



SNOQUALMIE VALLEY

SCHOOL DISTRICT

Sexual Harassment Incident Reporting Information Form

The Snoqualmie Valley School District is dedicated to providing an education free from discrimination, including sexual harassment, across all school programs and activities. SVSD Policy 3205 prohibits sexual harassment of students by anyone involved in school activities, with the complaint process detailed in 3205P. For staff, SVSD Policy 5011 addresses sexual harassment, with the process outlined in 5011P.

What is sexual harassment?

Sexual harassment, as defined by Washington law ([RCW 28A.640.020](#)), includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or any conduct or communication of a sexual nature that:

- Is made a condition of education or employment, both explicitly or implicitly.
- Influences decisions affecting an individual's education or employment.
- Interferes with educational or work performance, or creates an intimidating, hostile, or offensive environment.

This conduct can involve inappropriate comments, gestures, jokes, physical contact, stalking, or displaying offensive sexual images on school property.

What is sexual assault?

Sexual assault is any unwanted sexual contact made by force or without consent, including when the person is unable to consent due to age, intoxication, or physical or mental incapacity.

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 or your student believes you experienced sexual harassment or assault at school, you have the right to file a formal complaint. The complaint must be in writing and detail the specific acts or circumstances involved. Before filing, consider discussing your concerns with your child's principal or the [SVSD Title IX Coordinator](#) at (425) 831-0985.

Where to file complaints?

For students, parents/guardians, and the public, questions or complaints about sexual harassment should be directed to the [SVSD Title IX Coordinator](#), P.O. Box 400, Snoqualmie, WA 98065, or call (425) 831-0985. For employees, direct questions or complaints to the [Executive Director of Human Resources](#) at the same address, or call (425) 831-8001. The school district must promptly investigate and take effective steps to end harassment, eliminate the hostile environment, prevent its recurrence, and address its effects.

Will my complaint be kept confidential?

Confidentiality cannot be guaranteed. To investigate complaints, we may need to disclose the complainant's or student's identity. We will strive to maintain confidentiality by sharing information only with those essential to the investigation. However, due process for the accused may require disclosing details of the complaint. Requests to keep the accused uninformed or to remain anonymous may limit our ability to investigate and resolve the complaint. Anonymous complaints will be treated as informal under the District's discrimination complaint procedure.

Is retaliation prohibited?

Yes; retaliation for filing a complaint or participating in an investigation is against District policy. The District enforces anti-retaliation protections for complainants and witnesses. If you or any witness experience retaliation, contact the School Principal or Title IX Coordinator. The Title IX Coordinator or an appointed investigator will investigate your complaint, interview you and the individuals involved, and may contact others as needed to resolve the issue.



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SCHOOL DISTRICT

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

Reporting Person: _____

Email: _____ Phone Number: _____

1. Identify Complaint Type (select one)

☐ Anonymous	☐ Confidential	☐ Non-Confidential
Individuals can file a report anonymously. However, no disciplinary action will be taken against the alleged aggressor based solely on an anonymous report. Responses may include increased monitoring of certain locations or closer observation of specific students or staff.	Individuals may request their identities be kept confidential from the accused and other students. However, similar to anonymous reports, no disciplinary action will be taken against the alleged aggressor based solely on a confidential report.	Individuals who make their complaint non-confidential will be informed that the district may need to share all relevant details with those involved in the incident, but it will be limited to those with a need to know. Anti-retaliation protections will be enforced to protect complainants and witnesses.

2. Identify Key Details

a. Name of person(s) who were discriminated against: _____

b. Identify all SVSD staff who received a report of the incident, the date, type of report (e.g., verbal), and the results.

Staff Name	Date	Type	Results

c. Name of alleged aggressor(s): _____

If unknown, provide details about the aggressor such as physical characteristics, class schedule, etc.

d. Check all that apply regarding when the incident occurred.

Where did the incident occur?	What happened during the incident?
☐ Classroom ☐ Hallway ☐ Restroom ☐ Playground ☐ Locker Room ☐ Lunchroom ☐ Sport Field ☐ Other (explain):	☐ Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other conduct of a sexual nature ☐ Harassment based 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 ☐ Putting the individual down and making the individual a target of jokes, teasing, or name calling ☐ Sharing inappropriate drawings, cartoons, photos, images, or notes ☐ Other (explain): ☐ Taunting or cruelty ☐ Intimidation or humiliation ☐ Retaliation ☐ Spreading hurtful rumors or gossip ☐ Exclusion, rejection ☐ Cyber bullying (call, text, email, etc.) ☐ Threats using gestures or remarks ☐ Harmful physical contact ☐ Using others to harm a student ☐ Demanding money from a student ☐ Taking advantage of a student



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SCHOOL DISTRICT

e. Check all that apply regarding after the incident occurred.

Was anyone physically hurt?	Was the student absent from school because of the incident?
☐ No. ☐ Yes, medical attention was not required. ☐ Yes, medical attention was required. If yes, please explain.	☐ No ☐ Yes If yes, how many days was the student(s) absent?

f. Identify all witness names (if known): _____

4. Describe your complaint by providing specific details about the behavior, comments, or actions of all involved individuals that caused you to file this complaint. Include any other information you believe is relevant. Attach additional pages if necessary.

5. What is your desired resolution or outcome?

6. 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:** _____

For Office Use Only			
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 SVSD Title IX Coordinator, Kelsey Carr (carrk@svsd410.org).