

STUDENT HARASSMENT / BULLYING /
CYBERBULLYING PREVENTION

Cyberbullying, as defined below, is prohibited when such bullying creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

Bullying and harassment is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC.

Definitions

- "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- "Bullying" by another student means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- "Cyberbullying" means electronic communication that:
 - targets a specific student;
 - is published with the intention that the communication be seen by or disclosed to the targeted student;
 - is in fact seen by or disclosed to the targeted student; and
 - creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

Licensed school employees shall complete training on how to recognize signs that a person is being harassed, bullied or cyberbullied and shall be responsible for reading and understanding this policy.

A licensed school employee who has information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied shall report immediately to the school principal, an administrator, the superintendent or any of these school officers.

Any school administrator who receives a report of harassment, bullying, or cyberbullying shall take immediate steps to ensure a prompt investigation of the report and shall take prompt disciplinary action in response to these acts upon confirmation of the occurrence through such investigation. Such action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from confirmed harassment, bullying or cyberbullying that include:

- counseling,
- mediation,
- discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy.

Adopted: date of manual adoption

LEGAL REF.: 22-2-21 NMSA
28-1-2 NMSA *et seq.*
6.12.7.8 NMAC
6.29.6.8 NMAC

CROSS REF.: AC - Nondiscrimination/Equal Opportunity
ACA - Sexual Harassment
JB - Equal Educational Opportunities
JIC - Student Conduct
JII - Student Concerns, Complaints, and Grievances
JK - Student Discipline
JKD - Student Suspension/Expulsion
KE - Public Concerns and Complaints

REGULATION**REGULATION****STUDENT HARASSMENT / BULLYING**
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When a professional staff member receives the information regarding a suspected offense, the staff member will transmit it to the school administrator not later than the next school day following the day the staff member receives the information or observes the incident. If the incident involves the school administrator, the professional staff member shall forward the information to the next administrative level.

At a minimum the licensed employee shall provide the identifying information on the suspected offense in writing and with such specificity of names, places and times as to permit an investigation to be carried out by the administration. The written suspected offense report should be signed by the licensed employee. However, an unsigned form will be processed in the same manner as a signed form.

The person reporting the suspected offense shall preserve the confidentiality of the subjects, disclosing names only to the appropriate school administrator or next higher administrative supervisor, or as otherwise required. A failure by the licensed professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action.

The incident will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported suspected offense or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the student who is the target of the suspected offense at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy.

EXHIBIT

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(To be filed with the school administrator, the administrator's supervisor,
or with the Superintendent)

Additional pages may be attached if more space is needed.

Targeted Student

Name: _____ Date: _____

Class year: _____

Person or Persons suspected of harassing, bullying, or
cyberbullying:

Name of person(s), or other identifying information:

Specify the suspected offense by stating the problem as you see it. Describe the
incident, the participants, the background to the incident, and any attempts you
have made to solve the problem. Be sure to note relevant dates, times, and places.

Date of the of the incident or offense(s): _____

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>

I certify that this information is correct to the best of my knowledge.

<u>Signature of Licensed Staff member</u>	<u>Date Signed</u>

<u>Administrator/Professional Staff Member Receiving Complaint</u>	<u>Date Received</u>

The investigating administrator shall give one (1) copy to the reporting staff member and retain one (1) copy for the file.