptly investigated. Any  
38 employee or third party who has knowledge of conduct in violation of this policy or feels he/she  
39 has been a victim of harassment, intimidation, or bullying in violation of this policy is  
40 encouraged to immediately report his/her concerns to the building principal or the District  
41 Administrator, who have overall responsibility for such investigations. Complaints against the  
42 building principal shall be filed with the Superintendent. Complaints against the Superintendent  
43 or District Administrator shall be filed with the Board.  
44

PERSONNEL

1 The complainant shall be notified of the findings of the investigation and, as appropriate, that  
2 remedial action has been taken.

3  
4 Responsibilities

5  
6 The District Administrator shall be responsible for ensuring that notice of this policy is provided  
7 to staff and third parties and for the development of administrative regulations, including  
8 reporting and investigative procedures, as needed.

9  
10 Consequences

11  
12 Staff whose behavior is found to be in violation of this policy will be subject to discipline up to  
13 and including dismissal. Third parties whose behavior is found to be in violation of this policy  
14 shall be subject to appropriate sanctions as determined and imposed by the District Administrator  
15 or the Board. Individuals may also be referred to law enforcement officials.

16  
17 Retaliation and Reprisal

18  
19 Retaliation is prohibited against any person who reports or is thought to have reported a  
20 violation, files a complaint, or otherwise participates in an investigation or inquiry. Such  
21 retaliation shall be considered a serious violation of Board policy, whether or not a complaint is  
22 substantiated. False charges shall also be regarded as a serious offense and will result in  
23 disciplinary action or other appropriate sanctions.

24  
25  
26 Legal Reference: 10.55.701(1)(g), ARM Board of Trustees  
27 10.55.801(1)(d), ARM School Climate

28  
29 Policy History:

30 Adopted on: February 2007

31 Revised on: April 21, 2009

32 *Note: Revision included adding cyberbullying (lines 5-6 page 1) and #4 on page 1.*