



ANTI-BULLYING POLICY



THE SCHOOL BOARD OF BTEC, BAKU, IS COMMITTED TO PROTECTING ITS STUDENTS, EMPLOYEES, AND APPLICANTS FOR ADMISSION FROM BULLYING, HARASSMENT, OR DISCRIMINATION FOR ANY REASON AND OF ANY TYPE. THE SCHOOL BOARD BELIEVES THAT ALL STUDENTS AND EMPLOYEES ARE ENTITLED TO A SAFE, EQUITABLE, AND HARASSMENT-FREE SCHOOL EXPERIENCE. BULLYING, HARASSMENT, OR DISCRIMINATION WILL NOT BE TOLERATED AND SHALL BE JUST CAUSE FOR DISCIPLINARY ACTION. THIS POLICY SHALL BE INTERPRETED AND APPLIED CONSISTENTLY WITH ALL APPLICABLE STATE AND NATIONAL LAWS AND THE BOARD'S COLLECTIVE BARGAINING AGREEMENTS. CONDUCT THAT CONSTITUTES BULLYING, HARASSMENT OR DISCRIMINATION, AS DEFINED HEREIN, IS PROHIBITED.

POLICY

IT IS ESSENTIAL THAT A BASIC UNIVERSAL PREVENTION CURRICULUM BE IN PLACE SO THAT THE SCHOOL WILL RECEIVE A FOUNDATION OF PREVENTION UPON WHICH TO BUILD A CULTURE OF HEALTH, WELLNESS, SAFETY, RESPECT AND EXCELLENCE.

The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of support for all students, staff, families, and community agencies that will improve relations within the school. It is designed to ensure that the school has staff that have been trained and are supported in their school's efforts to provide awareness, intervention training, and instructional strategies on prevention, including violence prevention, to each staff, parent, and student in the school and to direct follow up when incidents are reported and/or occur.

I. Definitions

A. "***Bullying***" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, non-verbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

1. unwanted teasing
2. threatening
3. intimidating
4. stalking
5. cyberstalking
6. cyberbullying
7. physical violence
8. theft
9. sexual, religious, or racial harassment
10. public humiliation
11. destruction of school or personal property
12. social exclusion, including incitement and/or coercion
13. rumor or spreading of falsehoods

B. **“Harassment”** means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. has the effect of substantially interfering with a student’s educational performance, or employee’s work performance, or either’s opportunities, or benefits;
3. has the effect of substantially negatively impacting a student’s or employee’s emotional or mental well-being; or
4. has the effect of substantially disrupting the orderly operation of a school.

C. **“Cyberstalking”** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

D. **“Cyberbullying”** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., MySpace, Facebook), chat rooms, and instant messaging.

E. **“Bullying”, “Cyberbullying”, and/or “Harassment”** also encompass:

1. retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
2. retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
3. perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. incitement or coercion;
 - b. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
 - c. acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

F. **“Bullying,” “Cyberbullying”, “Harassment,” and “Discrimination”** (hereinafter referred to as bullying, as defined in Section A, for the purpose of this Policy) also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation or social/family background, and therefore prohibits bullying of any student or employee by any Board member, employees, consultant, contractor, agent, visitor, volunteer,

student, or other person, in the school or outside the school, at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the school. For Federal requirements when these acts are against national identified protected categories.

G. **“Accused”** is defined as any employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses, and at training facilities or training programs sponsored by the school who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

H. **“Complainant”** is defined as any employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

II. Expectations: BTEC expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

- A. BTEC prohibits the bullying of any student or school employee:
- 1) during any educational program or activity conducted by BTEC;
 - 2) during any school-related or school-sponsored program or activity or on a BTEC school bus;
 - 3) through the use of any electronic device or data while on school grounds or on a BTEC school bus, computer software that is accessed through a computer, computer system, or computer network of BTEC. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
 - 4) through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a BTEC school bus.
 - 5) while the school does not assume any liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate.

The principal/designee shall use all School Reporting Systems to log all reports and interventions.

- B. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior (aka Discipline and Behaviour Policy).

- C. Student rights shall be explained as outlined in this policy and in the Discipline and Behaviour Policy.
- D. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Discipline and Behaviour Policy, and this Policy.

III. Stakeholder Responsibilities

- A. Student Support Services' Office: Student Support Services professionals, in collaboration with other employees, will collaborate with school based staff members, families, and community stakeholders to utilize this Policy and associated procedures to promote academic success, enhance resiliency, build developmental assets, and promote protective factors within the school by ensuring that each and every staff member and student is trained on violence prevention. These trainings will work to create a climate within the school that fosters the safety and respect of children and the belief that adults are there to protect and help them. Additionally, students and staff (including but not limited to school based employees, administrators, counseling staff, bus drivers) will be given the skills, training, and tools needed to create the foundation for preventing, identifying, investigating, and intervening when issues of bullying arise.
- B. By August 2015, the principal shall designate a Prevention Liaison who shall serve on existing teams that address acts of violence and school safety, e.g., threat assessment teams, SAFE Teams, and act as the Student Support Service's Office of Prevention contact. At minimum, this team should include staff members from administration, guidance, and instruction. These designees are the key school based personnel who will receive prevention training and assist in the dissemination of prevention methods, intervention, and curriculum, for bullying and other issues that impact the school culture and welfare of students and staff.
- C. Evidence-Based Interventions and Curriculum: Student Support Services' Office of Prevention staff members will serve as the coordinators and trainers of prevention for all designated school staff and outside agencies/community partners. Those trained in Prevention (e.g., Prevention Liaisons and Office of Prevention staff) will then collaborate as "violence prevention partners" to implement the evidence-based interventions and proven programs within the school. Training will focus on prevention and evidence-based programs.
- D. Parent Participation and Partnership: Student Support Services professionals, in collaboration with other school departments, will provide opportunities and encourage parents to participate in prevention efforts with their children in meaningful and relevant ways that address the academic, social, and health needs of their children. The school will offer parents and parent associations' trainings on violence prevention as well as knowledge of and/or opportunity to participate in any violence prevention initiatives currently taking place via the BTEC website, open houses, and parent/school newsletters. Training will provide resources and support for parents by linking them with internal supports as well as referral to community-based resources as needed.

- E. Evaluation of Service Effectiveness: Evaluations to determine the effectiveness and efficiency of the services being provided will be conducted at least every three years and shall include data-based outcomes.
- F. Accountability: The Student Support Service's Office of Prevention team members, as well as the Head of Departments, Director of Studies and Principal, share accountability for implementation of these student support services consistent with the standards of this policy. These administrators will take steps to assure that student support services are fully integrated with their instructional components at the school and are pursued with equal effort in policy and practice.

IV. Training for students, parents, teachers, school administrators, student support staff, counseling staff, bus drivers, School Resource Officers, contractors and school volunteers on identifying, preventing, and responding to bullying will be conducted.

At the beginning of each school year, the school principal/designee and or appropriate administrator shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a student through appropriate references in the Discipline and Behaviour Policy, Staff Handbook, the school website, and/or through other reasonable means.

V. Disciplinary sanctions (consequences) and due processes for a person who commits an act of bullying under this policy.

- A. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the school.
 - a. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Discipline and Behaviour Policy, and this Policy.
 - b. Consequences and appropriate interventions for a school employee found to have committed an act of bullying will be instituted in accordance with school policies, procedures, and agreements. Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator's certificate.
 - c. Consequences and appropriate intervention for a visitor or volunteer, found to have committed an act of bullying shall be determined by the school principal after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
 - d. These same actions will apply to persons, whether they be students, school employees, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

VI. Reporting an act of bullying

- A. At the school, the principal/designee is responsible for receiving oral or written complaints alleging violations of this policy, as with all infractions from the Discipline and Behaviour Policy.
- B. All school faculty and staff are required and must report, in writing, any allegations of bullying or violations of this Policy to the principal/designee. Failure to report will result in action(s) or discipline, consistent with the collective bargaining agreement provisions, up to and including termination of employment.
- C. Any other members of the school community who have credible information that an act of bullying has taken place may file a report of bullying, whether a victim or witness.
- D. Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students) is strongly encouraged to report the incident(s) in writing to a school official. Complaints should be filed as soon as possible after the alleged incident and noted on the specified data system, but must be filed within ninety (90) school days after the alleged incident (i.e., within 90 school days of the last act of alleged bullying). Failure on the part of the complainant to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned. For protected categories covered, a different timeline may apply.
- E. The principal shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and how this report will be acted upon.
- F. A school employee, school volunteer, contractor, student, parent/ or other persons who promptly reports in good faith an act of bullying to the appropriate school official, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within BTEC.
- G. Administrators/principal/designee(s) shall document in writing and/or via the specified data system all complaints regarding bullying, as with all infractions of the Discipline and Behaviour Policy, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.
- H. Anonymous reports may be made utilizing the BTEC Anonymous Bullying Report Form. This reporting form can be found on the School website www.btec.az, or at the school's front office. Anonymous reports may be delivered to the school administration's front office, put in the school's reporting box. Administrators shall use the specified data system to log all reports and interventions. Formal disciplinary action may not be based solely on the basis of an anonymous report.

VII. Bullying Complaints and Resolution

- A. The investigation of a reported act of bullying of a student, school-based employee, or other persons providing service to the school is deemed to be a school-related activity and begins with a report of such an act.

- B. The principal/designee shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner. Although this Policy encourages students to use the formal written complaint process, school officials "should investigate all complaints and reports of harassment, whether or not the complaint is in writing".
- C. If the complaint is about the principal, then the Board shall be asked to address the complaint.
- D. Informal Resolution - where the administrator, along with the complainant and the accused/student, may agree to informally resolve the complaint. The incident and the resolution must be documented on the appropriate data system. If a mutual resolution has not been achieved, a formal written appeal must be filed within five (5) work days after the informal meeting and submitted to the principal.
- E. Formal Resolution - the complainant/student/employee or parent(s), on behalf of the student, may file a written complaint with the principal/designee by utilizing the BTEC Bullying Complaint Report Form. Said form is available on the School's website www.btec.az, and at the school's front office. According to the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident.
- F. The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing and/or noted in the district specified data system.

VIII. Investigation requirements for reported acts of bullying under this policy

- A. The procedures for investigating school-based bullying may include the principal/designee and/or the utilization of a Prevention Liaison, in the case of student-to- student bullying. The principal or designee and Prevention Liaison shall be trained in investigative procedures and interventions as outlined in this Policy. For incidents at the area/district level, the appropriate administrator will be responsible for the investigation as outlined in this policy.
- B. The investigator may not be the accused or the alleged victim.
- C. The principal/designee shall begin a thorough investigation and interviews with the complainant(s), accused, and witnesses within two (2) school days of receiving a notification of complaint. (BTEC requires that school administrators/designees provide immediate notification to the parents of both the victim and the alleged perpetrator of an act of bullying or harassment.)
- D. During the investigation, the principal/designee may take any action necessary to protect the complainant, other students or employees consistent with the requirements of applicable regulations and statutes.
 - a. In general, student complainants will continue attendance at the same school and pursue their studies as directed while the investigation is conducted and the complaint is pending resolution. Any legal order of a court will prevail.
 - b. When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal/designee also may discuss the complaint with any school employee, the parent of the complainant or accused, if one

or both is a minor (or has given consent or is an adult who has been determined to be incompetent or unable to give informed consent due to disability), and/or child protective agencies responsible for investigating child abuse.

- c. During the investigation where an employee is the accused, the principal/designee may recommend any action necessary to protect the complainant, or other students or employees, consistent with the requirements of applicable statutes, School Policies, and collective bargaining agreements.
- E. Within ten (10) school days of the filing of the complaint, there shall be a written decision by the Principal/Designee regarding the completion of the investigation. The principal/designee shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the Discipline and behavior Policy.
- F. The Principal/Designee will inform all relevant parties in writing of the decision and the right to appeal.
- G. If the accused is an employee, discipline may be taken, consistent with any applicable collective bargaining agreement provisions, to resolve a complaint of bullying (Policy on Employee Disciplinary Guidelines). The principal/designee shall discuss the determination and any recommended corrective action with the Board, for school-based actions, and the Associate Superintendent of Human Resources.
- H. No retaliation of any kind is permitted in connection with an individual's having made a bullying complaint and if it occurs, it shall be deemed an additional act of bullying as stated herein this Policy.

IX. Referral for Intervention

- A. Referral of a student to the collaborative problem-solving team (or equivalent schoolbased team with a problem solving focus) for consideration of appropriate services is made through the school problem-solving process by school personnel or parent to the principal/designee. Parent notification is required. When such a report of formal discipline or formal complaint is made, the principal/designee shall refer the student(s) to the collaborative problem-solving team for determination of need for counseling support and interventions.
- B. School-based intervention and assistance will be determined by the collaborative problem-solving team and may include, but is not limited to:
 - a. counseling and support to address the needs of the victims of bullying.
 - b. counseling interventions to address the behavior of the students who bully (e.g., empathy training, anger management).
 - c. intervention which includes assistance and support provided to parents.
 - d. analysis and evaluation of school culture with resulting recommendations for interventions aimed at increasing peer ownership and support.
- C. Self referral for informal consultation: School staff, students or parents may request informal consultation with school staff (e.g., school social worker, school counselor, school psychologist, Prevention Liaison, EAP, etc.) to determine the severity of concern and appropriate steps to

address the concern of bullying (the involved students' parents may be included) orally or in writing to the principal/designee.

- D. Any investigations and interventions shall be recorded on the school specified data system.

X. Incident reporting requirements

- A. The procedure for including incidents of bullying in the school's report of safety and discipline data is required. The report must include each incident of bullying and the resulting consequences, including discipline, interventions and referrals. In a separate section, the report must include each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy, with recommendations regarding said incident.
- B. Discipline, referral data, investigations, interventions, and actions of discipline shall be recorded on the specified data system, as with other infractions from the Discipline and Behaviour Policy.

XI. Process for referral for external investigation

- A. If the act is outside the scope of the school, and determined a criminal act, referral to appropriate law enforcement shall be made immediately, the parent will be notified, and the referral documented by the principal/designee in the specified data system.
- B. While the school does not assume any liability for incidences that must be referred for external investigation, it encourages the provision of assistance and intervention as the principal/designee deems appropriate, including the use of the School Resource Officer and other personnel. The principal/designee shall use School Reporting Systems to log all reports and interventions.

XII. Appeals process

- A. Appeal procedure for bullying by a student will follow the steps outlined in the Discipline and Behaviour Policy.
- B. Appeal procedure for an accused/employee:
 - a. If the accused/employee wishes to appeal the action taken in resolution of the complaint, such appeal shall be filed either in accordance with BTEC Board Policy or pursuant to the relevant collective bargaining agreement.
 - b. For those employees not in a bargaining unit, the appeal shall be filed in accordance with BTEC Policy. In reaching a decision about the complaint, the following should be taken into account:
 - i. BTEC Policy on Employee Disciplinary Guidelines; and
 - ii. Case law, state and national laws and regulations, and the Board's Policies prohibiting bullying and discrimination.

XIII. Confidentiality

- A. To the greatest extent possible, all complaints will be treated as confidential and in accordance with BTEC Policy; the Family Educational rights of privacy; and any other applicable law.

- B. Limited disclosure may be necessary to complete a thorough investigation as described above. The school's obligation to investigate and take corrective action may supersede an individual's right to privacy.
- C. The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed. The identity of the victim of the reported act shall be protected to the extent possible.

XIV. Retaliation Prohibited

- A. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this Policy.
- B. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this Policy shall be treated as another incidence of bullying.

XV. Additional Referral

In all cases, BTEC reserves the right to refer the results of its own investigation to the State Attorney for possible criminal charges, whether or not the school takes any other action.

XVI. Constitutional Safeguard

This policy does not imply to prohibit expressive activity protected by Azeri law.

XVII. Preclusion

This policy should not be interpreted as to prevent a victim or accused from seeking redress under any other available law either civil or criminal.

XVIII. Severability

If a provision of this policy is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in that jurisdiction of any other provision of this policy.

BULLYING COMPLAINT FORM

This report **MUST** be completed to file a complaint relating to an incident of alleged bullying (*for the purpose of this form, bullying encompasses bullying, harassment, and discrimination*) and turned in to the school Principal/ designee of the victim's home school or the appropriate area/district office.

COMPLAINANT NAME (last, first, middle)	SEX	GRADE
VICTIM NAME (last, first, middle)	SEX	GRADE
ACCUSED NAME (last, first, middle)	SEX	GRADE
SCHOOL SITE/DEPARTMENT (site where incident occurred)	SCHOOL OF VICTIM	
PRINCIPAL/ADMINISTRATOR	INCIDENT DATE	
Describe the location where the incident took place:		
Describe the incident:		
List all witness names and grades:		

List evidence of bullying (i.e. letters, photos, etc. – attach evidence if possible):

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of complainant

Date

Signature of person receiving Bullying Complaint Form

Date

Be sure to attach any supporting documentation/evidence/investigation

Action	Agreed to Informal Resolution (Student-Student only)	Formal resolution	Appeals: Referral to the Board
Date			
Outcome			
Signatures			

**Thank you. This report will be followed up within 2 school/work days.
If you fear a student is in IMMEDIATE danger, please contact the police immediately.**