## Bullying Policy

### A. Purpose

1. InTech Collegiate Academy endeavors to maintain safe and supportive learning and working environments where all students and employees can be successful. Federal and Utah State statutes and regulations mandate and provide authority to local education agencies, including InTech, to prohibit unlawful discrimination, harassment, and retaliation on the basis of race, color, sex, pregnancy, religion, national origin, age, marital status, disability, sexual orientation, or gender identity. This policy defines prohibited conduct under state and federal laws and regulations and provides administrative procedures for correcting and remedying violations.

2. Abusive conduct, bullying, cyber-bullying, and/or hazing of students and employees are against federal, state and/or local policy, and are not tolerated by InTech Collegiate Academy. InTech Collegiate Academy is committed to providing all students, employees, and guests with a safe and civil school environment in which all members of the school community are treated with dignity and respect.

3. To that end, InTech Collegiate Academy has in place policies, procedures, and practices that are designed to reduce and eliminate abusive conduct, bullying, cyber-bullying, and hazing—including, but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Abusive conduct, bullying, cyber-bullying, harassment, and hazing of students and/or employees by students, parents, and/or employees will not be tolerated by InTech Collegiate Academy.

4. School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus, including school activities, violent altercations, or a significant interference with a student's educational performance and involvement in school activities.

5. If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53A-11-904 and or in accordance with the U.S. Department of Education Office for Civil Rights. If after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation, a parent is found to be in violation of this policy, the parent may be restricted in the time, place, or manner of contact/communication with school employees.

## B. Definitions

1. “Abusive Conduct” means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress.

    a. A single act does not constitute abusive conduct.

2. "Bullying" means ”Staff Bullying” or “Student Bullying”.

    The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

3. “Civil Rights Violations” means

    a. bullying, cyber-bullying, or hazing that is targeted at a federally protected class.

4. "Cyber-bullying” means using the Internet, a cell phone, or another device to

    a. send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual,

    b. regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

5. “Federally protected class” means any group protected from discrimination under federal law.

    a. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of ***race, color, or national origin***.

    b. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of ***sex***.

    c. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of ***disability***.

    d. Other areas included under these acts include ***religion, gender, and sexual orientation***.

6. "Hazing" means a school employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:

    a. endangers the mental or physical health or safety of a school employee or student;

        i. involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, busing, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
        ii. involves consumption of any food, alcoholic product, drug, or other substance;
        iii. involves forced or coerced actions or activities of a sexual nature or with sexual connotations;
        iv. involves other physical activity that endangers the mental or physical health and safety of a school employee or student; or
        v. involves any activity that would subject an employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and

    b. is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club, or event; or

    c. is directed toward an employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the individual who commits the act also participates.

    d. The conduct described above constitutes hazing, regardless of whether the employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

7. "Retaliate" means an act or communication intended:

    a. as retribution against a person for reporting abusive conduct, bullying, cyber-bullying, or hazing; or

    b. to improperly influence the investigation of, or the response to, a report of abusive conduct, bullying, cyber-bullying, or hazing.

8. "School Board" means the InTech Collegiate Academy Governing Board.

    "School Employee" means all employees or authorized volunteers, employed/authorized directly or indirectly, by the school or governing board.

9. “Staff bullying” means a  school employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another school employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that

    a. Creates an environment that a reasonable person would find hostile, threatening, or humiliating,
    b. Substantially interferes with a student’s or employee’s educational or professional performance, opportunities, or benefits.
    c. Does not mean instances of:
        i. Ordinary teasing, horseplay, argument, or peer conflict
        ii. Reasonable correction of behavior by a school employee, or
        iii. Reasonable coaching strategies and techniques by a school employee who is a coach.

10. “Student bullying” means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that:

    a. Creates an environment that a reasonable person would find hostile, and
    b. Interferes with a student’s educational performance, opportunities, or benefits.
    c. Does not mean instances of:
        i. Ordinary teasing, horseplay, argument, or peer conflict

## C. Publication and Annual Acknowledgement of Receipt

1. A copy of this policy shall be included in student handbooks and be available on the InTech Collegiate Academy website.

2. Each employee, student, and parent shall annually sign a statement indicating that the individual has received this policy.

## D. Prohibitions

1. No school employee or student may engage in **bullying** a school employee or student:

    a. on school property,
    b. at a related or sponsored event,
    c. on a school bus,
    d. at a school bus stop, or
    e. while the school employee or student is traveling to or from a location or event described above.

2. No school employee or student may engage in **hazing** or **cyber-bullying** a school employee or student **at any time or in any location**.

3. No student or parent may engage in **abusive conduct** of a school employee.

4. No school employee, parent, or student may engage in retaliation against:

    a. a school employee.
    b. a student; or
    c. an investigator for, or witness of, an alleged incident of abusive conduct, bullying, cyber-bullying, hazing, or retaliation.

5. No school employee or student may make a false allegation of abusive conduct, bullying, cyber-bullying, hazing, or retaliation against a school employee, parent, or student.

    a. False reports shall be treated as a form of bullying/retaliation.

6. Any bullying, cyber-bullying, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

7. The creation or distribution of sexually explicit or nonconsensual intimate images is prohibited.

8. Sharing a recording of an incident of abusive conduct, bullying, cyber-bullying, harassment, hazing, sexual harassment or retaliation are prohibited.

**F. Actions Required if Prohibited Acts are Reported**

1. Each reported complaint shall include:

    a. name of complaining party;
    b. name of offender (if known);
    c. date and location of incident(s);
    d. a statement describing the incident(s), including names of witnesses (if known).

2. Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous report of abusive conduct, bullying, cyber-bullying, hazing, or retaliation.

3. Verified violations of the prohibitions noted previously shall result in consequences of penalties.

    a. Consequences or penalties may include but are not limited to:

        ii. student suspension or removal from a school-sponsored team or activity including school sponsored transportation;
        iii. student expulsion (subject to the approval of the governing board);
        iv. employee suspension or termination for cause of lesser disciplinary action;
        v. employee reassignment;
        vi. restriction of a parent's unsupervised access to employees,
        vii. restriction in the time, place, or manner of parent's communications with employees, up to and including being trespassed or

viii. other action against a student, parent, or employee as appropriate.

d. Both InTech and a victim of abusive conduct, bullying, cyber-bullying, hazing, and retaliation may also seek additional legal redress under any other provision of civil or criminal law.

4. Compliance with the Office for Civil Rights when Civil Rights Violations are Reported:

   a. Once InTech Collegiate Academy knows or reasonably should know of possible student-on-student bullying, cyber-bullying, or hazing, the school must take immediate appropriate action to investigate or otherwise determine what occurred.

   b. If it is determined that the bullying, cyber-bulling, or hazing did occur as a result of the student-victim's membership in a protected class, InTech Collegiate Academy shall take prompt and effective steps reasonably calculated to:

      i. end the bullying, cyber-bullying, or hazing,
      ii. eliminate any hostile environment, and
      iii. prevent its recurrence.

   e. These duties are InTech Collegiate Academy's responsibilities even if the misconduct also is covered by a separate policy and regardless of whether the student makes a complaint, asks the school to take action, or identifies the bullying, cyberbullying, or hazing as a form of discrimination.

**5. Actions must also include, as appropriate:**

   a. procedures for protecting the victim and other involved individuals from being subjected to:

      i. further abusive conduct, bullying, cyber-bullying, or hazing, and retaliation for reporting the abusive conduct, bullying, cyber-bullying, or hazing.

      ii. prompt reporting to law enforcement of all acts of abusive conduct, bullying, cyber-bullying, hazing, or retaliation that constitute suspected criminal activity.

      iii. prompt reporting to the Office of Civil Rights (OCR) of all acts of bullying, cyber-bullying, hazing, retaliation that may be violation of student(s)' civil rights.

      iv. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his/her actions prior to student or employee discipline or parent restriction.

      v. procedures for providing due process rights under Sections 53A-11-903 and local policies prior to long term (more than 10 days) student discipline or employee discipline.

## G. Investigations

1. InTech Collegiate Academy will promptly and reasonably investigate allegations of abusive conduct, bullying, cyberbullying, and/or hazing.

2. The principal and guidance counselor(s) shall be responsible for taking, investigating, and responding to reports of abusive conduct, bullying, cyber-bullying, hazing, or retaliation. Taking a report of abusive conduct and following this policy as well as the stakeholder concerns policy constitutes the employee grievance procedure under related law.

3. It is InTech Collegiate Academy's policy, in compliance with state and federal law, that students and employees have a limited expectation of privacy on the school's Internet system, and routine monitoring or maintenance may lead to discovery that a user has violated InTech policy or law.

4. Individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement.

## H. Bullying Incident Action Plan

1. InTech shall create an action plan for a verified incident of bullying, harassment, cyberbullying, hazing, or abusive conduct.

2. The action plan shall include:

    a. A Communication plan designed to keep each parent updated on the implementation of the action plan, including:

        i. The outcome of the school's investigation
        ii. Discussion of safety considerations for a student who is the subject of the incident.
        iii. Explanation of the school's process for addressing the incident

    b. With respect to the student to whom the incident was directed and in direct coordination with the student's parent

        i. A tailored response to the incident that addressed the student's needs.

ii. A mechanism to consider consequences or accommodations the student may need regarding decreased exposure or interactions with the student who caused the incident.
iii. Notification of the consequences and plan to address the behavior of the student who caused the incident.
iv. Supportive measures designed to preserve the student's access to educational services and opportunities.
v. To the extent available, access to other resources the parent request for the student

c. With respect to the student who caused the incident and in direct coordination with the student's parent:
i. A range of tailored and appropriate consequences, making reasonable effort to preserve the student's access to educational services and activities
ii. A process to determine and provide any needed resources related to the underlying cause of the incident.
iii. Supportive measures designed to preserve the student's access to educational services and opportunities while protecting the safety and well-being of other students,
iv. A process to remove the student from school in an emergency situation, including a description of what constitutes an emergency.

3. InTech may not include in an action plan a requirement (but may allow) that the student to who the incident was directed change the students,
a. Educational schedule or placement
b. Participation in a school sponsored club or activity

4. Students who caused an incident, or the student's parent) may appeal one of more of the consequences included in the action plan, by making an appeal.
a. 1st - To the Executive Director
b. 2nd – To Governing Board

5. If, after InTech attempts to involve a parent in the development and implementation of an action plan, the parent chooses not to participate in the process, InTech may develop and implement an action plan without the parent's involvement.

6. The Executive Director is designated to:
a. oversee the implementation of incident action plans.
b. monitor implementation of parent communication expected in an action plan.
c. liaise with the USBE regarding bullying, cyber-bullying, hazing, abusive conduct, and retaliation.

**H. Anonymous Safety and Crisis Line (801-587-3000)**

1. The School Safety and Crisis Line at the University Neuropsychiatric Institute (UNI) is available 24 hours a day, seven days a week for an individual to:

a. Anonymously report:

i. Unsafe, violent, or criminal activities, or the threat of such activities at or near a public school;

ii. Incidents of bullying, cyber-bullying, or hazing; and
iii. Incidents of physical or sexual abuse committed by a school employee or school volunteer.

b. Seek crisis intervention, including suicide prevention, to individuals experiencing emotional distress or psychiatric crisis.

2. InTech shall inform students, parents, and school personnel of the School Safety and Crisis Line for anonymous reporting.

3. InTech shall follow this policy and the Stakeholder Concerns/Complaint policy when it receives an anonymous report from the School Safety and Crisis Line.

## I. Training

1. The Executive Director is designated to provide annual employee training regarding abusive conduct, bullying, cyberbullying, hazing, and retaliation.

2. The training will include information on civil rights violations and compliance when civil rights violations are reported.

3. To the extent possible, programs or initiatives, designed to provide training and education regarding the prevention of abusive conduct, bullying, cyber-bullying, hazing, and retaliation should be implemented, including awareness and intervention skills such as social skills training.

4. In addition to training for all students and school employees, volunteer coaches involved in any extra-curricular activity shall:
   a. participate in bullying and hazing prevention training prior to participation;
   b. repeat bullying and hazing prevention training at least every three years;
   c. be informed annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.
   d. act consistently with the professional standards of R277-515 in all responsibilities and activities of their assignments.

5. Parents, students, and faculty shall be informed about the availability and purpose of the School Safety and Crisis Line.

6. InTech shall annually require a signed statement confirming receipt of this bullying policy.

   a. Signatures are required from:
      i. Each school employee (including club advisors)
      ii. Each student
      iii. A parent/guardian of each student
   b. Digital signatures may be collected via the Student Information System

Document History:

| | |
|---|---|
| 24 Oct 2026 | Added prohibitions re: distribution of intimate images or recordings of bullying incidents |
| 23 Apr 2026 | Updated definitions of “Staff Bullying” and “Student Bullying” |
| 26 Sept 2024 | Add provisions related to recording incidents and action plans |
| 24 Aug 2017 | Add “abusive conduct”, merged “harassment”, and adds signature req. |
| 23 Feb 2017 | Technical updates |
| 28 Jan 2016 | Addition of School Safety and Crisis Line section |
| 15 Nov 2013 | Inclusion of legal updates |
| 23 Feb 2012 | Policy origination |