

REPORTING BULLYING/HARASSMENT BY STUDENTS: EXPECTATIONS AND PROCEDURES FOR DISTRICT EMPLOYEES

Any District employee who, in connection with their duties, witnesses or obtains credible knowledge of any incident of bullying or harassment of a student is expected to make a timely (usually same day) written report of the incident to the building principal; the Director of Special Education and Pupil Services (District's Equal Educational Opportunities Compliance Officer); and/or the District Administrator in any of the following circumstances:

1. The employee knows or suspects that a student has been, or is being, subjected to any severe or repeated act(s) of bullying or harassment and believes that the incident(s) have caused, or are likely to cause, physical, emotional, or mental harm to the target/victim;
2. Any time the incident involves conduct by a District official, District employee, or other adult toward a student victim/target;
3. The conduct in question would clearly constitute prohibited harassment based on a student's legally-protected status;
4. Any time a person who is verbally reporting an incident or concern involving potential bullying or harassment expressly states that they want the incident/concern to be documented;
5. If the employee knows that the incident reflects a continuation or escalation of prior bullying or harassment that has already been reported and that the bully-aggressor has already been expressly directed to cease; and
6. Anytime any District employee receives information regarding, or has knowledge of bullying or harassment, they shall report the information to the appropriate building administrator, district administrator, or external legal authority.

District employees may, in connection with their duties, witness or obtain credible knowledge of other incidents involving inappropriate conduct by or that is directed toward one or more students that may, or may not, also constitute bullying or harassment. For example, not all incidents of interpersonal conflict, teasing, name-calling, etc. amount to bullying or harassment.

In making such reports, an employee is expected to consider factors such as: (1) whether the incident appears to have been a relatively minor and isolated incident versus a severe or repeated behavior; and (2) the extent to which the victim/target, even if initially upset in the moment, does not appear to be substantially affected by the incident going forward.

Employees are expected to:

1. Make efforts to be reasonably consistent in making such reporting decisions;
2. Follow any supervisory guidance that they may receive; and

3. Seek assistance from the appropriate building principal or from student services personnel whenever they encounter a concern with bullying or harassment where (a) the employee is unsure how to fully assess or otherwise handle the situation; or (b) the employee believes that their standard behavior management techniques and practices are inadequate to appropriately respond to the situation/concern.

Reporting Procedures:

A District employee that is making a written report of bullying or harassment under this rule is expected to submit the report to the building principal; the Director of Special Education and Pupil Services (District's Equal Educational Opportunities Compliance Officer); and/or the District Administrator. The employee may use the District's building-level "Report of Bullying or Harassment" form. The employee should make an effort to confirm that the administrator received the report.

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