



12111 NE First Street, Bellevue, Washington 98005 / P.O. Box 90010, Bellevue, Washington 98009-9010

SEXUAL HARASSMENT STUDENT INCIDENT REPORTING FORM

PLEASE NOTE:

1. Deliver the original of this Reporting form to the School Principal or the District Title IX Coordinator.
2. If you have any questions regarding the complaint process and/or complaint form, please contact your student's Principal, or Title IX Coordinator Jeff Lowell at 425-456-4050.
3. All reports should be addressed appropriately and in a timely manner, however, please note that no disciplinary action will be taken against a person being reported based solely on anonymous reporting.
4. Policy 3205 – PROHIBITION of SEXUAL HARASSMENT - STUDENTS: <https://bsd405.org/wp-content/pdf/policy/3205.pdf>.
5. Procedure 3205P– PROHIBITION of SEXUAL HARASSMENT – STUDENTS: <https://bsd405.org/wp-content/pdf/policy/3205P.pdf>

Information for Reporting Parties: Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and reports of such behavior will be reviewed by the District even if the person being reported is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

For a report to be processed under Title IX and [BSD Policy 3205/Procedure 3205P](#), the report must meet the following definition. Sexual harassment: acts of sexual violence; unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment; unwelcome sexual advances; unwelcome requests for sexual favors; sexual demands when submission is a stated or implied condition of obtaining an educational benefit; and sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

For a report to be processed solely under [Policy 3205/Procedure 3205P](#), the report must meet the following definition. Sexual harassment: unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if: (a) submission to that conduct or communication is made a term or condition either explicitly or implicitly of obtaining an education; or (b) 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 (c) that conduct or communication has the purpose or effect of substantially interfering with an individual's education, or of creating an intimidating, hostile, or offensive educational environment.

Investigation and Response: If the district knows about possible sexual harassment, it will initiate an investigation to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence, and as appropriate, remedy effects. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse and exploitation will be reported to law enforcement and Child Protective Services.

Confidentiality: If a reporting party requests that their name not be revealed to the person being reported or asks that the district not investigate or seek action against the person being reported, the request will be forwarded to the District's Title IX Coordinator. The District's Title IX Coordinator or designee will inform the reporting party that honoring the request may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the person being reported.

Retaliation: Title IX and state law prohibit retaliation against any individual who files a report or participates in a report investigation. When an informal or formal report of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the report, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

Sexual Harassment Reporting Form

1. Personal Information

Today's Date:		School:	
Name:		Phone Number:	
Email Address:		Interpreter needed?	
Reporting Party (if different than name above):		Grade:	

2. Information about the Person being reported

Name of Person being reported: School:

The Person being reported(s) is a: Student Staff Volunteer Other _____

3. Report

Dates(s) and location(s) where the behavior being reported occurred:

Earliest _____ Latest _____

Continuing Action _____

Where did the incident happen? Please choose all that apply.

- Classroom Hallway Restroom Playground
- Lunchroom School activity Parking lot School bus
- On the way to/from school Off school property Locker room Sport field
- Internet/Social media/Online chats Cell phone/Call//Text Other: _____

Have you been excluded from participation in or been denied the benefits of any education program or activity because of the behavior being reported?

Yes If yes, please describe. No N/A

In what way did the incident have a negative impact on you? (check all that apply):

Attendance Grades /Activity /Program /School Participation /Other . Please explain.

State the specific nature of your report and other relevant facts and circumstances. Explain in narrative form and be as specific as possible when discussing the incidents. Include the date(s), the behaviors, comments, the name(s) of the person(s) involved, and the name(s) of those who may have witnessed the incident(s). Specifically, how were you or the reporting party sexually harassed or sexually assaulted. Use additional pages if necessary. **You are encouraged, but not required to attach additional materials, which may assist in the investigation process.*

Name of school or district staff member you have contacted about this issue (if any): _____

4. Witnesses

Person(s) who have knowledge of the events described on your report (People who either witnessed the incident(s) or have knowledge of events.)

Name:		Relationship to reporting party:	
Phone Number:		E-mail:	
Name:		Relationship to reporting party:	
Phone Number:		E-mail:	
Name:		Relationship to reporting party:	
Phone Number:		E-mail:	

5. Resolution Process / Types of Report: What type of report do you wish to pursue?

<input type="checkbox"/> Anonymus	<input type="checkbox"/> Confidential	<input type="checkbox"/> Non-Confidential
Individuals may file a report without revealing their identity. No disciplinary action will be taken against person being reported 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 a person being reported 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 of 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

If the report is to be filed non-confidentially, one of the following resolution processes must be followed. Please choose one of the following:

<input type="checkbox"/> Formal	<input type="checkbox"/> Informal
<p>A formal resolution process may be instigated upon receipt of a written report that includes the specific acts, conditions, or circumstances you are reporting to have occurred and constitute sexual harassment. The Formal Resolution process includes a formal investigation and response process, formal time frames, and formal written response. The time for initiating the formal process is one (1) year from the date of the occurrence that is the subject matter of the report.</p>	<p>Anyone may use informal resolution options to resolve complaints of sexual harassment if both parties give voluntary, informed, written consent to attempt informal resolution. Initiating an informal resolution process means that both parties agree to forego a formal investigation and resolution process related to a report of sexual harassment.</p> <p>Informal remedies may include:</p> <ul style="list-style-type: none"> • An opportunity for the complainant to explain to the person being reported that the conduct being reported is unwelcome, offensive or inappropriate; • A statement from a staff member to the reporting party that the conduct being reported is not appropriate and could lead to discipline if proven or repeated; • A public statement from an administrator in a building reviewing the District sexual harassment policy without identifying the complainant; • Developing a safety plan; • Separating students; • Providing staff and/or student training; • Mediation (facilitated conflict resolution); or • Restorative justice (peer-mediated small groups to talk, ask questions, and air grievances). • At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

6. Statement

I declare that the information and documentation I have provided about this report is true and accurate to the best of my knowledge.

Reporting party
Signature:

Date:

FOR BUILDING ADMINISTRATOR OR CENTRAL OFFICE USE ONLY

Form received by: Date received:

Supportive Measures offered to the Reporting party: Accepted Declined Date:

Action taken/Notes:

Supportive Measures offered to the Reporting party: Accepted Declined Date:

Action taken/Notes:

Notified of Outcome of the Investigation:

Parent/guardian of the reporting party:	<input type="checkbox"/>	Verbally	<input type="checkbox"/>	In writing	Date:	<input type="text"/>
Parent/guardian of the person being reported:	<input type="checkbox"/>	Verbally	<input type="checkbox"/>	In writing	Date:	<input type="text"/>
Sent copy of the form/other documents to the Title IX Compliance Officer:					Date:	<input type="text"/>

Referred to: