

ANTI-HARASSMENT POLICY FOR ELEMENTARY SCHOOL STUDENTS

All children have a right to learn and play in a school that is free from harassment.

At The Lincoln-Woodstock Cooperative School District We Believe That:

- We should respect ourselves and the rights of others.
- We all have a right to feel safe and to be treated with respect.
- We must learn, practice and understand the procedures for reporting harassment.
- All children have a right to learn and play in a school that is free from harassment.

HARASSMENT IS WRONG

Harassment is when someone such as a student, adult, or group of people, repeatedly do things or say things that make you feel:

- Afraid
- Upset
- Angry
- Unsafe
- Embarrassed
- Uncomfortable

Harassment is:

- Not wanted
- Not asked for
- Not welcomed

Harassment includes words or conduct involving:

- **Gender**
- **Race** (White-American, Asian, African-American, for example)
- **Religion** (such as Protestant, Catholic, Jewish for example)
- The **color** of your skin
- What **country** you or your family come from (Ireland, France, or Nigeria, for example) and whether you speak English at home
- A **disability** or handicap (if you have an illness or condition that makes it hard to walk or participate in certain activities or if it is hard to think and talk like other students, for example)
- **Age** (whether you are 6 or 9 years old, for example)

Some kinds of harassment are:

- Teasing and name calling
- Dirty jokes or talk
- Bullying
- Rude signs
- Offensive pictures, drawings or language
- Offensive writing, notes or messages
- Inappropriate touching, particularly of private body parts
- Putting people down because of their gender, family background, religion, or disability.

A HAPPY SCHOOL IS HARASSMENT FREE

You can be kind and thoughtful and respect others by:

- Greeting people with a smile
- Saying nice things to others

- Including people in games and activities
- Being aware of how your behavior affects others
- Changing your behavior when it is upsetting someone
- Getting to know people and making them feel welcome

If you are being harassed:

1. TALK TO THE PERSON WHO IS HARASSING YOU:
 - Stand up for yourself.
 - Take a friend with you if that makes you feel more comfortable.
 - Tell the person you don't like whatever it is he/she is doing and that you want it to stop.
 - Tell the person he/she is breaking the school rules.
2. TALK TO ADULTS:
 - Go to any teacher and tell him/her what is happening.
 - Go to the Principal or Guidance Counselor.
 - Go to a parent or other adult for help in talking to the school.
 - Tell everything about what happened.
 - Remember that a school rule is being broken.
 - Understand that the Principal or Guidance Counselor will decide what action to take.
 - Know that there are people outside of the school that can help you.

HARASSMENT IS SERIOUS

At this school the staff will:

- Listen when you tell.
- Let you know that telling is a sensible thing to do.
- Work out the best way to handle the situation.
- Keep the matter as quiet as possible.
- Protect you from anyone that bothers or threatens you for talking about it.
- Punish people who do or say things that are wrong.

THEN WHAT HAPPENS?

- The Principal or Guidance Counselor will talk or meet with you to find out what happened.
- He or she may talk to whoever else is involved, including the person who is bothering you.
- He or she will write a report.
- After that, the person who broke school rules may be punished or the school will do something else to make you feel more comfortable at school.
- They will try to do this all within 10 days, but it could take longer.

The Superintendent is someone to talk to if you/your parent/your guardian are not satisfied with the outcome. Also you/your parent/your guardian could contact:

Office of Civil Rights, Boston Office
 U.S. Department of Education
 8th Floor
 5 Post Office Square
 Boston MA 02109-3921
 (617) 289-0111
 TDD: (800) 877-8339

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