

The Altoona School District is committed to maintaining a learning and working environment that is free of harassment and bullying toward or between students and employees. Such actions are disruptive to the work or learning environment and detrimental to student and employee personal well-being.

"Harassment" is defined as behavior toward an individual based, in whole or in part, on a person's sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital status, sexual orientation, disability, age or other protected status which has the purpose or effect of: (1) creating an intimidating, hostile or offensive work or learning environment; (2) interfering with a person's work or educational performance; or (3) otherwise adversely affecting a person's employment opportunities. Harassment can occur as a result of a single incident or a pattern of behavior. It may occur from student to student, student to staff, staff to student, staff to staff, male to female, male to male, female to male, or female to female. Examples of conduct prohibited under this policy, but not limited to, include:

- Physical or mental abuse;
- Verbal comments or other expressions which insult, degrade or stereotype;
- Physical interference with movement, activities or work;
- Visual harassment, including derogatory cartoons, drawings or posters; and
- Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statements, or sexually discriminating remarks that are offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic or work performance. Sexual harassment may include, but is not limited to, any form of any unwanted sexual attention, such as:
 - leering, pinching, patting, touching, advances or propositions; and subtle or expressed pressure for sexual activity;
 - verbal comments, lewd or sexually suggestive comments, off-color language or jokes of a sexual nature; slurs and any other verbal, graphic, or physical conduct relating to an individual's gender;
 - display of graphic or written sexual material, any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons;

- o the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment escalation, unsatisfactory academic/work evaluations, difference in academic/work treatment, or unwarranted comments to or by peers.

"Bullying" includes, but is not limited to, physical intimidation or assault, threatening looks, extortion; electronic, oral or written threats, teasing, name-calling, put-downs, false rumors, false accusations; retaliation for reporting harassment or bullying, and similar activities.

Discrimination is defined as the unjust or prejudicial treatment of different categories of people or situations, especially on the grounds of race, age or sex.

Any person who believes he/she has been harassed, bullied, discriminated-against or has knowledge that a policy violation has occurred may file a complaint in accordance with established discrimination complaint procedures. It is the intent of the District to create an atmosphere where complaints will be treated fairly and quickly. If the alleged harasser is the person to whom the complaint would normally be made, the complaint should be made to the next higher administrative authority in the complaint procedure. If a student does not feel comfortable with making the complaint to the designated person, he/she may make the complaint to any other adult employee, who will report the complaint to the appropriate person.

All harassment complaints shall be taken seriously and properly investigated, and appropriate actions shall be taken to prevent or correct harassing behavior. There shall be no retaliation against anyone for reporting harassment or cooperating in a harassment investigation. 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 take corrective action when this conduct has occurred.

If a harassment complaint involves a District employee and a student, both the supervising principal and District Administrator shall be involved in the complaint investigation process and follow-up activities.

Persons who engage in harassment or retaliatory conduct in violation of this policy shall be subject to school disciplinary measures consistent with District policies.

Notice of this policy will be circulated to all schools and departments in the District on an annual basis and incorporated in student and staff handbooks.

LEGAL REF.: 111.31, 111.32, 111.36, 118.13, 118.20, 120.13, 947.0125, 947.013 Wisc. Statute

ADOPTED: 02/18/02

AMENDED: 03/04/13