

## **LONE WOLF PUBLIC SCHOOLS POLICY PROHIBITING HARASSMENT, BULLYING AND VIOLENCE**

1. The Lone Wolf Public School System has created the policy of this District to maintain a learning environment that is free from harassment or bullying because of an individual's race, color, sex national origin, or disability.
2. It shall be a violation of District policy for any teacher, administrator, or other school personnel of this District to harass or bully a student through conduct of a sexual nature, or regarding race, color, national origin or disability as defined in this policy.
3. It shall also be a violation of District policy for any teacher, administrator or other school personnel of this District to tolerate sexual harassment, harassment or bullying because of a student's race, color, national origin, ethnicity, or disability as defined by this policy, by a student, teacher, administrator, or other school personnel, or by any third parties who are participating in, observing or otherwise engaged in activities, including sporting events and other extra-curricular activities under the auspices of the School district.
4. For purpose of this policy, the term "school personnel" include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.
5. The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment or bullying because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and if it determines that unlawful harassment or bullying occurred, to promptly and appropriately discipline the student, teacher, administrator or other school personnel who is found to have violated this policy, and/or take other appropriate action reasonably calculated to end the harassment.

### **DEFINITIONS REGARDING HARASSMENT**

#### **A. Sexual harassment**

For purposes of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school district causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. The unwelcome sexual conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating threatening or abusive educational environment.

Examples of conduct which may constitute sexual harassment include

- Sexual advances
- Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or opposite sex
- Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts.
- Coercing, forcing, or attempting to coerce or force sexual intercourse or sexual nature
- Graffiti of a sexual nature
- Sexual gestures
- Sexual or dirty jokes
- Touching ones oneself sexually or talking about sexual activity in front of others.
- Spreading rumors about or rating other students as to sexual activity or performance
- Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to person's or persons property or conduct such as teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student.
- Other unwelcome sexual behavior or words, including demands for sexual favors when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

**B. Harassment or bullying because of *Race, color, sex, ethnicity, national origin, religious affiliation or physical or mental disability:***

For purposes of this policy, racial harassment or bullying of a student consists of verbal or physical conduct relating to an individual's race, color, etc. when

1. The harassing or bullying conduct is sufficiently severe, persistent, or pervasive that is affects the student's ability to participate in or benefit from an educational program or activity , or creates an intimidating, threatening, or abusive educational environment;
2. The harassing or bullying conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing or bullying conduct otherwise adversely effects an individual's learning opportunities.

Examples of conduct which may constitute harassment or bullying because of race or color, etc. include

- Graffiti containing racially offensive language
- Name calling, jokes or rumors
- Threatening or intimidating conduct directed at another because of race or color, etc.
- Inappropriate notes or cartoons
- Racial or inappropriate slurs, negative stereotypes, and hostile acts which are based upon another's race or color

- Written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- Any physical act of aggression or assault upon another because of, or in a manner reasonably related to race and color
- Other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, etc.

#### Reporting Procedures

Any student who believes he or she has been the victim of sexual, harassment or bullying based upon race, color, national origin, sex, religion, or disability by a student, teacher, administrator or other school personnel in Lone Wolf School District or by any other person who is participating in, observing or otherwise engaged in activities including sporting events and other extra-curricular activities, under the auspices of Lone Wolf School District, is encouraged to immediately report the alleged acts to an appropriate School District official designated by this policy.

Any teacher, administrator or other school official who has or receives notice that a student has or may have been victim of sexual harassment, harassment or bullying based on race, color, national origin, religion, sex, or disability by a student, teacher, administrator or other school personnel of the Lone Wolf School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and extra-curricular activities, under the auspices of Lone Wolf School District, is required to immediately report the alleged acts to an appropriate School District official designated by this policy.

Any other person with knowledge or belief that a student has or may have been the victim of sexual harassment, harassment, or bullying based on race, color, national origin, ethnicity, religion, or disability as set forth above, is encouraged to immediately report the alleged acts to appropriate School District officials designated by this policy.

The Lone Wolf School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the office of the Superintendent of the Lone Wolf School District, but oral reports will be considered complaints as well. Use of formal reporting forms is not mandated but encouraged. Nothing in this policy shall prevent any person from reporting harassment or bullying directly to a District Human Rights officer or Superintendent.

A. In each building, the (building principal) is the person responsible for receiving oral or written reports of sexual harassment, harassment, or bullying based on race, color, national origin, religion, or disability and shall inform the Superintendent immediately.

Upon receipt of a report, the principal must notify the School District Human Rights officer immediately, without screening or insist upon a formal complaint.

A written statement of the facts alleged will be forwarded as soon as practical by the principal to the Human Rights officer. If the report is given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made and filed directly with the Superintendent or the School District Human Rights officer by the reporting party or the complainant.

B. The School Board has designated

As the School District Human Rights officer with Brianna Hollister whose responsibility it is to identify, prevent, and remedy harassment or bullying. The District Human Rights officer shall

- Receive reports or complaints of sexual harassment, and harassment or bullying based on race, color, national origin, sex, or disability
- Oversee the investigative process
- Be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension and compliance with this policy
- Arrange for necessary training required for compliance with this policy
- Insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment or bullying and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment or bullying, recommend appropriate discipline and remedies when harassment or bullying is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.
- If any complaint involves a Human Rights officer, the complaint will be filed directly with the Superintendent.

The school shall conspicuously post this policy against harassment, bullying and violence in a place accessible to students, faculty, guests, administrators and all others such as members of the public can easily see. This notice shall include the name, mailing address and telephone number of the Human Rights officer and of the United States Department of Education, Office of Civil Rights.

- C. A copy of this policy shall be available upon request of parents, students and other interested parties.
- D. The school board will develop a method of discussing this policy with students and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as necessary for the school board, in consultations with the district human rights officer, determines is necessary or appropriate.
- E. This policy will be reviewed annually for compliance with state and federal law
- F. The School District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible,

consistent with the district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure of obligations.

#### I. INVESTIGATION

Upon receipt of a report or complaint alleging sexual harassment, harassment or bullying based upon race, national origin, sex, religion or disability, the Human Rights officer shall immediately undertake or authorize an investigation. That investigation may be conducted by school district official or by a third party designated by the school district.

The Investigation may consist of personal interviews with the complaint ant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the valuation of any other information or documents which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider

- ✓ The nature of the behavior
- ✓ How often the conduct occurred
- ✓ Whether there were past incidents or past continuing patterns of behavior
- ✓ The relationship between the parties involved
- ✓ The race, national origin, sex and age of the victim
- ✓ The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
- ✓ The number of alleged harassments or bullying
- ✓ The age of the alleged harasser or bullier
- ✓ Where the incident(s) occurred
- ✓ Whether there have been other incidents in the school involving the same or other students
- ✓ Whether the conduct adversely affected the student's education or educational environment

Whether a particular action or incident constitutes a violation of this policy and requires a determination based on all the facts and surrounding circumstances.

The investigation shall be completed (no later than 14 days from receipt of the report). The school district Human Rights officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the school board. The report will include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The school district human right's officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

#### II. SCHOOL DISTRICT ACTION

Upon receipt of a report that a violation has occurred, the school district will take prompt appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include but are not limited to counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and school district policies for violations of a similar nature or degree of severity. In determining what is appropriate response to finding that harassment in violation of this policy has occurred, the School District shall consider:

- What response is most likely to end ongoing harassment or bullying
- Whether a particular response is likely to deter similar future conduct by the harasser or others
- The amount and kind of harm suffered by the victim of the harassment or bullying
- The identity of the party who engaged in harassing conduct
- Whether the harassment was engaged in by school personnel, and if so, the school district will also consider how it can best remediate the effects of the harassment or bullying.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of an Oklahoma criminal statute, the school board shall also direct the school district human rights officer to report the results of the investigation to the appropriate law enforcement agency charge with the responsibility for handling such crimes.

The results of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the school district in accordance with state and federal laws regarding data or records privacy and consistent with the privacy rights of the alleged harasser or bullyer.

