

## ALTOONA HIGH SCHOOL RESPECT POLICY

### OUR MISSION:

Respect is the cornerstone of our relationships with each other. We are committed to respecting the dignity and worth of each individual at Altoona High School and strive never to degrade or diminish any member of our school community by our conduct or attitudes. We are committed to preparing students to live and work in a complex and interdependent society. Our goal is to acknowledge diversity and build community by practicing hospitality, civility and respect. We benefit from each other. Our diversity makes us strong.

### WHAT IS HARASSMENT?

Harassment of students or staff undermines Altoona High School's commitment to respect. Harassment is prohibited by state and federal law, **as well as by school board policy (see below)**. Altoona High school will not tolerate harassment of students or staff.

Wisconsin state law defines pupil harassment as any behavior

- 1) Toward pupils,
- 2) based whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, or learning disability.
- 3) which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment (PI9.02(9) WI Admin. Code).

### HARASSMENT OF STUDENTS AND STAFF IS PROHIBITED AT ALTOONA HIGH SCHOOL

Harassment is behavior that is severe or pervasive enough that it interferes with an individual's performance or creates an intimidating, hostile, or offensive environment, or restricts/prevents free movement of an individual or group, whether the act is deliberate, intentional or unintentional.

The chart below provides examples of harassment:

<p><i>Harassment could be any of the following behaviors in any physical, spoken, or written form:</i></p> <ul style="list-style-type: none"> <li>• Name calling</li> <li>• Making threats</li> <li>• Spreading rumors</li> <li>• Telling jokes</li> <li>• Making fun of someone</li> <li>• Gestures</li> <li>• Physical intimidation</li> <li>• Hitting</li> <li>• Touching</li> <li>• Pranks or hazing</li> <li>• Vandalism or Destruction of property</li> <li>• Unwanted pursuit of a relationship</li> <li>• Cyber bullying</li> <li>• Vulgarity</li> </ul>	<p><i>directed toward an individual or group because of:</i></p> <ul style="list-style-type: none"> <li>• Gender</li> <li>• Race</li> <li>• Religion</li> <li>• National origin</li> <li>• Ancestry</li> <li>• Creed</li> <li>• Pregnancy</li> <li>• Marital status</li> <li>• Parental status</li> <li>• Sexual orientation</li> <li>• Physical traits</li> <li>• Individual characteristics</li> <li>• Physical disability</li> <li>• Mental disability</li> <li>• Emotional disability</li> <li>• Learning disability</li> <li>• Political Ideology</li> </ul>
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Cyber bullying is defined as: Harassment by the use of electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phones, pagers, websites, etc.

The Altoona High School Respect Policy views hazing as a form of harassment. Altoona High School prohibits soliciting, encouraging, aiding or engaging in hazing. "Hazing" means any intentional, knowing or reckless act directed at a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team.

## **HOW DO I REPORT HARASSMENT?**

At Altoona High School we take the issue of respect for all students and staff members very seriously. If an individual is the victim of harassment, we want to respond immediately. Students who feel they have been harassed may discuss their concerns privately with any teacher, staff member or administrator.

All Altoona High School staff members have been briefed on Altoona High School's Respect Policy and the protocol for responding to a complaint of harassment.

The student will discuss the problem with a staff member who will encourage the student to complete the "Altoona High School Harassment Report" form. This form includes a specific statement of the behavior, the students involved, time, date and location of the incident. The written report of the situation will then be delivered by the staff member to the principal. A copy of the report will be kept on file in both the principal and the counselor's office.

## **WHAT CORRECTIVE ACTION MIGHT BE TAKEN?**

The principal, Dean of Students, or, someone assigned by the principal, will investigate complaints of harassment. The person who has been accused of the harassment will be notified and allowed to respond to the complaint.

Consequences for confirmed harassment will be based on the severity of the offense and will increase with repeated offenses. Consequences may range from verbal warning, parental/guardian notification, to detention/suspension or, in severe cases, suspension with recommendation for possible expulsion. Complaints of harassment may also be referred to the police.

Confirmed acts of harassment by a student will be recorded in that student's discipline file. The record will include a description of the complaint and follow-up disciplinary action.

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### State and Federal Laws, and Board Policy Prohibiting Harassment

Wisconsin's Pupil Nondiscrimination Law (118.13, Wis Stats.) prohibits discrimination against students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability, emotional disability, or learning disability. Federal laws prohibit discrimination against students because of race, color, national origin, disability, or sex. Harassment is a form of discrimination.



Name of Reporting Staff Member: \_\_\_\_\_

Comments: \_\_\_\_\_

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Does this require administrative response/action? Yes \_\_\_\_\_ No \_\_\_\_\_

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Administrative Response: \_\_\_\_\_

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Original: Principal  
Cc: Reporting Staff Member  
Counselor  
Dean of Students