

Ithaca School District

Harassment and/or Bullying of Students Policy

Harassment and/or bullying of students will not be tolerated in the Ithaca School District, which includes any property or vehicles owned, leased or used by the school. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, though the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socio-economic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating hostile or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructure, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunications device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of school. Such conduct includes, but is not limited to harassment, bullying or making a threat off school grounds through cyberspace that is intended to

endanger the health, safety or property of others at school, a District employee or a school board member.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee or the District Equity Coordinator. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

The superintendent will develop administrative rules to implement this policy.

Notice of this policy will be circulated to all school levels and departments in the district on an annual basis and incorporated in employee and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

LEGAL REF: Sections 118.13 Wisconsin Statutes

120.13(1)

120.44

895.77(2)

947.0125

947.013

948.51(2)

PI 9, Wisconsin Administrative Code

Title IX, Education Amendments of 1972

Title VII, Civil Rights Act of 1964

CROSS REF: Ithaca Harassment Policy 209

Ithaca 204.03 Policy on Sexual Harassment

Adopted by the Ithaca School Board: May 10, 2010

Ithaca School Board Policy Concerning Harassment / Bullying

Purpose: This policy is to ensure that all individuals employed, enrolled, or active at Ithaca Schools have a right to be free from harassment / bullying and a legal right to a life free from harassment / bullying of any kind. Thus, the purpose of this policy is to provide, as far as possible, a safe, pleasant, and humane atmosphere for learning and working.

Defined: Harassment / Bullying is any unwanted activity directed at an individual by another individual.

Wisconsin Statute 947.013

(a) "Course of conduct" means a pattern of conduct composed of a series of acts over period of time, however short, evidencing a continuity of purpose.

(b) "Credible threat" means a threat made with intent and apparent ability to carry out the threat.

Refer: Sexual Harassment Policy 204.03

Methods: May include but is not limited to the following:

- A. Verbal abuse or name-calling, of a demeaning, derogatory or threatening nature.
- B. Verbal, physical (touch), written, graphic, or gesture (unspoken) reference of a demeaning, derogatory or threatening nature concerning another pupil's capacity.
- C. Defacing of school property with written or graphic materials of the nature set forth in paragraph B above
- D. Theft, damage or destruction of another's control such as school texts, library materials, and athletic equipment.
- E. Physical assault on another student, or threatening to do so.
- F. Bullying - Creating an atmosphere, which tends to establish a hostile environment for another student.
- G. Any other conduct, whether intentional or unintentional, which results in harassment / bullying of the nature set forth above in paragraphs A through F, inclusive

Harassment / Bullying Complaint: If any person believes they are being harassed as defined in the district policy or in another manner they have the right to inform their immediate supervisor, administrator, counselor, teacher, or any board member and file a complaint as outlined in the Harassment / Bullying Complaint Procedure.

Harassment / Bullying Complaint Procedure

Level 1

Step 1. Report any incident of harassment / bullying within two (2) school/business days to your immediate supervisor, administrator, counselor, teacher, or any school board member by completing a Level 1 Complaint Form. The district administrator / building principal shall investigate the alleged incident and determine the appropriate consequences.

Level 2

Step 1. If there is no change in the behavior of the person, the complainant may file a Level 2 Harassment / Bullying Complaint Form with the building principal / district administrator. Within five (5) school/business days of receipt of the written complaint, the District Complaint Investigation Team, listed below, shall investigate the alleged incident and report its findings to the district administrator or building principal. The district administrator / building principal shall reply to the plaintiff within ten (10) school/business days regarding any action taken or not taken.

Step 2. If the complainant is dissatisfied with that result, he/she may appeal to the District Human Fairness Committee through a signed written statement. The District Human Fairness Committee shall consist of the district administrator / building principal, guidance counselor, and up to three additional staff members for equity balance. The District Human Fairness Committee shall reply to the plaintiff within ten (10) school/business days.

Step 3. If the complainant is dissatisfied with that result, he/she may appeal to the Ithaca School Board through a signed written statement. The school board shall review the complaint and respond to the plaintiff within thirty (30) school/business days.

Step 4. Any further appeals shall be directed to the State Superintendent, Department of Public Instruction, Madison Wisconsin.

Note: The current Complaint Investigation Team members are:

District administrator, counselor, principal, a school board member, an employee mutually agreed upon by the certified and non-certified staff members. In case(s) of conflict of allegations the president of the Board shall excuse said committee member and appoint an alternate for the interim of the investigation.

LEGAL REF: Section 974.013 Wis. State Statutes

CROSS REF: Policy 204.03 Sexual Harassment

Policy revised by the School Board and approved: 2007

Revised: May, 2010

Level 1
Harassment / Bullying Complaint Form

Name: _____ Grade: _____ Date: _____

Status of person filing complaint: __ Student __ Employee __ Parent __ Other

Type of harassment / bullying: __ Verbal __ Physical __ Sexual.

Date of incident: _____

Location of Incident: ____ Hallway ____ Classroom ____ Cafeteria ____ Gym ____ Other

Time of incident: ____ During the school day. ____ Outside the school day, but during school related activities. ____ Outside the school day or during non-school related activities.

Statement of Complaint (including type of harassment / bullying charged and the specific incident(s) in which it occurred);

Please list any additional information on separate piece of paper.

Signature of Complaint: _____ Date: _____

Signature of person receiving complaint: _____

Title: _____ Referral date _____ State incident number: _____

Disposition:

The person receiving the complaint will sign, date and number the complaint. One copy will be returned to the complainant, one copy will be given to the school administrator affected by the complaint and the District Complaint Investigation Team will keep one copy.

Statement From
The Alleged Harasser / Bullier

Name: _____ Grade: _____ Date: _____

Address: _____

City _____ State _____ Zip _____

Status of person responding to the complaint of harassment / bullying:

____ Student ____ Employee ____ Parent ____ Other

Your statement regarding the alleged incident:

Signature of Respondent: _____ Date: _____

Disposition: __ Warning Given __ Parents Notified __ Suspended __ Other

Additional information:

Level 2
Harassment / Bullying Complaint Form

Name: _____ Grade: _____ Date: _____

Address: _____
(City) _____ (State) _____ (Zip) _____

Telephone: (Home) _____ (Work) _____

Status of person filing complaint: Student Employee Parent Other

Type of harassment: Verbal Physical Sexual.

Date of incident: _____

Location of Incident: Hallway Classroom Cafeteria Gym Other

Time of incident: During the school day. Outside the school day, but during school related activities. Outside the school day or during non-school related activities.

Statement of Complaint (including type of harassment / bullying charged and the specific incident(s) in which it occurred);

Please list any additional information on separate sheet of paper.

Signature of Complainant: _____ Date: _____

Signature of person receiving complaint: _____

Title: _____ Referral date _____ State incident number: _____

Disposition:

The person receiving the complaint will sign, date and number the complaint. One copy will be returned to the complainant, one copy will be given to the school administrator affected by the complaint and the District Complaint Investigation Team will keep one copy.

Statement From
The Alleged Harasser / Bullier

Name: _____ Grade: _____ Date: _____

Address: _____

City _____ State _____ Zip _____

Status of person responding to the complaint of harassment / bullying:

____ Student ____ Employee ____ Parent ____ Other

Your statement regarding the alleged incident:

Signature of Respondent: _____ Date: _____

Disposition: __ Warning Given __ Parents Notified __ Suspended __ Other

Additional information:
