

PREVENTION OF SCHOOL BULLYING

POLICY

It is the policy of the District that harassment, intimidation and bullying behavior is not tolerated. The express intent of this policy is to prohibit peer student harassment, intimidation, and bullying. This policy is in effect while the students are at school and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the District for the student.

A. DEFINITIONS

- 1. Harassment, intimidation and bullying** – means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.
- 2. At School** – means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.
- 3. Electronic Communication** – means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer. This applies to all electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.
- 4. Threatening behavior** – means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

B. PREVENTION AND EDUCATION

The District shall notify all students, teachers, and parents or guardians that the Board of Education has adopted this policy and provide a copy of the policy upon request.

Annually each campus will provide an educational program designed to educate students on the effects of bullying and prevention methods, the standards of conduct to which students are expected to conform, and the procedures for reporting incidents of harassment, intimidation, or bullying.

C. PROHIBITION AND PENALTY

All students are strictly prohibited from engaging in any form of harassment, intimidation and bullying behavior. Any student engaging in such behavior is subject to any and all disciplinary action which may be imposed under Tulsa Technology Center Student Behavior and Discipline Policy.

D. REPORTING

If a student believes that he/she has been subject to harassment, intimidation or bullying behavior, the student should:

1. Make a written record of the date, time and nature of the incident(s) and the names of any witnesses.
2. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address should be made. If a text message or other communication is sent via cellular telephone, the student should preserve the image.
3. Report the incident to a Campus Compliance Officer, Campus Security Guard or a member of administration as soon as possible.
4. Any faculty or staff member who is made aware of an alleged incident by a student should immediately contact the Campus Compliance Officer or the Campus Director or Assistant Director.

It is preferred that all reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above designated persons.

All such reports should state the name of the alleged harassing student(s), the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

**REFERENCES: NONDISCRIMINATION POLICY (GEN-01)
SEXUAL HARASSMENT (GEN-16)
STUDENT BEHAVIOR AND DISCIPLINE (STU-18)**

**School Bullying Prevention Act
70 Oklahoma Statutes §24.100.3, et seq**

THE PREVENTION OF SCHOOL BULLYING

INVESTIGATIVE PROCEDURES

The following procedures are to be followed by the administration of the District in an effort to resolve the complaint and to determine the severity of the incident and the potential to result in future violence.

A. RESPONSE TO COMPLAINT

A member of Administration, upon receiving a report (formal or informal) of conducted defined as harassment, intimidation or bullying shall do the following as quickly as reasonably possible:

1. Obtain a statement, oral or written, from the individual who is alleged to have been bullied which contains information necessary to conduct a full investigation of the matter. This information should include, but not be limited to, the name of the alleged harassing student, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
2. Take appropriate and reasonable steps to separate and protect the individual who is allegedly being bullied from the person(s) alleged to have bullied him/her, until the matter can be fully investigated and the appropriate remedial steps taken.
3. Report the complaint to the Associate Superintendent or Chief Operations Officer for an investigation of the allegations.

B. INVESTIGATION

The Associate Superintendent, Chief Operations Officer or other representative of the Administration shall investigate as quickly as reasonably possible all allegations of harassment, intimidation, or bullying:

1. The investigation shall be as full and complete as reasonably possible regarding the allegations, and include, but not be limited to, interviewing the student allegedly bullied, any witnesses, reviewing any supporting documents, and interviewing the alleged bully.

2. If the investigator determines that it is appropriate and reasonable, the student who is allegedly being bullied and the alleged bully may be separated until the investigation has been completed.
3. Based on the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, context of such activities or incidents, the investigator shall determine the severity of the incident and the potential for future violence and take or recommend the taking of appropriate measures, following the District's Student Behavior and Discipline guidelines.
4. If, during the course of the investigation, it appears that a crime may have been committed, the investigator shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

C. AFTER THE INVESTIGATION

1. The individual who is allegedly being bullied shall be reasonably apprised, to the extent allowed under federal and state privacy laws and regulations and the actions taken as a result of the investigation.
2. The administrator may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.