

SCHOOL DISTRICT OF WAUZEKA-STEUBEN
Bullying/Harassment Complaint Report Form

To be completed by party wishing to report an incident. This report **MUST** be completed to file a complaint relating to an incident of alleged bullying/harassment and submitted to the District Administrator, District Principal, or School Counselor.

Title IX prohibits retaliation against any individual who files a complaint under Title IX or participates in a complaint investigation. Disciplinary action will be taken against any student or staff member who engages in retaliation.

() Check here if you wish to remain anonymous. (See reverse side for definitions.)

Name _____ Grade _____

Check which of the following appropriately describes you:

() I am the target of bullying/harassment.

() I witnessed bullying/harassment.

Print the Target's Name and Grade: _____

Print the Accused's Name and Grade: _____

When did the incident happen? (Date and time)

Describe the location where the incident took place:

Describe the incident:

List any other witness names (and grades if applicable):

List evidence of bullying/harassment (notes, photos, etc.) Attach evidence if possible.

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

Signature of Person Completing this Form

Date

Person receiving Complaint Form/Title

Date

This report will be followed up within 1 school day. If you fear a student/staff member is in **immediate** danger, please contact the Sheriff's Dept. immediately.

Investigation Results and Action Taken Attached

District Administrator/Principal:

Harassment is verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, or interferes with the individual's work or learning performance; it may consist of a single act or a course of conduct. "Harassment or bullying" includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. The behavior is typically repeated over time. Harassment may include, but is not limited to conduct relating to an individual's membership in a protected class, age, gender, race, creed, national origin, color, marital status, pregnancy, etc.

Harassment/Bullying and/or discrimination can include, but is not limited to:

1. Intimidation and/or harassment such as teasing, put-downs, cruel rumors, false accusations, hazing, name-calling, or making threats;
2. Social alienation, exclusion, and isolation such as shunning or spreading rumors;
3. Extortion;
4. Written notes, phone calls, or electronic messages that are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping, or annoying;
5. Verbal aggression or verbal assaults which are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping, or annoying;
6. Nonverbal or emotional threats or intimidation;
7. Any act, attempted act, or threat of physical aggression such as assaults on a student or attacks on a student's property;
8. Any act which threatens or intimidates any person or group because of gender, race, religion, national origin, color, disability, sexual orientation, age, or other protected status.

Sexual harassment means unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments or the deliberate, repeated display of offensive sexually graphic materials which are not necessary for business purposes. Sexual harassment may include but is not limited to actions such as:

1. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another or other individual(s).
2. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or educational status.
3. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes, gestures, or actions that offend others.
4. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or educational performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
5. Creating a work or learning environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attentions. Also, the existence or display of sexually suggestive or graphic materials including, but not limited to, photographs, magazines, and posters.
6. Unwelcome verbal or physical conduct directed at another individual because of that individual's gender, other than the conduct described above, that has the purpose or effect of substantially interfering with that individual's work or school performance.

Legal References: Wisconsin Statutes Sections §§ 118.13, 111.31, 111.32(13), 111.36(1) (b), 947.013, 947.025; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Equal Employment Opportunities Commission Guidelines (29); C.F.R. – Part 1604.11)

Cross References: Policies 411 Equal Educational Opportunities, 411.1 Harassment/Bullying of Students, 411 and 511 Exhibits – Bullying/Harassment Complaint Report Form, 512 Employee Harassment

Adoption Date: 3/16/2015

Date Revised:

Date Reviewed: