

CODE: GBEAA

WORKPLACE BULLYING

The purpose of this policy is to promote a healthful, positive climate so that every individual is able to contribute fully to the educational community. Every person has the right to dignity at work. The rights and responsibilities described in this policy apply to all employees, families, and all who utilize or visit the Kittery School District.

Bullying is defined as conduct that a reasonable person would find hostile, intimidating, offensive, humiliating, or an abuse of authority. It may be verbal, nonverbal, public, or private. It is typically behavior repeated across multiple incidents; a single incident is rarely a violation. It may originate from any employee or from any individual to another. Continued behavior constitutes bullying conduct when the targeted individual reports the behavior and/or request that it cease.

Illustrative examples of bullying include, but are not limited to:

1. Provocative or dehumanizing name-calling
2. Belittling a person
3. Exclusion from requisite training
4. Physical isolation
5. Rumors (or failure to stop them) and gossip about a person or school's reputation
6. Discounting or humiliating people during meetings
7. Deliberate exclusion from pertinent decision-making opportunities
8. Preventing the person from self-expression or from speaking to others
9. Yelling or threatening
10. Intentional deception about the true purpose of an investigation or disciplinary meeting
11. Preventing an employee from meeting students' academic potential
12. Moving or hiding items for productive work

Bullying must not be confused with the non-abusive exercise of management rights to assign tasks, coach, and/or reprimand or take disciplinary actions against an employee. It is the intent of this policy that issues are identified early by the targeted individual or his/her colleague, and the issue is resolved at the earliest possible stage.

Cross Reference: ACAA - [Harassment and Sexual Harassment of Students](#)
 ACAB - [Harassment & Sexual Harassment of School Employees](#)
 ACAD - Hazing
 GCOA – Supervision and Evaluation of Professional Staff
 GCOC – Evaluation of Administrative Staff

Adopted: March 31, 2020