

# FEDERAL WAY SCHOOL DISTRICT

## HARASSMENT, INTIMIDATION OR BULLYING COMPLAINT FORM

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.

### **MALICIOUS HARASSMENT, INTIMIDATION OR BULLYING:**

Harassment, intimidation or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability [RCW 9A.36.080(3)], or other distinguishing characteristic, when the intentional electronic, written, verbal, or physical act:

- a) Physically harms a student or damages the student's property; or
- b) Has the effect of substantially interfering with a student'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:**

Sexual harassment may include, but is not limited to, unwelcome or uninvited: sexual advances, requests for sexual favors, sexual comments, cartoons, innuendoes, or other verbal or physical conduct of a sexual nature.

Sexual harassment occurs when:

- 1) Such behavior or communication interferes with an individual's performance or creates an intimidating, hostile, or offensive educational or work environment; and/or
- 2) Submission to the harasser's sexual demands is stated or implied as a term or condition of obtaining an education or work opportunity or other benefit; and/or
- 3) Submission to or rejection of sexual demands is a factor in an academic, work, or other school-related decision affecting an individual.

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. A formal complaint may be filed even though the informal complaint process is being utilized.

### **FROM:**

Complainant

Grade Level, Position or Title

Home Address

Work or School Location

City

Zip

Immediate Supervisor or Principal

Home Phone

Work Phone

Date(s) act, condition or circumstance occurred: \_\_\_\_\_

Name of harasser: \_\_\_\_\_

Nature of complaint and specific event alleged to be in violation of Federal or State laws or School District Policy: (attach separate sheet is necessary)

REMEDY REQUESTED: (attach separate sheet if necessary)

Signature of Complainant

Date

Form 3207(1)

11/10/09