

## SUNY Ulster Board Policy Manual

Policy Number	Policy Title
<b>3.20</b>	<b>ANTI-BULLYING POLICY</b>

Approval Date: August 20, 2013

WHEREAS, College Attorney has recommended that the College adopt an Anti-Bullying Policy, and

WHEREAS, the Vice President and Dean of Enrollment Management recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committee has met and concurs, now, therefore be it

RESOLVED that the Board of Trustees approves Board Policy 3.20 Anti-Bullying Policy, a copy of which Policy is attached hereto.

### Anti-Bullying Policy

#### **A. PURPOSE**

Bullying can foster a climate of fear and disrespect which seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect any learning and working environment. Ulster County Community College (“College”) is committed to maintaining high standards for behavior where every member of the College community conducts himself/herself in a manner which demonstrates proper regard for the rights and welfare of others. This Anti-Bullying Policy, therefore, seeks to educate the College community about bullying, and to promote civility and respect among all its members, including the College’s trustees, administration, faculty, staff, students, contractors, consultants and vendors.

#### **B. DEFINITION**

1. Bullying is defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.
2. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest in the following forms:
  - a. **Physical Bullying** includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person’s work area or personal property; and/or damaging or destroying a person’s work product.
  - b. **Verbal/Written Bullying** includes ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or

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offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.

- c. **Nonverbal Bullying** includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.
- d. **Cyberbullying** is defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

### **C. BULLYING PROHIBITED**

- 1. Bullying is strictly prohibited on any College property; at any College function, event or activity; or through the use of any electronic or digital technology, whether or not such use occurs on College property.
- 2. This policy shall apply to all College trustees, administration, faculty, staff, students, contractors, consultants and vendors.
- 3. Any case of bullying suspected to be of a criminal nature shall be referred to local law enforcement authorities.

### **D. REPRIMAND OR CRITICISM**

Bullying shall not include circumstances wherein:

- 1. A supervisor or any person with supervisory authority reports and/or documents an employee's unsatisfactory job performance and the potential consequences for such performance;
- 2. A faculty member or academic program personnel advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program; or
- 3. A faculty member or academic program personnel advise a student of inappropriate behavior that may result in disciplinary proceedings.

### **E. PROCEDURES FOR REPORTING BULLYING**

- 1. Reporting bullying by students:
  - a. Complaints alleging students bullying other students, employees, contractors, consultants or vendors should be reported immediately to the Office of Safety and Security.
  - b. Any such complaints will be forwarded to the College's Associate Dean of Student Services for investigation, in accordance with the procedures set forth in the Student Code of Conduct and Student Conduct Process.
- 2. Reporting bullying by employees:
  - a. Complaints alleging College employees bullying other employees, students, contractors, consultants or vendors, should be reported immediately to the Office of Safety and Security, which will then refer the report to the Dean of Administration.
  - b. In accordance with College policy, the Dean of Administration will review the complaint, conduct an investigation and recommend any appropriate disciplinary action.
  - c. Complaints concerning the Office of Safety and Security, the Dean of Administration or employees within the reporting line of the Dean of Administration should be directed to the President of the College. In

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accordance with the College policy, the President will review the complaint, conduct an investigation and recommend any appropriate disciplinary action.

3. Complaints involving bullying by persons not identified in subparagraphs (1) and (2), herein, should be reported to the College Attorney.
4. Any inquiries regarding reporting alleged violations of this policy should be directed to the College Attorney.

### **F. DISCIPLINARY ACTION**

Violations of this policy shall be considered misconduct, and violators will be subject to disciplinary action in accordance with College policy, the applicable collective bargaining agreements, and the Student Code of Conduct and Student Conduct Process.

### **G. EDUCATION/PREVENTION**

This policy shall be disseminated through inclusion in the Faculty Handbook and in other employee materials, the Student Handbook, College Catalog, on the College's website and through periodic training sessions to the campus community.

Adopted August 20, 2013 (13-8-88)