



## Administrative Regulation 4111.5 Safe and Respectful Learning Environment - Staff

**Responsible Office:** Office of Human Resources

### **REGULATION**

1. Bullying, Cyber-Bullying, Harassment and Intimidation are Prohibited in District Schools.
  - a. No member of this District's Board of Trustees, District employee, including, without limitation, administrators, principals, teachers, or other staff members, or student shall engage in acts of bullying, cyber-bullying, harassment or intimidation on the premises of any public school, school-sponsored event, or school bus, in the District.
  - b. It is the intent of this policy that all persons in Washoe County School District are entitled to maintain their own beliefs and to respectfully disagree without resorting to violence, harassment or intimidation. This policy does not advocate nor require the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but does require that students with differing beliefs be free from harassment and abuse.
  - c. Washoe County School District will provide for the appropriate training of all administrators, principals, teachers and all other personnel employed by this District as prescribed by this policy under the heading "Professional Development."
2. School Safety Team
  - a. The principal of each school shall establish a school safety team to develop, foster and maintain a school environment which is free from bullying, cyber-bullying, harassment and intimidation;
  - b. Each school safety team must consist of the principal, or his or her designee, and the following persons appointed by the principal:
    - i. A school counselor;
    - ii. At least one teacher from the school;
    - iii. At least one parent or legal guardian of a student enrolled in the school; and
    - iv. Any other persons appointed by the principal.

- c. The principal, or his or her designee, shall serve as the chair of the school safety team.
  - d. The school safety team shall:
    - i. Meet at least two times each year;
    - ii. Identify and address patterns of bullying, cyber-bullying, harassment or intimidation at the school;
    - iii. Review and strengthen school policies to prevent and address bullying, cyber-bullying, harassment or intimidation;
    - iv. Provide information to school personnel, students enrolled in the school and parents and legal guardians of students enrolled in the school on methods to address bullying, cyber-bullying, harassment and intimidation; and
    - v. To the extent money is available, participate in any training conducted by the school district regarding bullying, cyber-bullying, harassment and intimidation.
3. Requirements and Methods for Reporting Violations of NRS 388.135 (bullying, cyber-bullying, harassment and intimidation)
- a. The District encourages any person who believes that he or she has been a victim of bullying, cyber-bullying, harassment or intimidation be encouraged and instructed to adhere to the following reporting mechanism:
    - i. Students who are targets of bullying, cyber-bullying, harassment or intimidation and students who have first-hand knowledge of such violations are encouraged to report such claims. Students should report incident(s) to any teacher, counselor, school administrator or other staff member in accordance with the reporting procedure included in Board Policy.
    - ii. Employees. Any District employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of bullying, cyber-bullying, harassment or intimidation at school, school-sponsored event or on a school bus shall report it to the principal or the principal's designee.

1. If the report involves the school principal, the reporter shall make a report in accordance with the process set forth in Board Policy/Administrative Regulation 4111.3.
  2. If the report involves a Board of Trustees member or the District's Superintendent, the reporter shall contact the Nevada Department of Education's equity coordinator.
- b. Any staff member who witnesses a violation of NRS 388.135 or receives information that a violation has occurred shall verbally report the violation to the principal or his or her designee on the day on which the staff member witnessed the violation or received information regarding the occurrence of a violation.
  - c. The principal of each school, or his or her designee, shall conduct investigations of reported bullying, cyber-bullying, harassment and/or intimidation violations occurring at the school. Such investigation shall be initiated not later than 1 day after receiving notice of the violation. The investigation must be completed within 10 days after the date on which the investigation is initiated.
    - i. When appropriate, investigations may include consultation with the District's Division of Safe and Drug Free Schools and/or the WCSD School Police Department.
  - d. If a violation is found to have occurred, recommendations shall be made concerning the imposition of disciplinary action or other measures to be imposed, in accordance with Board Policy.
  - e. The parent or legal guardian of a pupil involved in the reported violation of NRS 388.135 may appeal a disciplinary decision of the principal or his or her designee, made against the pupil as a result of the violation, in accordance with Board Policy.
4. Notice Requirements
- a. The Superintendent and/or his/her designees shall use all reasonable means to inform students, employees, and parents or guardians that the District will not tolerate bullying, cyber-bullying, harassment, and/or intimidation.

- b. The District shall include the text of the provisions of NRS 388.121 to 388.139, inclusive, and the policy adopted by the Board of Trustees under the heading "Bullying, Cyber-Bullying, Harassment and Intimidation is Prohibited in Public Schools," within each copy of the rules of behavior provided to students.

## 5. Professional Development

- a. The Superintendent and/or his/her designees shall develop age-appropriate methods of discussing the meaning and substance of this policy with staff and students in order to help prevent harassment.
- b. In addition to informing staff and students about the policy, the Superintendent and/or his/her designees shall develop a plan, including requirements and procedures, to assure that the following professional development be provided to the Board of Trustees as well as all administrators, principals, teachers, and other personnel employed by the Board of Trustees of Washoe County School District:
  - i. Awareness concerning the various types of harassment and intimidation; how the harassment and intimidation manifests itself; and the devastating emotional and educational consequences of harassment and intimidation.
  - ii. Training in the appropriate methods to facilitate positive human relations among students without the use of harassment and intimidation so that students may realize their full academic and personal potential.
  - iii. Methods to improve the school environment in a manner that will facilitate positive human relations among students.
  - iv. Methods to teach skills to students so that the students are able to replace inappropriate behavior with positive behavior.

## 6. Causes of Action

- a. No cause of action may be brought against a student or an employee or volunteer of a school who reports a violation of NRS 388.135 unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

- b. No cause of action or other legal proceeding may be brought or maintained against the Washoe County School District, its Board of Trustees, any member of the Board of Trustees, or any of its officers, employees, agents or other representatives on account of any act or omission of any officer, employee, agent or other representative of the Washoe County School District in violation of this regulation.

## **DEFINITIONS**

1. "Bullying" means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person one time or repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:
  - a. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
  - b. Places the person in reasonable fear of harm or serious emotional distress; or
  - c. Creates an environment which is hostile to a student by interfering with the education of the student.
2. "Cyber-bullying" means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, "sexual image" has the meaning ascribed to it in NRS 200.737.
  - a. Electronic communication means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.
3. "Harassment" means a willful act which is written, verbal or physical, or a course of conduct that is not otherwise authorized by law, is highly offensive to a reasonable person and:
  - a. Is intended to cause or actually causes another person to suffer serious emotional distress;
  - b. Places a person in reasonable fear of harm or serious emotional distress; or

- c. Creates an environment which is hostile to a student by interfering with the education of the student.
4. "Intimidation" means a willfull act which is written, verbal or physical, or a course of conduct that is not otherwise authorized by law, is highly offensive to a reasonable person and:
  - a. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
  - b. Places a person in reasonable fear of harm or serious emotional distress;  
or
  - c. Creates an environment which is hostile to a student by interfering with the education of the student.

#### **IMPLEMENTATION GUIDELINES**

1. This policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future:
  - a. Goal 4, Value and Strengthen a Positive, Self-Renewing Culture, Objective 4.1 - Ensure Safe and Orderly Schools Within a Culture of Meaningful Collaborative Relationships
2. This policy complies with Nevada Revised Statutes (NRS) 388.121-139, inclusive, Safe and Respectful Learning Environment.
3. This policy complies with Nevada Revised Statute 389.520, establishment of policy for ethical, safe and secure use of computers.
4. Board Policy 5039, Student Discipline, defines the Board's intent with regard to student discipline.
5. Board Policy 4111.3, Harassment/Sexual Harassment and Intimidation (Staff), will define the Board's intent with regard to staff.
6. Administrative Regulation 4111.3, Harassment/Sexual Harassment and Intimidation (Staff), will outline the process for staff.

7. Administrative Regulation 5TBA, Bullying, Discrimination, Harassment of Students (currently LEG-P121), will outline the process for students.
8. Administrative Regulation 5TBA, Prohibited Conduct, describes prohibited student conduct, to include bullying, harassment, and hazing.
9. Administrative Regulation 4111.5, Safe and Respectful Learning Environment (Staff) will outline the process with regard to staff.
10. Administrative Regulation 5TBA, Safe and Respectful Learning Environment for Students (currently PATH-P120), will outline the process with regard to students.
11. Administrative Regulation 6163.2, Internet Safety and Public Network Acceptable Use, will outline internet safety and technology protection measures.
12. This Administrative Regulation complies with the requirements of the U.S. Department of Health & Human Services, Office for Civil Rights.
13. This Administrative Regulation complies with the requirements of the U.S. Equal Employment Opportunity Commission.
14. This Administrative Regulation complies with the requirements of the Nevada Department of Employment, Training and Rehabilitation's Nevada Equal Rights Commission.

**REVISION HISTORY**

Date	Revision	Modification
6/27/2006	1.0	Adopted