Board Policy 5265: Employee Responsibilities Regarding Student Harassment

Status: ADOPTED

Original Adopted Date: 06/24/2020 | Last Revised Date: 06/24/2026 | Last Reviewed Date: 06/24/2026

The personal safety and welfare of each student is of paramount concern to the Board of Trustees, employees, and patrons of the District. It is of particular importance that employees within the District be informed their legal and ethical responsibilities regarding intervention and reporting of student harassment, intimidation, and bullying.

Intervention

District employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying—which includes cyber bullying.

Intervention shall be designed to:

1. Correct the problem behavior;
2. Prevent another occurrence of the problem;
3. Protect and provide support for the victim of the act; and
4. Take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Professional Development

The District shall provide ongoing professional development to assist school employees in preventing, identifying, intervening, and responding to harassment, intimidation, and bullying.

The content of ongoing professional development for District employees shall include, but is not limited to:

1. School philosophy regarding school climate and student behavior expectations;
2. Definitions of harassment, intimidation, and bullying with specific examples;
3. School prevention strategies or programs including the identification of materials to be distributed annually to students and parents;
4. Expectations and examples of staff intervention in harassment, intimidation, and bullying; and
5. School process for responding to harassment, intimidation, and bullying including the reporting process for students and staff, investigation protocol, the involvement of law enforcement, related student support services, and parental involvement.

Student Discipline

When disciplinary action is necessary for students engaging in harassment, intimidation and

bullying, employees shall follow relevant District policies, including Policies 3330 and 3340.

Reporting

Any District employee who has witnessed, or has reliable information, that a student has been subject to harassment, intimidation, or bullying, must report the incident to the designated school official in accordance with District Policy 3295 and Procedure 3295(P)-1.

Knowingly submitting a false report under this policy shall subject the employee to discipline up to and including termination.

The Superintendent, building principal, and/or their designee shall be responsible for receiving complaints alleging student harassment, intimidation, and bullying and will ensure that documented complaints will be maintained as a confidential file in the District office.

Policy Distribution

The Superintendent or designee shall annually distribute and review with employees the requirements, policies, and procedures to be followed concerning the handling of student harassment, intimidation, and bullying and shall include this information in employee handbooks. All new employees will be given these policies and procedures as part of their orientation program.

These policies are authorized solely for the use of ISBA members who subscribe to ISBA Policy Services. They are not intended for, nor authorized for, any other purpose or use. Such materials shall not be copied, distributed, or otherwise used by any agent, employee, individual, or organization except as necessary for official District/Charter business by authorized ISBA Policy Services subscribers. Any personal, private, proprietary, or non-subscribed use is strictly prohibited.

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Legal References	Description
IC § 18-917	Assault And Battery - Hazing
IC § 18-917A	Student Harassment — Intimidation — Bullying
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
IDAPA 08.02.03.160	Safe Environment and Discipline

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
2335	Digital Citizenship and Safety Education

3295	**Hazing, Harassment, Intimidation, Bullying, and Inappropriate Online Behavior**
3295	**Hazing, Harassment, Intimidation, Bullying, and Inappropriate Online Behavior**
3295	**Hazing, Harassment, Intimidation, Bullying, and Inappropriate Online Behavior**
3330	**Student Discipline**
3340	**Corrective Actions, Punishment, and Denial of Enrollment**
3340	**Corrective Actions, Punishment, and Denial of Enrollment**
4175	**Required Annual Notices**