



Snoqualmie Valley School District

8001 Silva Ave SE, P.O. Box 400, Snoqualmie, WA 98065 | Phone: 425-831-8000 | Fax: 425-831-8040 | www.svsd410.org

SEXUAL HARASSMENT INCIDENT REPORTING FORM

The Snoqualmie Valley School District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere. SVSD policy [3205](#) prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities. The grievance/ prescriptive complaint process is outlined in [3205P](#). For staff SVSD policy 5011 prohibits sexual harassment and 5011P outlines the grievance/ prescriptive complaint process.

What is sexual harassment? Washington law, at [RCW 28A.640.020](#), defines sexual harassment as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature if:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
- That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

This conduct may take many forms, including making unwelcome, offensive or inappropriate sexually suggestive comments, gestures or jokes; standing too close, inappropriate touching, cornering, or stalking a person; or displaying offensive or inappropriate sexual illustrations on school property.

What is sexual assault? Sexual assault is any unwanted, non-consensual sexual contact against any individual, by force (against a person's will) or when a person cannot give consent (under the age of consent, intoxicated, developmentally disabled, mentally/physically unable to consent, etc.).

Who can file a complaint? Anyone can file a complaint with the school district.

How do I file a complaint about sexual harassment or sexual assault? If you believe that you or your student has experienced sexual harassment or sexual assault at school, you have the right to file a [formal complaint](#). All formal complaints must: (a) be in writing and (b) set forth the specific acts, conditions, or circumstances alleged to have occurred that constitute harassment and/or assault. Before filing a complaint, you may want to discuss your concerns with your child's principal or Snoqualmie Valley School District Title IX Coordinator at (425) 831-8018.

Where to file complaints? For students, parents/guardians, and members of the public questions and/or complaints of alleged sexual harassment, should be directed to: the School Title IX Compliance Officer or the district Title IX Coordinator, Snoqualmie Valley School District, P.O. Box 400, Snoqualmie, WA 98065; or phone (425) 831-8018.



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Employee questions or complaints of alleged sexual harassment, should be directed to: Executive Director of Human Resources, Snoqualmie Valley School District, P.O. Box 400, Snoqualmie, WA 98065; or phone (425) 831-8001.

Upon notice of possible sexual harassment, a school district must take prompt and appropriate action to investigate and take prompt and effective steps reasonably calculated to end harassment, eliminate the hostile environment, prevent its recurrence, and as appropriate, remedy its effects.

Will my complaint be kept confidential? Confidentiality cannot be guaranteed. We often need to disclose the complainant and/or student's identity to investigate complaint allegations. We will attempt to maintain as much confidentiality as possible with all of the information provided by sharing information only with those persons who are considered essential to the investigation and disposition of your complaint. Due process requirements for the person(s) complained about may also require that the District release information regarding the complaint to the accused. Therefore, requests that the accused not be informed of the complaint may limit our ability to respond to, investigate, and resolve your formal complaint concerns. A request that your identity remain confidential or anonymous from the accused may prevent the District from resolving the complaint to your satisfaction due to the limitations placed on the investigation by confidentiality and/or anonymity request. Anonymous complaints will be treated as informal complaints under the District's discrimination complaint procedure.

Is retaliation prohibited? Yes. It is against District policy for anyone to retaliate against you for filing your complaint or to retaliate against persons who participate in an investigation. The District will fully implement the anti-retaliation provisions to protect complainants and witnesses. Please contact the School Principal or the Title IX Coordinator immediately if you or any witness experience any retaliation or negative repercussions from filing your complaint.

The Title IX Coordinator or an investigator retained by them will conduct an investigation of the circumstances involving your complaint, and will interview you and the person(s) named by you in your complaint, to attempt resolution. The District may, at its discretion, contact others in the course of its investigation.



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Today's Date: _____ School: _____ Complainant: _____

Name of Reporting Person (optional): _____

Email (optional): _____ Phone Number (optional): _____

Complaint Type (select one):

Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff.

Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report.

Non-Confidential

Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Name of person(s) who was targeted: _____

Name of school personnel you've already notified (if any):

Name	Date Reported	Type of Report	Results
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Name of alleged aggressor (if known) or other identifiers (like physical description or class student attends):

Date and time the incident occurred (if known): _____



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Check all the boxes that apply to the incident:

Where did the incident occur?	What happened during the incident?
Classroom Hallway Restroom Playground Locker room Lunchroom Sport field Parking lot School bus School activity On the way to/from school Off school property Internet/social media Cell phone Other: _____	Sexual harassment: making unwelcomed sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct of a sexual nature Discrimination: harassment based on or motivated by race, color, religion, ancestry, national origin, cultural, gender, socio-economic status, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics Taunting, cruelty Putting the individual down and making the individual a target of jokes, teasing, or name calling Intimidation, humiliation Retaliation Spreading harmful rumors or gossip Exclusion, rejection Cyber bullying (bullying by calling, texting, emailing, web posting, etc.) Threats using gestures or remarks Sharing inappropriate drawings, cartoons, photographs, images, or notes Harmful physical contact Using others to harm a student Demanding money from a student Taking advantage of a student Other: _____
Was anybody physically hurt?	Was the student absent from school because of what happened?
<input type="checkbox"/> No <input type="checkbox"/> Yes, medical attention NOT required <input type="checkbox"/> Yes, medical attention required Please explain: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Number of days student was absent: _____



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Please describe your complaint against the named person(s). Specifically, how were you or your child sexually harassed or sexually assaulted? Describe the behavior, comments, or incidents that caused you to file your complaint. Attach additional pages, if necessary.

Description of your complaint:

Were there any witnesses?

- No
- Yes

If yes, please give us their names: _____

What is your desired resolution or outcome?

Is there any additional information you would like to share?

AFFIRMATION

I affirm that the information and documentation I have provided with regard to this complaint is true and accurate to the best of my knowledge. I acknowledge that knowingly providing false information or information that I do not believe to be true in this complaint form or during the investigation may subject me to disciplinary action.

Signature: _____ Date: _____

For Office Use Only

Date received: _____ Received by: _____ Action taken: _____

Name of parent/guardian contacted: _____ Student ID#: _____ Aggressor ID#: _____

Check one: Resolved Unresolved Referred to _____

Send your written complaint—by mail, email, or hand delivery—to the district civil rights compliance coordinator Monica Phillips (phillipsm@svsd410.org).