

## 120.050 – ANTI-BULLYING POLICY

**Date Revised:** July 2017

### **POLICY**

The purpose of this policy is to communicate to all including but not limited to those related to admission, employment, advancement, the provision of educational services, and the granting of financial aid – or in its services, facilities, privileges or benefits, that Maine Media Workshops + College will not *in any instance* tolerate bullying behavior. Individuals found in violation of this policy will be disciplined, up to and including dismissal.

Maine Media Workshops + College defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others.

### ***Examples***

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment (See Policy #120.040), it is the effect of the behavior on the individual that is important. Maine Media Workshops + College considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work or property
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in school-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express themselves (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's performance.
- Ignoring or interrupting an individual.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard an instructor instructions.
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of class-related reasons not to grant leave.
- Deliberately excluding an individual or isolating the individual from activities.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

### **PROCEDURE**

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of bullying. Therefore, while no fixed reporting period has been established, Maine Media Workshops + College strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Maine Media Workshops + College will make every effort to stop alleged bullying before it becomes severe or pervasive, but can only do so with the cooperation of the individuals. Individuals who believe they have

experienced conduct that they believe violates this policy, or who have concerns about such matters of have been witnessed to, should report their complaints verbally or in writing to the Vice President of Academic Affairs, Director of Student Services, or the President before the conduct becomes severe or pervasive. Individuals should not feel obligated to report their complaints to their instructor first before bringing the matter to the attention of one of the other designated representatives identified above. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to bullying conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that such behavior immediately stop.