

1600: BULLYING/HARASSEMENT

1601- Commitment: The Boone-Apache Public Schools is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect. Disrespect among members of the school community is unacceptable behavior which threatens to disrupt the learning environment.

1602- Purpose of the School Bullying Prevention Act: In April of 2002, the Governor of the State of Oklahoma signed the School Bullying Prevention Act to hopefully prevent bullying at schools. While totally eliminating bullying is not manageable, its purpose is to limit the occurrences of bullying while students are at school, providing a safe place to learn for students, educating parents and teachers through the local Safe School Committee on different forms of harassment. As well as, defining a procedure for investigation and reporting of harassment, while setting guidelines for proper recourse action in handling any violation of the school district's policy.

1603- School Bullying Prevention Act Definition: Harassment, intimidation, and bullying means any gesture, written or verbal expression, 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 property, place another 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, a gesture or written, verbal, or physical act. Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school sponsored activities, or at school-sanctioned events. O.S. 2001-24-100.3

Any unlawful harassment of a student or employee by a member of the school community is a violation of this policy.

Harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or display or circulation of written materials or pictures.

1604- Specific Types of Prohibited Harassment are listed below:

- **Racial Harassment-** Includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color, such as, but not limited to, nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

- Religious Harassment- Based on religion or creed in unwelcome verbal, written or physical conduct, directed at the characteristics of a person's religion or creed, such as, but not limited to, derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs, or graffiti.
- Sexual Harassment- See Sexual Harassment in School Policy.
- Disability Harassment- Includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling condition, such as, but not limited to, imitating manner of speech or movement, or interference with necessary equipment.

1605- Retaliation: It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person, who may testify, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment. In addition, a person who knowingly makes a false report may be subject to the same disciplinary action.

1606- Consequences: Any school employee or student that is found to have violated the district's policy may be subject to action including, but not limited to, warning, remedial training, counseling, I.S.D., emergency-temporary-long term suspension (both staff and/or student in violation), non-renewable or termination of staff member contract, or other discipline deemed appropriate by school policy.

1607- Reporting Procedure: Any school personnel who observes, overhears or otherwise witnesses harassment, which may be unlawful, or to whom such harassment is reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence. A written report of the incident and the action taken by the school employee in response to it must also be given to the appropriate school official designated to oversee the handling of harassment complaints.

In the event that the school employee is unable to personally take prompt and appropriate action, the employee must report the incident or complaint in writing to the appropriate district complaint official designated.

Any student or other person who believes that unlawful harassment of a student or employee has occurred may inform any school employee or one of the harassment officials. Any student or employee who believes that he / she have been the target of unlawful harassment as defined in this policy may bring his / her complaint to the attention of any school employee or the harassment complaint official. Any student or employee who believes that any corrective action taken by a school employee was ineffective may bring his/her complaint to the attention

of the harassment complaint officials. If one of the harassment complaint officials is the person alleged to be engaged in the harassment, the complaint shall be filed with one of the alternative officials or any other school employee the student or employee choose.

1608- Informal Procedure: It may be possible to resolve a complaint through a voluntary conversation between the complaining student or employee and the alleged harasser which is facilitated by a school employee or by a designated harassment complaint official. If the complaining student or alleged harasser is a student under the age of 18, the harassment complaint official should notify the student's parent (s)/ guardian (s) if, after initial consultation with the student, it is determined to be in the best interests of the student. Both the complaining student or employee and the alleged harasser may be accompanied by a person of their choice for support and guidance. If the complaining student or employee and the alleged harasser feel that a resolution has been achieved, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution shall be reported to the facilitator, in writing, to the Superintendent and the Building Principals (s) in which the complaining student or employee has placement.

If the complaining student or employee, the alleged harasser, or the school employee/harassment complaint official chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, and then a formal procedure will follow.

1609- Formal Procedure:

1. The harassment complaint official shall fill out a harassment complaint form based on the written or verbal allegations of the complaining student. The complaint form shall be kept in a centralized and secure location. (Available in Principal's Office from the Principal and in the room/ office of the Complaint Official from the Complaint Official) Upon being filled out in a secure location of the Complaint Official selected by the complaining student or employee as a confidential document. (Harassment/Bullying Report Document Attachment)
 - a. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior.
 - b. If a student under 18 years of age is involved, his/her parents or guardians shall be notified immediately unless, after consultation with the student, it is determined not to be in the best interests of the student.
 - c. An investigation shall be completed by the harassment complaint official within 14 calendar days from the date of the complaint or report.
2. The investigation may consist of personal interviews with the complaining student, the alleged harasser and any individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. In determining whether alleged conduct constitutes a violation of this policy, the harassment complaint official should consider

the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surroundings circumstances. The school district may take immediate steps, at its discretion, to protect the complaining student, alleged harasser, witnesses, and school employees pending completion of an investigation of alleged harassment and may make any appropriate referrals for assistance, including, but not limited to, counseling and intervention.

3. Following the investigation, the administration based on the information from the investigation will determine the proper action, if any, is required. The school district shall take appropriate action in all cases where the harassment complaint official concludes that the policy has been violated. Action taken for violation of this policy shall be consistent with the requirement of any applicable a collective bargaining agreement, School District Policy, state and federal law, including, but not limited to, the due process protections for students with disabilities.
4. The Principal of the Building where the complaining student or employee and the alleged harasser have placement shall maintain the written report of the investigation and result in his/her office. In the case of an investigation conducted by at the District level, the Superintendent shall receive a copy of the investigation report and results.

1610- Confidentiality: The Boone- Apache School District recognizes that both the complaining student or employee and the alleged harasser have strong interests in maintaining the confidentiality off the allegations and related information. The privacy of the complaining student or employee, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure.

1611- Alternative Complaint Procedures: In addition to or instead of filing a harassment complaint through this policy, a person may choose to exercise other option through local agencies.

1612- School Harassment Officials: Each school year the administration will appoint a school harassment officer(s) with approval of the Boone-Apache Board of Education. Names of the officials will be listed in the Student Handbook and will be posted around the district at all times.

1613-Notice and Publication: The School Board shall provide notice of the policy and procedures to students, custodial parents, or guardians, and school employees. Policy will be posted in each school building. The policy will also appear in the school's Student Handbook. (Posting Procedure Attachment)

1700 INTERNET POLICY

1701- Availability Statement

Internet access is now available to students and teachers in the Boone0Apache Schools. We are very pleased to bring this access to the Boone-Apache School system and believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal is providing this service is to promote education excellence in the Boone0Apache Public Schools by facilitating resource sharing, innovation, and communication. The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Student and teachers have access to:

1. Electronic mail communication with people all over the world.
2. Information and news.
3. Public domain and shareware of all types.
4. Discussion groups on a plethora of topics ranging from, but not limited to, diverse cultures to the environment to music to politics.
5. Access to many university catalogs, and other information serves on careers and post-graduation studies and training.

With access to computers and people all over the world also comes the availability of material that may not be considered to be educational value in the context of the school setting. The Local Education Agency and the Internet Provider have taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control materials completely and an industrious user may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a LEA user violates any of these provisions, his/her access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who sign has (have) read the terms and conditions carefully and understand (s) their significance. (Boone-Apache Schools User Application Document Attachment)