Provo COLLEGE

Bullying and Harassment Policy

Purpose:

Provo College believes that a safe and healthy school environment increases student attendance, promotes student engagement, and supports academic achievement. Accordingly, no student should engage in any form of behavior that interferes with the academic or educational process, compromises the personal safety or well-being of another, or disrupts the administration of College programs or services. Bullying or harassment will not be tolerated at Provo College.

Definitions:

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet or cell phone) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy.

> By means of example only, bullying and harassment can take the following forms:
> 1. Physical: pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.
> 2. Verbal/Written: ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.
> 3. Nonverbal: directing threatening gestures toward a person or invading personal space after being asked to move or step away.
> 4. "Cyber bullying": bullying using an electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

Scope:

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/harassment, that is not initiated at a location defined above is covered by this

policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of the College program.

Reporting Bullying or Harassment:

Students who are the target of bullying or students, instructors, and staff who have witnessed bullying should report the abuse to the class or clinical instructor and also to the Campus Director and Campus Academic Management. Instructors receiving a complaint or witnessing bullying are required to make a report to the Campus Director and Campus Academic Management. Reports may be made anonymously but formal disciplinary action may not be based solely on an anonymous report. Oral reports shall also be considered official reports. If a student or staff member feels that he or she is the target of cyberbullying, the student or staff member is encouraged to save and print any messages or other posts sent to them that they feel constitutes cyberbullying and to include that as evidence. Students reporting bullying or harassment should be directed to contact WellConnect if they are experiencing any emotional or physical distress.

Investigation:

Upon receiving a report either directly from the target of bullying, a witness of bullying, or from a teacher or staff member, the Campus Director and Campus Academic Management must initiate a prompt and diligent investigation. All interviews of witnesses, the victim, and the accused shall be conducted separately. During an investigation, all individuals involved must, to the extent reasonably possible, maintain the confidentiality of the proceedings and the names of the complainant and students involved.

Consequences:

The Campus Director and Campus Academic Management shall decide the appropriate way to address the bullying behavior if the investigation has proven that a student has engaged in bullying or harassment in violation of this policy. Interventions and consequences will be equal to the severity of the violation. The intervention and discipline plan will be based on the particular characteristics of the situation to ensure that the plan remedies the bullying, decreases chances of retaliation, and helps rehabilitate the student who has engaged in bullying behavior, if appropriate. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from behavioral interventions and education up to and including probation, suspension, dismissal from the program, and/or referral to law enforcement.

False Reports:

Intentionally false reports, illegitimate use of the complaint process, or making knowingly false statements to defame a fellow student or staff member will result in disciplinary consequences.

Retaliation:

Retaliation against a complainant or any individual involved in the investigation of a bullying situation, either by the student who has allegedly engaged in bullying behavior, the friends of the student who allegedly engaged in bullying behavior, or any other individual, is strictly prohibited and is grounds for discipline.

Appeals Process:

Students who are found to have engaged in bullying may appeal the finding through filing a complaint with the Grievance Committee as per policy.