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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 Responsibilities

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

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16 Consequences

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

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23 Retaliation and Reprisal

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

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33 Legal Reference:      10.55.701(1)(g), ARM      Board of Trustees  
34                              10.55.801(1)(d), ARM      School Climate

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36 Policy History:

37 Adopted on: 2/25/08

38 Reviewed on: 12/15/10

39 Revised on: