

1 **Cascade School District**

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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, or intimidation between employees or by third parties, are strictly prohibited and
9 shall not be tolerated. This includes bullying, harassment, or intimidation via electronic
10 communication devices.

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12 Definitions

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14 • “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 • “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 • “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, on school-provided
28 transportation, or anywhere such conduct may reasonably be considered to be a threat or
29 an 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 Reporting

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39 All complaints about behavior that may violate this policy shall be promptly investigated. Any
40 employee or third party who has knowledge of conduct in violation of this policy or feels he/she
41 has been a victim of harassment, intimidation, or bullying in violation of this policy is
42 encouraged to immediately report his/her concerns to the building principal or the District
43 Administrator, who have overall responsibility for such investigations. Complaints against the
44 building principal shall be filed with the Superintendent. Complaints against the Superintendent
45 or District Administrator shall be filed with the Board, via written communication to the Board
46 Chair.

The complainant may be provided a summary of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties.

When an employee has actual knowledge that behavior is in violation of this policy is sexual harassment, the employee must contact the Title IX Coordinator. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Consequences

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

Retaliation and Reprisal

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

Legal Reference:	10.55.701(3)(g), ARM	Board of Trustees
	10.55.801(1)(d), ARM	School Climate

Policy History:

Adopted on: May 15, 2001
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Revised on: