

**SERIES 400  
STAFF PERSONNEL**

**#402.13 – HARASSMENT AND BULLYING BY STAFF, VOLUNTEERS OR  
BUSINESS ASSOCIATES PROHIBITED**

A. Harassment of Staff, Students, Volunteers, Parents and Business Associates

1. It is the policy of the Ankeny Community School District to maintain an academic and work environment that is free from harassment and sexual harassment. It is a violation of this policy for any staff member, volunteer or business associate to harass any staff member, student, volunteer, parent or business associate on the basis of race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, or sexual orientation when at work, on or in school property or vehicles, at school sponsored functions, or when acting on behalf of the district at any time or place. Harassment which occurs at other times but which directly affects the good order, efficient management, or welfare of the school's employees, volunteers, parents, or business associates is also prohibited.

2. The terms "harassment" and "sexual harassment" include conduct when:

- a. submission to such conduct is either explicitly or implicitly a term or condition of a person's employment, volunteer participation, parental participation or business relationship with the school or its activities;
- b. submission to or rejection of such conduct by an employee, volunteer, parent, or business associate is used as the basis for decisions affecting the employee, volunteer, parent or business associate; or,
- c. such conduct has the purpose or effect of unreasonably interfering with an employee's, volunteer's, parent's or business associate's performance, or of creating an intimidating or hostile work or participation environment.

3. Examples of harassing behavior include, but are not limited to the following:

- a. verbal, physical, or written harassment or abuse;
- b. pressure for sexual activity;
- c. unwelcome touching
- d. repeated remarks, jokes, stories or activities with sexual or demeaning implications; and,

e. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning another's job, volunteer position, parental involvement, or business opportunities.

4. For the purpose of this policy the term "volunteer" includes a person performing a service for the benefit of and at the request of the school district. "Parental involvement" includes the permitted participation of a student's parent, step parent, guardian, or primary care giver in the educational activities of the student. The term "business associate" includes persons who have a business relationship with the district as a vendor of goods or services, or who is lawfully seeking to enter into such a relationship with the district.

5. Employees, volunteers, parents or business associates who believe they have suffered harassment shall immediately report the incident or incidents to their supervisor, the Associate Superintendent or the Level 1 Investigator.

6. A person who violates this harassment prohibition shall be subject to discipline including, but not limited to reprimand, probation, demotion, suspension, termination of employment, volunteer status or business relationship, or other sanction determined appropriate by the supervisor, administration, or Board of Directors.

#### B. Harassment or Bullying of Students by Staff, Volunteers, or Business Associates

1. Harassment or bullying of students, as defined below, in school, on school property, and at any school function or school sponsored activity, regardless of the activity's location, by school employees, and by volunteers or business associates with significant contact with students, is prohibited by the State of Iowa and this school policy.

2. "Harassment and bullying of students" includes any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student which creates an objectively hostile school environment that meets one or more of the following conditions:

- a. places a student in reasonable fear of harm to the student's person or property;
- b. has a substantially detrimental effect on the student's physical or mental health;
- c. has the effect of substantially interfering with a student's academic performance; or,
- d. has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

3. The terms “trait or characteristic of the student” includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
4. The term “electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means, and includes, but is not limited to communication via electronic mail, internet – based communications, pager service, cell phone, and electronic text or instant messaging.
5. School employees, volunteers and business associates shall not engage in reprisal, retaliation, or false accusation against a victim, a witness, or an individual who has reliable information about an act of harassment or bullying.
6. Complaints of harassment or bullying may be filed as explained in Policy 504.43. The district will promptly investigate complaints of harassment or bullying. The Associate Superintendent or Level I Investigator is responsible for investigating complaints. When investigating complaints, the totality of the circumstances will be considered in determining whether the conduct objectively constitutes harassment or bullying as defined in this policy.
7. An employee, volunteer, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of harassment or bullying in compliance with the procedures in this policy to the Associate Superintendent or the Level 1 Investigator is immune from state civil or criminal liability relating to such report. Employees, volunteers or business associates who knowingly file false complaints may be subject to discipline up to and including termination, or other sanctions determined to be appropriate by the district.
8. An employee who physically or sexually abuses a student is subject to discipline or discharge as provided in Policy 504.41.
9. This policy will be distributed to employees upon its adoption and will be posted on the district’s website. It is the responsibility of the Superintendent to establish procedures regarding this policy.

**SERIES 500**  
**STUDENT PERSONNEL**

**#504.43 –HARASSMENT, BULLYING AND HAZING PROHIBITED**

**A. HARASSMENT AND BULLYING**

1. It is the policy of the Ankeny Community School District to maintain an academic environment that is free from harassment, including sexual harassment, and bullying. Harassment or bullying of students, as defined below, by a student in school, on or in school property or vehicles, and at any school function or school sponsored activity, regardless of the activity's location, is prohibited by the State of Iowa and this school policy. Harassment and bullying of students by staff members, volunteers or business associates is prohibited by Policy 402.13.
2. "Harassment and bullying of students" includes but is not limited to any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student which creates an objectively hostile school environment that meets one or more of the following conditions:
  - a. places a student in reasonable fear of harm to the student's person or property;
  - b. has a substantially detrimental effect on the student's physical or mental health;
  - c. has the effect of substantially interfering with a student's academic performance; or,
  - d. has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
3. The terms "trait or characteristic of the student" includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
4. The term "electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means, and includes, but is not limited to communication via electronic mail, internet – based communications, pager service, cell phone, and electronic text or instant messaging.
5. Students shall not engage in reprisal, retaliation, or false accusation against a victim, a witness, or an individual who has reliable information about an act of harassment or bullying.

6. Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or a building administrator. Complaints of harassment or bullying may be filed as explained in Policy 402.13. The district will promptly investigate complaints of harassment or bullying. The Associate Superintendent or the Level I Investigators are responsible for investigating complaints. When investigating complaints, the totality of the circumstances will be considered in determining whether the conduct objectively constitutes harassment or bullying as defined in this policy.

7. A student, employee, volunteer, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of harassment or bullying in compliance with the procedures is immune from state civil or criminal liability relating to such report. Students, employees, volunteers or business associates who knowingly file false complaints may be subject to discipline up to and including termination, or other sanctions determined to be appropriate by the district.

8. It is also a violation of this policy for students to harass other students, staff, or volunteers on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, or through conduct of a sexual nature. Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion. The level of discipline for each incident will be determined after considering the severity of the incident and any prior incidents.

9. The terms "harassment" and "sexual harassment" also include conduct when:

a. submission to such conduct is either explicitly or implicitly a term or condition of a student's participation in school programs or activities, a person's employment, volunteer participation, parental participation, or business relationship with the school or its activities;

b. submission to or rejection of such conduct by a student, employee, volunteer, parent, or business associate is used as the basis for decisions effecting the student, employee, volunteer, parent or business associate; or,

c. such conduct has the purpose or effect of unreasonably interfering with a student's participation in school programs or activities, an employee's, volunteer's, parent's or business associate's performance, or of creating an intimidating or hostile learning, work or participation environment.

10. Examples of harassing behavior include, but are not limited to the following:

a. verbal, physical, or written harassment or abuse;

b. pressure for sexual activity;

- c. unwelcome touching
- d. repeated remarks, jokes, stories or activities with sexual or demeaning implications; and,
- e. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning a student's participation in school programs or activities, a person's job, volunteer position, parental involvement, or business opportunities.

11. An employee who physically or sexually abuses a student is subject to discipline or discharge as provided in Policy 504.41.

12. This policy will be distributed to employees upon its adoption and will be posted on the district's website. It is the responsibility of the Superintendent to establish procedures regarding this policy.

## **B. HAZING**

1. A person commits an act of hazing when the person intentionally or recklessly engages in any act which may endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any formal or informal organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any potentially harmful conduct of a physical nature, including but not limited to paddling, whipping, forced confinement, forced consumption, or any other forced activity which endangers the physical health or safety of the student.

2. For purposes of this section, "forced activity" means any activity which is a condition of initiation or admission into, or affiliation with, an informal or formal organization, regardless of a student's willingness to participate in the activity.

## **C. PROCEDURES**

Students shall follow these procedures when reporting harassment, bullying or hazing:

Step 1: The student should discuss the issue with their parent/guardian. Communicate to the harasser that you expect the behavior to stop; may do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal.

Step 2: If behavior is repeated, do all of the following:

- a. Tell a teacher, counselor, or principal.
- b. The teacher, counselor, or principal will help the student document exactly what happened. The student will keep a copy and give one to the teacher, counselor, or

principal who will address the issue with the harasser (please use Ankeny Community School District Harassment/Bullying Complaint Form).

- What happened · What you said/did
- When it happened · How you felt
- Where it happened · How harasser responded
- Who harassed · Note exactly what was said
- List any witnesses

Step 3: If the behavior is repeated, go to a higher authority (i.e., building principal, Associate Superintendent) for disciplinary action/due process. If unsure of the process, procedures or who to report to, the Associate Superintendent of Schools should be contacted.



**Ankeny Community School District  
Harassment/Bullying Complaint Form**

Your Name: \_\_\_\_\_

Your Position (student, teacher, etc.): \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Name of Alleged Harasser/Bully: \_\_\_\_\_

Date(s) and Place(s) of Incident or Incidents: \_\_\_\_\_

Description of Misconduct/Incident (Include what was said/done by those present, how you felt, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

Evidence of Harassment/Bullying, i.e., letters, photos, etc. (attach evidence, if possible): \_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Ankeny Community School District**

*Witness Disclosure Form*

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony, Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

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Any Other Information: \_\_\_\_\_

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Ankeny Community School District**

*Summary of Disposition of Harassment/Bullying Complaint*

Name of Complainant: \_\_\_\_\_

Position of Complainant: \_\_\_\_\_

Name of Position of Alleged Harasser/Bully: \_\_\_\_\_

Name of Investigator: \_\_\_\_\_

Date of Initial Complaint: \_\_\_\_\_

Summary of Investigation: \_\_\_\_\_

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Conclusion:            Founded \_\_\_\_\_            Unfounded \_\_\_\_\_            Inconclusive \_\_\_\_\_

Investigator's Signature \_\_\_\_\_

Copies to:  
\_\_\_\_\_ Complainant  
\_\_\_\_\_ Alleged Harasser  
\_\_\_\_\_ Superintendent