



## *Harassment, Intimidation, & Bullying Incident Reporting Form*

The Snoqualmie Valley School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation and/or bullying. SVSD Board Policy [3207](#) prohibits harassment, intimidation and bullying of students by other students, employees, or third parties involved in school district activities. The grievance/ prescriptive complaint process is outlined in Board Procedure [3207P](#).

Bullying and harassment are behaviors that make someone feel intimidated or offended. Bullying and harassment are unfair, one-sided, usually repeated, and often involve one person using their power over another person. A key characteristic that differentiates “mean behavior” from harassment, intimidation, bullying, discriminatory harassment, sexual harassment, or sexual assault is that it creates a “hostile environment” for the victim.

**What is harassment, intimidation, and bullying?** [RCW 28A.600.477](#) defines harassment, intimidation, or bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school

**Who can file a complaint?** Anyone can file a complaint with the School District.

**How do I file a complaint about harassment, intimidation, and/or bullying?** If you believe that you or a student has experienced harassment, intimidation, and/or bullying 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.

**Where do I file complaints?** For students, parents/guardians, and members of the public questions and/or complaints of alleged harassment, intimidation, and/or bullying should be directed to: the school HIB Compliance Officer or the district HIB Compliance Coordinator, Snoqualmie Valley School District, P.O. Box 400, Snoqualmie, WA 98065; or phone (425) 831- 8043.

Upon notice of possible harassment, intimidation, and/or bullying, a school district must take prompt and appropriate action to investigate and take 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 HIB Compliance Coordinator immediately if you or any witness experience any retaliation or negative repercussions from filing your complaint.

The HIB Compliance 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: \_\_\_\_\_

Reporting Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Complaint Type (select one):

Anonymous	Confidential	Non-Confidential
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.	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.	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 notified: \_\_\_\_\_

Name	Date Reported	Type of Report	Results

Name of alleged aggressor (if known) or other identifiers (like physical description or class student attends):



Date and time incident occurred (if known): \_\_\_\_\_

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:	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 Sexual harassment: making unwelcomed sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct of a sexual nature Using others to harm a student Demanding money from a student Taking advantage of a student 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 Other:
Was anybody physically hurt?	Was the student absent from school because of what happened?
No Yes, medical attention NOT required Yes, medical attention required If Yes, please explain:	No Yes Number of day student was absent: _____



Describe what happened:

Where there any witnesses?

- No
- Yes

If yes, please list names: \_\_\_\_\_

What is your desired resolution or outcome?

Is there any additional information that needs to be shared?

**Affirmation**

I affirm that the information and documentation I have provided with regards 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: \_\_\_\_\_

<i>For Office Use Only</i>			
Date Received:	_____	Received By: _____	Action Taken: _____
Parent/Guardian	_____	Student ID: _____	Aggressor ID: _____
Check One:	Resolved	Unresolved	Referred to _____

*Send all written complaints – by mail, email, or hand delivery – to the district civil rights compliance coordinator, Justin May (MayJ@svsd410.org)*