

HARASSMENT REPORT FORM INSTRUCTIONS

"The Hamilton School District shall maintain a learning environment free of harassment or intimidation toward and between students regardless of race, color, creed, religion, disability, sex, sexual orientation, national origin, ancestry, citizenship, or other legally protected status. Harassment is a form of misconduct which creates an intimidating, hostile or offensive learning atmosphere."

School Board Policy 411.2

THE FOLLOWING BEHAVIORS ARE CONSIDERED HARASSMENT AND ARE PROHIBITED:

- *Mean or hurtful words:* threats, put-downs, racial slurs, name calling, taunting, ridiculing;
- *Mean or hurtful looks:* staring, sexual 'looks'
- *Mean or hurtful signs:* nasty gestures, touching oneself or someone else in a sexual manner to cause embarrassment;
- *Mean or hurtful acts:* all physical violence and threats of violence, displaying sexually offensive materials, wearing clothing that is demeaning to others, using symbolism on notebooks, lockers, etc., that depicts hatred toward others, making demeaning comments or jokes, unwelcome advances or physical contact such as bumping in the hallway, grabbing, touching, etc., unwelcome questions or comments about a person's sexuality, isolating others.

Harassment is any mean word, look, sign, or act that hurts a person's body, feelings or things. Whether the behaviors are verbal, physical or nonverbal, they *feel bad* to the person receiving them and are a violation of their legal and human rights.

If you've experienced any of this, complete the attached form to report it.

You don't have to say anything if you don't want to.

Just take the form to the office and it will be given to the Principal.

Keep the pink copy for yourself so you have a record of making this report.

WHY DO WE NEED TO REPORT STUFF LIKE THIS?

Because you have the right to a safe school environment and because it is illegal.
If you don't report it, we can't stop it.
Even after you report it, if it continues, report it again.

ARE THERE ANY OTHER WAYS THAT I CAN REPORT HARASSMENT BESIDES FILLING OUT THIS FORM?

You can tell a teacher, guidance counselor, administrator or any school personnel; however, the form helps keep a written record of what happened. Also, any school personnel can help you complete a form.

WHAT IS GOING TO HAPPEN WITH THIS REPORT?

One of the administrators will talk to the people involved and decide what needs to be done to resolve this. There will be consequences to people who harass others.

Hamilton High School
Sussex, Wisconsin
Harassment Complaint Form

Your Name _____ Report Date: _____

Tell us what happened (another sheet may be attached if you need more space). What took place? If you know them, be sure to give the complete names of person(s) involved.

Where did the incident happen? Be specific.

When did it happen? (Day, Date and Time)

Who saw or heard this happen? (Adults/Students)

How did this make you feel?

Have you had a problem with this person before? Describe.

Is this the first time you've made a report about this person's behavior toward you?

This section to be completed by an Administrator:

RESOLUTION: _____

- I am satisfied with the resolution
- I am not satisfied with the resolution and want this referred to a higher authority.

Student's Signature _____ Date _____ Administrator's Signature _____ Date _____

Keep the pink copy, put the white and yellow copies into the attached envelope and give envelope to Office A, B or C.