

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 3081

BUSINESS, NON-INSTRUCTIONAL

Safe & Respectful Learning Environment

Harassment, Intimidation, Bullying and Cyber-Bullying are Prohibited in Public Schools

This policy is adopted in compliance with NRS 388.132–388.1395 and applicable federal law (Title IX, Section 504).

Humboldt County School District is committed to providing all students and employees with a safe and respectful learning environment in which persons of differing beliefs; characteristics and backgrounds can realize their full academic and personal potential. No person shall be subjected to discrimination, harassment, intimidation, bullying or cyber-bullying based on race (including traits historically associated with race, such as hair texture and protective hairstyles), color, national origin, ancestry, religion, gender identity or expression, sexual orientation, sex, disability, or any other distinguishing characteristic. It is the intent of this policy to ensure that all administrators, principals, teachers and other personnel of Humboldt County School District demonstrate appropriate behavior on the premises of any public school in the district by treating other persons, including, without limitation, pupils, with civility and respect and by refusing to tolerate harassment, intimidation, bullying or cyber-bullying.

No member of this district's board of trustees, employee of the board of trustees, including, without limitation, administrators, principals, teachers, or other staff members, nor pupils shall engage in acts of harassment, intimidation, bullying or cyber-bullying on the premises of any public school, school-sponsored event, or school bus, in the district.

It is the intent of this policy that all persons in Humboldt County School District are entitled to maintain their own beliefs and to respectfully disagree without resorting to harassment, intimidation, bullying or cyber-bullying. 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 pupils with differing beliefs be free from harassment, intimidation, and bullying or cyber-bullying.

Humboldt 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.”

Definitions

Bullying: Repeated or pervasive written, verbal, or electronic expressions, physical acts or gestures, or patterns thereof, directed at one or more pupils, that are intended to cause or actually cause harm, fear, or substantial interference with academic performance or school participation (NRS 388.122).

Cyber-Bullying: Bullying through electronic communication, including transmitting sexual images of minors (NRS 388.123).

Discrimination Based on Race: Any single, repeated, or pervasive act or conduct that creates a hostile educational environment based on actual or perceived race, including traits associated with race such as hair texture and protective hairstyles (NRS 388.1235).

Harassment: A willful act or course of conduct that is highly offensive, causes serious emotional distress, reasonable fear of harm, or substantial interference with education (NRS 388.125).

Intimidation: A willful act or course of conduct that is not otherwise authorized by law and places a person in reasonable fear of harm or substantially interferes with education (NRS 388.129).

Requirements and Methods for Reporting Violations of NRS 388.135

Reports of violations may be made in person, in writing, by telephone, or anonymously via SafeVoice at SafeVoiceNV.org. All employees who witness or receive a report must notify the principal or designee immediately, and no later than the same school day. Reports must include incidents of discrimination based on race, bullying, cyber-bullying, harassment, or intimidation.

Humboldt County School District shall assure that any person who believes that he or she has been a victim of harassment, intimidation, bullying or cyber-bullying as defined by NRS 388.125 and NRS 388.129, by any or all individuals as specified by NRS 388.135, be encouraged and instructed to adhere to the following reporting mechanism:

Students: It is the policy of Humboldt County *School* District to encourage students who are targets of harassment, intimidation, bullying or cyber-bullying and students who have first-hand knowledge of such harassment, intimidation, bullying or cyber-bullying to report such claims. Students should report incident(s) to any teacher counselor, or school administrator.

Employees: Any Humboldt County School District employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment, intimidation, bullying or cyber-bullying at school, school-sponsored event or on a school bus shall report it to the principal or the principal's designee. If the report involves the school principal, the reporter shall make a report directly to the school district Title IX Officer or Superintendent. Contact information on current Title IX Officers is available on the Department of Education website at www.doe.nv.gov/titleix.html. If the report involves a board of trustee member or the district superintendent, the reporter shall contact the Nevada Department of Education. The report must be made as soon as practicable but not later than the end of the same school day.

Upon receiving a report, the principal or designee shall notify the parents or guardians of all involved pupils (including alleged perpetrators and victims) on the same day the report is received, if practicable, or the next school day, via telephone, electronic mail, or in person.

Notice: Harassment, Intimidation, Bullying and Cyber-Bullying are Prohibited in Public Schools

The superintendent shall use all reasonable means to inform students, employees, and parents or guardians that the district will not tolerate harassment, intimidation, bullying or cyber-bullying. Humboldt County School District shall include the text of the provisions of NRS 388.125 to 388.135, inclusive, and the policy adopted by the board of trustees of the school pursuant to section 3 of AB 202 under the heading “Harassment, Intimidation, Bullying and Cyber-Bullying is Prohibited in Public Schools,” within each copy of the rules of behavior for pupils that the school district provides pupils pursuant to NRS 392.463.

Professional Development

The superintendent shall develop age-appropriate methods of discussing the meaning and substance of this policy with staff and students in order to help prevent harassment, intimidation, bullying or cyber-bullying. In addition to informing staff and students about the policy, the superintendent shall develop a plan, including requirements and procedures, to assure that the following professional development be provided to all administrators, principals, teachers, and other personnel employed by the board of trustees of Humboldt County School District:

- Awareness concerning the various types of harassment, intimidation, bullying and cyber-bullying; how the harassment and intimidation manifests itself; and the devastating emotional and educational consequences of harassment, intimidation, bullying and cyber-bullying.
- Training in the appropriate methods to facilitate positive human relations among pupils without the use of harassment, intimidation, bullying and cyber-bullying so that pupils may realize their full academic and personal potential.
- Methods to improve the school environment in a manner that will facilitate positive human relations among pupils.
- Methods to teach skills to pupils so that the pupils are able to replace inappropriate behavior with positive behavior.
- Policy and statutory text will be included in student and staff handbooks, posted on the district website, and distributed annually during the Week of Respect as required by NRS 388.1395.

School Safety Team

Each school shall establish a School Safety Team (per NRS 388.1343), including the administrator, counselor, teacher, parent, and other members. This team will meet at least twice yearly to review incidents, recommend improvements, and promote safe school culture.

Response to a Report of Harassment, Intimidation, Bullying or Cyber-Bullying: Responsibilities of Administrators

1. Principal's Responsibility

The principal or principal's designee is the person responsible for receiving oral or written reports of harassment, intimidation, bullying or cyber-bullying. Upon receipt of a report, the principal shall proceed in investigating the report immediately and be completed as soon as practicable but not later than 5 school days after receipt of the report. The timeline may be extended by up to 2 school days for extenuating circumstances, with good faith efforts to complete the investigation. If the timeline is extended, parents/guardians of involved pupils must be notified of the reason. The principal or designee shall immediately take any actions necessary to stop the discrimination based on race, bullying, cyber-bullying, harassment, or intimidation and ensure the safety and well-being of the reported victim or victims.

The principal may request, but may not insist upon, a written complaint. If at the conclusion of the investigation, it is determined that either suspension or expulsion is warranted, a written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Assistant Superintendent of Business and Support Service, who also serves as the district Title IX officer. Written documentation of all actions shall be maintained in confidential files. In addition, if a determination is made that the allegation is of a severe nature, the complaint may be forwarded to the Title IX officer to conduct the investigation. If the report was provided verbally, the principal shall reduce it to written form within 24 hours and forward to the district equity coordinator. Failure to follow established policy regarding harassment, intimidation, bullying or cyber-bullying reporting or complaint procedures as provided herein will result in disciplinary action against the principal.

2. Title IX Officer

Each school district has one individual within the district designated as the school district Title IX Officer to receive reports of harassment, intimidation, bullying or cyber-bullying. If the report involves the school district Title IX Officer, the reporter shall refer the complaint directly to the superintendent. The school district shall prominently post the name, mailing address, and telephone number of its Title IX Officer.

3. Investigation of Report of Harassment, Intimidation, Bullying or Cyber-Bullying

Who: The principal or school district equity coordinator shall conduct an investigation upon receipt of a report or complaint alleging student harassment, intimidation, bullying or cyber-bullying.

How: The investigator shall interview all individuals involved and any other persons who may have knowledge of the circumstances, giving rise to the complaint and may use other methods and documentation. In determining whether the alleged conduct constitutes a violation of this policy, the investigator shall consider, among other things: the nature of the behavior; how often

the conduct occurred; whether there were past incidents or past continuing patterns of behavior; and the relationship of the parties involved.

When: The investigator shall complete the investigation as soon as practicable, but in no event later than fourteen (14) calendar days following receipt of the complaint.

Result: Upon completion, the investigator shall prepare a written report of findings and conclusions, including recommendations for restorative disciplinary practices if a violation is found. The report shall be provided to the parents/guardians of all involved pupils within 24 hours, subject to federal privacy laws (20 U.S.C. § 1232g). The investigator shall decide if a violation of this policy has occurred and report that decision, along with the evidence supporting it, to the principal or school district equity coordinator and the superintendent or, if the complaint involves the superintendent or board of trustee member, directly to the Nevada Department of Education equity coordinator, for appropriate action in accordance with school district or state disciplinary policy.

Follow-Up: If a violation is found, the principal shall follow up with the victim to ensure the behavior has ceased and provide support. A list of local resources, including mental health services and counseling, shall be provided to the victim's parent/guardian.⁴ School District Action

The school district shall take disciplinary or remedial action as appropriate in order to ensure that further harassment, intimidation, bullying or cyber-bullying does not occur. Such action may include but is not limited to; 1) counseling, awareness training, parent-teacher conferences, warning, transfer, suspension and/or expulsion of a student, and 2) counseling, awareness training, transfer, suspension and/or termination of an employee or board of trustee member or employee.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Nevada Revised Statutes (NRS), federal law and Humboldt County School District policies. Actions shall prioritize restorative disciplinary practices, such as mediation, counseling, and skill-building, to address root causes while ensuring victim safety and minimizing educational disruption for the victim over the perpetrator.

Failure to report or investigate per policy or NRS 388.1351 will result in disciplinary action for principals, administrators, or staff in accordance with NRS 388.1354. Retaliation for reporting is strictly prohibited and actionable.

5. Appeal Process

A person deemed to be in violation of the policy on student harassment, intimidation, bullying and cyber-bullying and subjected to action under it may appeal the determination and/or the action taken as follows:

Student: If the person filing the appeal is a student, the appeal shall proceed in accordance with School District policy governing discipline of students and with due process requirements.

Employee: If the person filing the appeal is an employee, the appeal shall proceed in accordance with School District policy governing employee discipline, including, if applicable, grievance procedures under any applicable collective bargaining agreement, and with legal due process requirements.

6. Interference or Retaliation

A school official shall not directly or indirectly interfere with or prevent the disclosure of information concerning a violation of NRS 388.135. As used in this context a "school official" means: (a) A member of the board of trustees of a school district; or (b) A licensed or unlicensed employee of the school district.

No cause of action may be brought against a pupil 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.

7. Record Keeping and Notification

Record Keeping: The superintendent shall assure that a record of any complaint and investigation of harassment or intimidation as well as the disposition of the complaint and any disciplinary or remedial action is maintained by the School District in a confidential file.

Notification: The superintendent shall assure that the complainant is notified whether allegations of harassment were found to be valid, whether a violation of the policy occurred, and whether action was taken as a result.

Adopted: 09/08/15 (as part of 3080)

Revised: 11/12/2025