If the results of the school district's evaluation of a complaint of harassment or bullying results in a conclusion that an individual has engaged in unlawful harassment or bullying in violation of this policy, or that the school personnel have failed to report harassment or bullying as required herein that individual may appeal this determination by use of established school board procedures for appealing other adverse personnel and/or education related actions. If the results of the school district's evaluation of a complaint of harassment or bullying results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment or bullying and believes that this conclusion is erroneous may appeal this determination by the use of established School Board procedures for appealing other adverse personnel and/or education related actions.

Copies of all complaints of harassment of bullying and the investigations conducted pursuant to them shall be maintained for a period of (two) 2 years at the administrative office of Lone Wolf Public School.

REPRISAL

Submission of a good faith complaint or report of sexual harassment or bullying based upon race, color, disability or national origin will not affect the complainant or reporter's future employment, grades, learning or working environment or work assignments.

The Lone Wolf School District will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial, ethnic or disability related harassment or bullying or violence or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or bullying or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment or bullying.

## **LONE WOLF SCHOOL DISTRICT POLICY**

### **AGAINST SEXUAL HARASSMENT, HARASSMENT OR BULLYING BASED UPON RACE, NATIONAL ORIGIN AND DISABILITY**

1. Everyone at Lone Wolf Public School has a right to feel respected and safe.

Consequently, we want you to know about our policy to prevent sexual harassment and harassment and bullying because of race, national origin, and disability.

2. A harasser or bullier may be a student or an adult. Harassment or bullying may include the following when related to sex, race, national origin, or disability.
  - a. Name calling
  - b. Pulling on clothing
  - c. Graffiti
  - d. Notes or cartoons
  - e. Unwelcome touching of a person or clothing
  - f. Offensive or graphic poster or book covers, or
  - g. Violent acts
3. If any words, or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, principal or human resources officer.
4. You may also make a written report. It should be given to a teacher, counselor, and principal or human resource officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of sexual harassment, harassment or bullying based upon race, national origin, and disability and will take all appropriate action to investigate such

claims to eliminate that harassment or bullying and to discipline any persons found to have engaged in such conduct.

7. The Lone Wolf School District will also take action if anyone tries to intimidate you or take action to harm you because you made a report.
8. This is a summary of this district's policy against sexual harassment, harassment, or bullying because of race, national origin, and disability. A complete copy of the policy is available at the Superintendent's office upon request.

**SEXUAL HARASSMENT, HARASSMENT, OR BULLYING BASED UPON RACE, NATIONAL ORIGIN, AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.**

**Human Resource Officer: Ms. Brianna Hollister**  
**Lone Wolf Schools**  
**PO Box 158**  
**Lone Wolf, OK 73655**  
**(580) 846-909**

**REPORT FORM FOR REPORTS OR COMPLAINTS OF SEXUAL HARASSMENT AND HARASSMENT OR BULLYING BECAUSE OF RACE, NATIONAL ORIGIN, AND DISABILITY**

**Complainant** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Work Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_

**Work Phone** \_\_\_\_\_

**Date of alleged incident (s)** \_\_\_\_\_

**Did the incidents involve sexual harassment \_\_\_\_\_ racial harassment \_\_\_\_\_ harassment or bullying because of national origin \_\_\_\_\_ harassment because of disability (check all that apply)**

**Name of person(s) you believed harassed or bullied you or another person**

\_\_\_\_\_

**Documentation:** Describe the incident as clearly as possible, including all facts, dates, times and any verbal exchanges or physical exchanges, demands. Attach additional pages as needed.

When and where did incident occur? \_\_\_\_\_

List all witnesses who were present \_\_\_\_\_

This complaint is based upon my honest belief that \_\_\_\_\_ has harassed or bullied myself or another person. I hereby certify that the information I have provided in the complaint is true, correct, and complete to the best of my knowledge.

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(Complainant's Signature )

(Date)

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(Received by)

(Date)

### **LONE WOLF SCHOOL SONG**

**Come and join in song together**

**Shout and might and main**

**Our beloved alma mater**

**Sound her praise again!**

**Refrain:**

**Lone Wolf High School**

**Lone Wolf High School**

**'Ere to her be true**

**She's the pride of all the Coyotes**

**Hail to Lone Wolf High**

**Honor to the orange and black  
Banner that we love  
It will lead us through the conflict  
And our triumphs prove**

















































