



# Solon Springs School Harassment Report

*To be completed by the reporting staff member or student*

Date of Report: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Name of Student making report: \_\_\_\_\_

Name of Individual(s) Suspected of Harassing: \_\_\_\_\_

Description of Incident: (Attach another sheet if more space is needed.) \_\_\_\_\_

Witnesses Present: \_\_\_\_\_

How would the student (victim) like this resolved? \_\_\_\_\_

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I hereby certify that this is an accurate description of my written report. *(Attach a copy of student's written report)*

\_\_\_\_\_  
*(Reporting Student's Signature)*

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Name of Reporting Staff Member: \_\_\_\_\_

Comments: \_\_\_\_\_

Original: Harassment Coordinator  
CC: Reporting Staff Member/Principal

Requesting Administrative Intervention  
Not Requesting Administrative Intervention

***(Student making a report may review a copy in the office of the harassment coordinator.)***



## Solon Springs School Harassment Policy

Harassment of students or staff undermines Solon Springs School Commitment to respect. Harassment is prohibited by state and federal law, as well as by school board policy. Solon Springs School will not tolerate harassment of student or staff.

### What is harassment?

Wisconsin state law defines *pupil harassment* any behavior

- 1) Toward pupils
- 2) Based whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental or learning disabilities.
- 3) Which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment (school code goes here WI admin. Code)

### Harassment of students and staff is prohibited at Solon Springs School

The chart below provides examples of harassment:

<b><i>Harassment could be any of the following behaviors</i></b>	<b><i>Directed toward an individual because of</i></b>	<b><i>That creates a hostile environment.</i></b>
<ul style="list-style-type: none"> <li>• Name calling</li> <li>• Making threats</li> <li>• Spreading rumors</li> <li>• Telling jokes</li> <li>• Making fun of someone</li> <li>• Gestures</li> <li>• Physical intimidation</li> <li>• Hitting</li> <li>• Touching</li> <li>• Pranks or hazing</li> <li>• Vandalism or destruction of property</li> <li>• Unwanted pursuit of a relationship</li> </ul>	<ul style="list-style-type: none"> <li>• Gender</li> <li>• Race</li> <li>• Religion</li> <li>• National origin</li> <li>• Ancestry</li> <li>• Creed</li> <li>• Pregnancy</li> <li>• Marital status</li> <li>• Parental status</li> <li>• Sexual orientation</li> <li>• Physical traits</li> <li>• Individual characteristics</li> <li>• Physical disability</li> <li>• Mental disability</li> <li>• Emotional disability</li> <li>• Learning disability</li> </ul>	<p>The behavior is so severe or pervasive that:</p> <ul style="list-style-type: none"> <li>- It interferes with an individual's performance</li> <li>- Creates an intimidating hostile, or offensive environment</li> </ul>

*Special Note: The Solon Springs School Respect Policy views hazing as a form of harassment. Solon Springs School prohibits soliciting, encouraging, aiding or engaging in hazing. "Hazing" means any intentional knowing or reckless act directed at a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team.*

### How do I report harassment?

In the Solon Springs School District, we take the issue of respect for all students and staff members very seriously. If an individual is the victim of harassment or prejudice, we want to respond immediately. We hope that all students will feel comfortable reporting problems to any teacher or administrator, but we know that, in some situations, reporting harassment incidents can be difficult.