



AP 3431 Bullying

References:

Approved: April 2013
Last Revised: March 2020
Last Reviewed:

These written procedures and protocols are designed to ensure both victims of bullying as well as those accused of bullying, as described in BP 3431, receive fair and equitable treatment and information.

The District is committed to ensuring that students, employees, or other persons who have been bullied are provided treatment, assistance, and information and are treated with sensitivity, care, and confidentiality to the extent permitted by law.

Persons found to be responsible for bullying as described in BP 3431 will be vigorously disciplined and/or prosecuted.

All students, faculty members, or staff members who allege they are the victims of bullying or are accused of bullying shall be provided with information regarding options and assistance available to them. Information shall be available from the Office of Human Resources or the Office of the Vice President for Student Services, which shall maintain the identity and other information about alleged bullying victims and those accused as confidential until authorized to release such information.

Education and Prevention Information

The Vice President for Student Services or designee shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about Bullying. The information shall be developed in collaboration with appropriate campus departments.
- Post bullying prevention and education information on the campus internet website.

The Director of Human Resources or designee shall

- Provide, as part of each employee's on-campus orientation program, education and prevention information about Bullying. The information shall be developed in collaboration with appropriate campus departments.
- Post bullying prevention and education information on the campus internal website.
- Provide ongoing Bullying prevention and detection training to Faculty and Staff.

Reporting Bullying

A District Employee, who receives a report of bullying, shall not discuss the details of the event or the identity of the victim or suspect except as is necessary to initiate or conduct an investigation.

All inquiries from reporters or other media representatives about alleged bullying on District property shall be referred to the District Public Information Officer, who shall work with the Office of the President and Human Resources to assure that all confidentiality rights are maintained.

The District will assume all parties to be innocent until the investigation is concluded.

- **Student Disciplinary Option: Reporting to the Office of the Vice President for Student Services**

Any member of the Butte College campus community who believes that s/he has been bullied by a Butte College student (on or off District property) may report the bullying to the Vice President of Student Services, (530) 895-2239. The Vice President of Student Services will thoroughly investigate alleged violations of campus policy and take appropriate action under Butte College Student Disciplinary procedures. The Vice President for Student Services is responsible for ensuring fair administration of the student disciplinary process and maintaining confidential disciplinary records.

Note: There may be circumstances, such as a substantial threat to the campus community, in which the Vice President for Student Services would initiate a thorough investigation, and, where applicable, take appropriate action. Appropriate action may include notification of Law Enforcement or other public service agencies.

- **Personnel Disciplinary Option: Reporting to the Office of Human Resources**

Any member of the Butte College community who believes that s/he has been bullied by a staff or faculty member of the campus may contact the Director of Human Resources at (530)895-2400. In accordance with campus policies and practices and collective bargaining agreements, a thorough personnel investigation, separate from any police investigation, may be initiated.

As noted previously, whenever possible, the wishes of the victim will be respected regarding whether to pursue a campus policy violation investigation. However, the campus reserves the right to initiate a thorough administrative investigation and when applicable, take appropriate disciplinary action.

- **Student Organizations: Reporting to the Office of the Vice President for Student Services**

The Office of the Vice President of Student Services will receive and thoughtfully investigate reports of organizations alleged to have condoned, promoted, or been

involved in activities relating to bullying. Such organizations may have their campus recognition withdrawn and/or other sanctions imposed.

Bullying may also be reported to:

Safe Place 530.879.6185
Student Health Clinic 530.895.2441
Butte College Police 530.895.2351

Assistance and Support Options

Human Resources or Student Services shall provide all parties with the following, upon request:

- A copy of the District's policy and procedure regarding bullying;
- A list of personnel on campus who will be notified of the bullying and procedures for such notification (Chief of Police, Vice President for Administration, and President);
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for providing or arranging them include: Director of Human Resources, Vice President for Student Services, Vice President for Administration, and Chief of Police;
- Transportation to a hospital, if necessary;
- Counseling , or referral to a counseling center;
- Notice to the police, if desired;
- A list of other available campus resources or appropriate off-campus resources;
- Information regarding the following options:
 - Criminal prosecution;
 - Civil prosecution (i.e., lawsuit);
 - District disciplinary procedures, both student and employee;
 - Modification of class schedules and tutoring;
 - Workplace considerations.

All parties shall be kept informed of any ongoing investigation.

Victims of bullying may seek confidential counseling or advocacy by contacting the Student Health Clinic at (530) 895-2441, <http://www.butte.edu/shc>.

Safe Place provides confidential crises intervention, education, and advocacy on and off campus. Safe Place can be contacted at (530) 879-6185 or Safeplace@butte.edu.

Intimidation and Retaliation against Involved Parties

Retaliation against any involved parties and/or witnesses will not be tolerated, particularly any threats, stalking, harassment, or conduct which threatens the health or safety of any potential witness. This also includes dissuading or preventing any involved parties from attending or giving testimony at any proceeding or inquiry involving an allegation of bullying under this policy, or any attempt to contact, harass, or intimidate potential witnesses involved in any criminal and/or student disciplinary process, whether in person, by telephone, by regular or electronic mail, through associates or by any other means. In addition, dissuading or preventing involved parties from giving testimony may be a violation of 136.1 of the Penal Code and could result in arrest and/or felony criminal charges being filed.

Conclusion

As an institution of higher learning, Butte Glenn Community College District is committed to working toward an ever more supportive and safe environment for all members of the campus community. Anyone who believes they have been bullied is strongly encouraged to report the incident to District officials so that appropriate support and action may be taken. It is only through reporting that the incidence of bullying can be reduced.