FEDERAL WAY PUBLIC SCHOOLS

HARASSMENT, INTIMIDATION OR BULLYING COMPLAINT - Form 3207(1)

While it is not required, complainants are encouraged to attempt informal procedures with the guidance of appropriate staff members prior to filing a formal complaint. This complaint form is to be used for scholar complaints. Employees or non-scholars who have similar complaints should use Form 5266(1), (see 5266P).

The filing of the complaint should be done as soon as possible after the occurrence of the act, condition or circumstance on which the complaint is alleged. This form is also to be used by staff filing a complaint or request for an investigation based on information that they have seen or heard, irrespective of the alleged victim's request to file a complaint.

Today's Date: Current Time:

Targeted Scholar's Name: Scholar's School: Grade:

Reporting Person, if other than scholar above (optional):

Contact Phone: Email:

Name(s) of Accused Scholar(s):

What date(s)/time(s) did the incident happen (if known)?

Location of incident (optional):

Check the box that best describes what happened (check all that apply):

- ☐ Teasing, making rude comments
- ☐ Threatening comments / gestures
- ☐ Excluding or rejecting the targeted student
- ☐ Sexual Harassment / Gender or Gender Identity
- ☐ Racial or Cultural Harassment
- ☐ Physical Aggression / Instigating harm by others
- ☐ Intimidation, making targeted student fearful
- ☐ Spreading harmful rumors or gossip
- ☐ Social Media Harassment / Cyber-bullying
- ☐ Religious Harassment
- ☐ Other (Please describe):

Please describe any additional incident details (attach separate sheet if necessary):

Has the targeted scholar been absent from school as a result of the incident? No ◯ Yes ◯
(If yes, please explain):

Remedy or Resolution Requested:

MALICIOUS OR DISCRIMINATORY HARASSMENT, INTIMIDATION OR BULLYING:

Harassment, intimidation or bullying means any intentional transmission of an electronic or written message or image, or any verbal, or physical act, including but not limited to, one shown to be motivated by any characteristic of race, color, ancestry, national origin or ethnicity, religion or creed, age, sex or gender, sexual orientation including gender expression or identity, marital or family status, military or veteran status, physical, sensory or mental disability (RCW 9A.36.080 and District Administrative Policy 3207) or that is based on any other class or distinguishing characteristic protected by Federal or State anti-discrimination laws, when the intentional electronic, written, verbal, or physical act:

a) Physically harms a scholar or damages the scholar's property; or
b) Has the effect of substantially interfering with a scholar's education; or
c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
d) Has the effect of substantially disrupting the orderly operation of the school.

SEXUAL HARASSMENT:

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District.

Under federal and state law, the term "sexual harassment" may include:

- acts of sexual violence;
- unwelcome sexual advances and/or requests for sexual favors;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment.

GENERAL PROCESS OVERVIEW:

For complete HIB processing information, refer to Policy 3207 and Procedure 3207P available on the district website (www.fwps.org).

What happens next?

1. Upon receipt of the Incident Reporting Form, the school or District designee will begin the investigation.
2. During the course of the investigation, the District will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the District will implement a safety plan for the scholar(s) involved.
3. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the scholars involved that a complaint was received and direct the families to the District's policy and procedure on harassment, intimidation and bullying.
4. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report.
5. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating the findings of the investigation.
6. If in an investigation a principal or principal's designee found that a scholar knowingly made a false allegation of harassment, intimidation or bullying, that scholar may be subject to corrective measures, including discipline.