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3 **PERSONNEL**

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5 Bullying/Harassment/Intimidation

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7 The Board will strive to provide a positive and productive working environment. Bullying,
8 harassment, intimidation, between employees or by third parties, are strictly prohibited and shall
9 not be tolerated. **This includes bullying, harassment, or intimidation via electronic**
10 **communication devices (“cyberbullying”).**

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12 Definitions

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

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

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4 building principal shall be filed with the Superintendent. Complaints against the Superintendent
5 or District Administrator shall be filed with the Board.

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

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10 Complaints may also be reported confidentially to the Lighthouse hotline, a third party reporter.
11 Such anonymous reports will then be routed to the appropriate Bainville Public School
12 person. The District will review anonymous reports and take action appropriate to the
13 circumstances in accordance with District policy. The anonymous reporter may continue to
14 contribute to the investigation anonymously. No final finding or report will be made to an
15 anonymous complainant who uses Lighthouse.

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17 Responsibilities

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

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23 Consequences

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

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30 Retaliation and Reprisal

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

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39 Legal Reference: 10.55.701(1)(g), ARM Board of Trustees
40 10.55.801(1)(d), ARM School Climate

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42 Policy History:

43 Adopted on: 2/25/08
44 Reviewed on: 12/15/10
45 Revised on: 8/8/2018