



Respect is the cornerstone of our relationships. We are committed to respecting the dignity and worth of each individual at our school and strive never to degrade or diminish any member of our school community by our conduct, actions, or attitudes. We benefit from each other. Our diversity makes us strong.

School Response to Bullying and Harassment

Harassment or bullying of students or staff undermines our school's commitment to respect. Bullying and harassment are prohibited by state and federal law, as well as school policy. Our school will not tolerate bullying or harassment of students or staff.

| MAY INCLUDE ANY OF THE FOLLOWING BEHAVIORS | DIRECTED TOWARDS AN INDIVIDUAL BECAUSE OF | WHICH CREATES A HOSTILE ENVIRONMENT |
|---|--|--|
| Name-Calling Making Threats Spreading Rumors Telling Demeaning Jokes Making Fun of Someone Making Obscene Gestures Making Provocative Gestures Physical Intimidation Hitting Touching Pranks and Hazing Vandalism Unwanted Pursuit of a Relationship Cyberbullying Harassing Text Messages or Calls | Gender Race Religion Age National Origin Ancestry Creed Pregnancy Marital Status Sexual Orientation Physical Traits Individual Characteristics Physical or Mental Disability Emotional or Learning Disability | The behavior is so severe or persistent that it interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. |

How do I report Bullying or Harassment?

Contact an administrator, counselor, teacher, or staff member in person and/or complete the Bullying/Harassment Report and give it to the appropriate staff member.

Sample respect policy form adapted from that used by North High School, Eau Claire (Wisconsin) Area School District. Compiled by Deborah L. Tackmann and Life Promotions, Inc. Used with permission.



LISTEN, SYMPATHIZE, BUT DON'T JUDGE

Listen to what the person has to say. Sympathize, but make no judgment or commitment regarding the allegations or how the investigation will be conducted. Do assure the person that your school takes harassment and bullying behavior seriously and will not tolerate it.

PROMPTS

- “Tell me what happened.”
- “Tell me more.”
- “Take your time.”
- “I’m glad you came in.”
- “Are you comfortable telling me what happened and giving me names?”

TAKE THE REPORT SERIOUSLY

Assure the person the complaint or problem is being taken seriously and your school will respond to the problem promptly. Avoid using “dangerous words” that minimize the situation and her feelings, such as, “it’s just teasing, no big deal.”

RESPOND TO CONCERNS

If the person expresses or indicates fear, assure him your school will do everything in its power to ensure confidentiality. However, make no promises, as safety concerns or mandated reporting laws may require you to report the incident. Assure him or her that you will do everything in your power to prevent retaliation and stop further harassment. If you cannot answer questions or address concerns, assure the student you will connect him or her with someone who can.

DON'T DELAY

If you cannot respond to the complaint, help the person connect with someone who can. If no one is available, assure the person you will find someone he or she can meet with as soon as possible. Then do it. Delays can make investigation difficult and can send a message to the person that the school is not taking the complaint seriously.

COMPLETE THE BULLYING/HARASSMENT REPORT

- Ask the person to write a summary of the incident.
- Complete the Bullying/Harassment Report.
- Ask the person how he or she would like the situation resolved and record his or her response.
- Review the form you completed with the person and make any corrections.
- Ask the person to sign the form.

ENSURE THE PERSON'S SAFETY

If the person feels safe returning to class, allow him or her to do so. If the person requests additional time or wishes to be excused to go home, accompany him or her to the main office. Assure the person you will be following up on the complaint and ask him or her to contact you regarding any continuing concerns.

FILE THE BULLYING/HARASSMENT REPORT

- Add any of your comments to the report, including observations of the student's demeanor.
- Make copies of the report and the student's summary of the incident for yourself.
- Submit copies to each of the student's counselors in a sealed envelope.
- Submit the originals to the principal in a sealed envelope within 24 hours of receiving the complaint.

FOLLOW UP WITH THE STUDENT

Contact the student the next day to ensure he or she is getting the needed assistance.

Excerpt from *Dignity Revolution: Standing Up for the Value of Every Person* (Lenz 59).



Sample Bullying/ Harassment Report



Note: Whenever possible, have the student involved in the complaint complete the top half of this report.

Name of Student Making Report _____ Date of Report _____

Date & Time of Incident _____ Location of Incident _____

Name(s) of Individual(s) suspected of harassment or bullying _____

Description of Incident _____

Witnesses Present _____

How would the student like this resolved? _____

I hereby certify this is an accurate description of my written report. (Attach a copy of student's written report.)

Signature of Reporting Student _____ Date _____

Name of Reporting Staff Member _____ Date _____

COMMENTS:

☐ **Administrator Intervention Requested**

☐ **No Administrator Intervention Requested at this time**

Administrative Response:

☐ **Original: Principal**

☐ **Copies: Reporting Staff Member & Counselors**

Sample bullying report form adapted from that used by North High School, Eau Claire (Wisconsin) Area School District. Compiled by Deborah L. Tackmann and Life Promotions, Inc (Lenz 60).

For more information about Dignity Revolution, visit DignityPledge.com.

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