

FEDERAL WAY SCHOOL DISTRICT

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 student complaints. Employees or nonstudents who have similar complaints should use Form 5266(1), (see 5266P).**

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 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, pictures, innuendoes, or other verbal or physical conduct of a sexual or sexually intimidating nature, including those that are transmitted electronically.

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. 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.

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(s): _____

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

Remedy Requested: (attach separate sheet if necessary)

Signature of Complainant

Date