



Abiding Savior Lutheran Preschool

Harassment Policy

2019-20

The following guidelines will be communicated to each child and a copy of the guidelines is included in each enrollment packet.

1. Your body belongs to you. It is not okay for anyone to say anything about or do anything to your body that makes you feel upset.
2. People may not touch you in your private parts. You may not touch others in their private parts.
3. If you tell someone to stop bothering you, they need to stop. You may tell an adult so they can help you. You may tell your teacher, director or any staff in the school.
4. Each person's body is special. You may not do or say anything that makes someone else feel uncomfortable about his/her body.
5. You have the right to be kept safe and comfortable at all times. You do not need to be alone with anyone who has said or done anything to make you feel upset.
6. When you talk to a staff person about keeping you safe and comfortable, they will listen and help you. You need to know this is okay and good to tell them. You will not get into trouble for telling a staff person.



Abiding Savior Lutheran School and Preschool Harassment Policy

This policy is an adjunct to Abiding Savior Lutheran Church's Sexual Harassment Policy and Guidelines for Administrating the Policy.

Abiding Savior Lutheran School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student or staff is prohibited. The School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any of the following:

VERBAL HARASSMENT: Derogatory comments and jokes threatening works spoken to another person.

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

VISUAL HARASSEMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

SEXUAL HARASSMENT: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
3. Such conduct has the purpose of effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions.
2. Using sexually degrading words to describe an individual or an individual's body.
3. Displaying sexually suggestive objects or pictures.
4. Telling inappropriate or sexually related jokes.
5. Making reprisals, threats or reprisals or implied threats or reprisals following a negative response to sexual advances.

It is the responsibility of Abiding Savior Lutheran School to:

1. Implement this policy through regular meetings with all administrators, including the pastor, ensuring that they understand the policy and its importance.
2. Make all faculty, staff, students and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discriminations, intimidation or harassment.

It is the student's responsibility to:

1. Conduct himself/herself in a manner, which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating or harassing.
3. You may consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim by a student:

1. The student may first choose to tell the individual causing the harassment that his or her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student shall report the harassment to the teacher, principal or other school administrator.
2. The student alleging harassment will be asked to complete a formal, written complaint. If the claim is against an adult or staff person, the procedure as outlined in the Guidelines for Administering the Policy will be followed. If the claim is made by a student against another student, the claim will be investigated thoroughly by the principle and teacher, involving only the necessary parties. Should the complaint involve sexual harassment the principle will, if he or she feels the situation so warrants, involve the intervention team.
3. Once the facts of a claim against a student have been gathered, the principal will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
4. If the complaint is against a non-employee or non-student, such as a parent, church member, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.