

THREATENING BEHAVIOR, HARASSMENT, INTIMIDATION and BULLYING

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 Okla. Stat. § 24-100.2 et seq. (“Act”). Tulsa Tech intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in Tulsa Tech’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Tulsa Tech’s student conduct code prohibits threatening behavior, harassment, intimidation and bullying. This policy applies to all students regardless of classification as a secondary or adult student.

Definition of Terms

A. Statutory definition of terms:

- “Bully” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.
- “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.
- “Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited 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 bullying at school.

- “At school” means on Tulsa Tech’s grounds, in Tulsa Tech’s vehicles, at Tulsa Tech’s sponsored activities, or at Tulsa Tech’s sanctioned events.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the disciplinary history and physical characteristics of the alleged bully.

C. Types of Bullying

- “Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- “Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.
- “Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target or self-confidence or the respect of peers.
- “Sexual Bullying” includes harm or a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by Tulsa Tech.

Understanding and Preventing Bullying

A full copy of this policy will be posted on Tulsa Tech’s website and included in all handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through Tulsa Tech’s annual written notice of the availability of the anti-bullying policy. Written notice of the policy will also be posted at various places in all campuses.

Students and staff will be periodically reminded throughout the year of the availability of this policy, Tulsa Tech’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into Tulsa Tech’s other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. Tulsa Tech's bullying coordinator and individuals designated as campus investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and Tulsa Tech's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians of minors may participate in a parent education component.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or campus administrator. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the campus director or an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each campus will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on Tulsa Tech's website, and in the bullying prevention education provided annually to students and staff. Tulsa Tech's anti-bullying program is coordinated at the district level by its bullying coordinator, Dr. Richard Palazzo, Director of Alternative Education.

Investigating Bullying Reports

For any alleged incidents of bullying reported to Tulsa Tech's officials, the designated official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). Tulsa Tech's officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to investigate the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the campus director may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The campus director may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a Tulsa Tech official believes the resource might be of assistance to the student/family. Tulsa Tech is not responsible for paying for these services. No Tulsa Tech employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All Tulsa Tech employees will act in good faith.

Tulsa Tech may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. Tulsa Tech may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow Tulsa Tech officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification for Minor Students

The assigned investigator will notify the parents (minor students only) of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents (minor students only) of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bullying student to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians of minor students will be informed in writing of Tulsa Tech's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents/guardians of minor students. Parents/guardians of minor students will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at Tulsa Tech they should encourage their student to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the administration immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with Tulsa Tech personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety Bullying Prevention Act*, 70 Okla. Stat. § 24-100.2 et seq., Tulsa Tech will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and Tulsa Tech will notify the State Department of Education within fifteen (15) days of the appointment of a new Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of Tulsa Tech's Annual Performance Report.