

Bullying and Harassment in Schools

How to Use This DVD

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How to Use This DVD

Tough topic made easy. Your new DVD from Texas Association of School Boards Legal Services helps you train your staff and students to recognize and report sexual and other harassment as well as bullying. Your DVD package and local policy manual contain all the materials you will need for the training. The following are some tips to help you prepare for those training sessions.

Who should see the DVD?

This DVD is intended for use with all employees—professional and auxiliary. Scenarios three through five may also be presented to secondary school students.

When should we provide this training?

Employees should be trained when they begin work for the district and annually thereafter. The DVD can be used during district-wide in-services or at campus or department staff meetings.

Students may be trained as part of a class, at a special assembly on the topic, following a disciplinary infraction, or at any other time deemed necessary by the campus administration.

Should we have a training administrator?

A training administrator should be prepared to lead a discussion and answer questions regarding the DVD. This person should be familiar with the DVD, the supplementary materials, and the district's local policies. Your superintendent, personnel director, or Title IX coordinator may be ideal candidates for this responsibility.

What is on the DVD?

The DVD is divided into two parts, each subdivided into scenarios accompanied by expert commentary:

- **Harassment by Employees** (47 minutes)
 - **Employee-to-Employee Sexual Harassment:** This scenario features an athletic director sexually harassing an assistant volleyball coach and offering her a promotion in exchange for sexual favors.

- **Employee-to-Employee Racial and Other Harassment:** This scenario features an Arab-American Muslim being harassed by co-workers due to his race and religion.
- **Employee-to-Student Sexual Harassment:** This scenario features a math teacher harassing her male student and implying she will write him a good letter of recommendation in exchange for sexual favors.
- **Harassment by Students (32 minutes)**
 - **Student-to-Student Harassment:** This scenario features a female, Hispanic student being harassed by her male peers based on her gender and race.
 - **Student-to-Student Bullying:** This scenario features female middle-school students bullying a female, disabled student in person and using the Internet.

The convenient DVD menu format allows the training administrator to tailor the training to the needs of the district. We do have two suggestions:

- When presenting the DVD to employee audiences, we recommend the two parts be viewed in separate sittings. The training administrator can pause between scenarios and at other appropriate times to discuss the scenario and commentary in-depth with the audience.
- When presenting the DVD to student audiences, consider showing the scenes in scenarios three through five, each followed by a discussion guided by the training administrator using the materials included on CD discussed below.

What other material is included in the DVD package?

Your DVD package also includes supplementary materials on CD for use with the DVD.

- **Materials for Use with the DVD—Employee Audience:** Written in a question-and-answer format, this handout provides employees basic information regarding harassment against employees and harassment against students. The handout should be distributed to all employees who view the DVD.
- **Materials for Use with the DVD—Student Audience:** This handout, also presented in a question-and-answer format, provides students basic information regarding harassment against students. The handout should be distributed to all students for use as they watch the DVD.
- **Outline for Administrators:** This handout provides detailed information regarding the laws prohibiting harassment and bullying. It is intended for distribution to administrators and may be referenced by the training administrator while conducting harassment training for employees or students.

- **Guide for Administrators Investigating Alleged Harassment of Students:** This handout provides administrators in-depth information on investigating harassment allegations between students. Although the focus of the guide is student-to-student harassment, the guide can be easily tailored to allegations involving employees.

Because the materials are national in scope, they do not include state-specific laws and regulations that address the topics discussed in the DVD. The training administrator should be prepared to discuss local laws regarding harassment, bullying, and dating violence.

What other materials should we provide to our employees?

In addition to the printed materials in the DVD package, you should copy and distribute your district's harassment policies.

What should we discuss as part of the training?

You should answer any questions your staff or students might have about what they saw in the DVD. Keep in mind that the experts are lawyers discussing legal issues so you should be ready to explain the terminology they use. Discuss state laws and regulations to supplement the federal information provided on the DVD and in the written materials. Be prepared to give examples of conduct that might be considered harassment or bullying.

When training staff, point out the responsibilities placed on your staff by the law and your policy. Identify the administrators designated in your policy to receive reports of harassment. Give the names, addresses, and telephone numbers of these individuals. Go step-by-step through your district's policies and procedures so employees can become familiar with these policies. If this training is done in a district-wide in-service, encourage your supervisors to discuss sexual harassment in smaller groups back at their campuses and departments.

When training students, discuss who in the district can receive reports of harassment or bullying. Detail what will happen when the district receives a report. Discuss potential discipline harassers or bullies may face. Communicate to the students the importance of reporting harassment in a way that makes students more comfortable with the process so that they may be more likely to come forward.

Does the DVD or its materials address dating violence?

Although the DVD does not include a scenario specifically depicting dating violence, the materials do include information regarding dating violence. This information is intended to introduce the audience to the subject and to provide the training administrator with a basis in the law as it relates to dating violence. The training administrator may choose to lead discussion regarding dating violence based upon these materials, keeping in mind that the analysis of the law regarding acts of dating violence is similar to that discussed in the student harassment and bullying sections that are depicted in the DVD.

What if the employees or students have questions we cannot answer?

No need to panic. Tell them you will find out the answer and get back to them as soon as you can. Then hurry to the phone and call your state school board association's legal services staff, if available, or your local counsel.

What else should we do?

At employee trainings, make sure you have a sign-in sheet for the employees to sign as they arrive. Why is this so important? If the district is ever sued for harassment, the district will be in a much stronger legal position if it can prove that its employees receive regular training about sexual harassment.

Can we make additional copies of this DVD?

Unfortunately, no. The DVD is copyrighted. By using the DVD and/or its supplemental written materials, you agree to abide by the conditions set out in the document entitled "Terms and Conditions of Use" found on the accompanying CD. You may not copy it or use it for any purpose other than in-district training. You may purchase additional copies of the DVD from the Texas Association of School Boards at www.tasb.org/store.

National Version

The Training Material is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is neither an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. It is important for Purchaser to consult with its own attorney in order to apply these legal principles to specific fact situations.

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