## **ReLife School Harassment, Intimidation or Bullying, Including Sexual Harassment**

## **Incident Report Form**

RCW 28A 300 285 defines harassment, intimidation or bullying as any intentionally written message or image-including those that are electronically transmitted-verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

* Physically harms a student or damages the student’s property.
* Has the effect of substantially interfering with a student’s education.
* Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
* Has the effect of substantially disrupting the orderly operations of the school.

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. The term “sexual harassment” includes:

* 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;
* sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

PSESD is committed to maintaining a safe and harassment free environment. There are both informal and formal ways to report a sexual harassment complaint, and **every sexual harassment complaint made, informally or formally, as in writing, is considered seriously**. When ReLife staff or PSESD become aware of alleged sexual harassment, PSESD and ReLife are obligated by law to take prompt and appropriate action. ReLife Staff and PSESD may become aware directly from a student, parent/guardian who submits a formal, written Title IX complaint or reports alleged sexual harassment informally or verbally to a ReLife staff member. ReLife administrators follow a set of procedures to investigate, respond to the student, and ensure student safety whether they receive a complaint of sexual harassment verbally or in writing.

A "formal complaint" means a written document filed by a complainant or by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that PSESD investigate the allegation of sexual harassment following the steps outlined in PSESD Operating Policy No. 3205. At the time of filing a formal Title IX complaint, a complainant must be participating in or attempting to participate in the education program or activity of ReLife School. A formal Title IX complaint must be in writing and received by the PSESD Title IX Coordinator in person, by mail, email, or online by using the contact information listed for the Title IX Coordinator. A Title IX Complaint Form is available on the PSESD website [www.psesd.org](http://www.psesd.org)

PSESD strongly encourages any ReLife student, employee, or third-party who believes they have experienced sexual harassment (sexual misconduct, gender-based harassment, or sexual assault) to file a *formal Title IX* *complaint* with either ReLife administration or PSESD's Title IX Coordinator. However, reporting a complaint verbally to a ReLife staff member is also an option, and a verbal complaint is always followed-up and investigated. A student, or parent/guardian who believes harassment has occurred, may choose to resolve the issue through an informal process by asking the ReLife administrators. The option of submitting a formal written complaint under Title IX and PSESD policy always remains an option.

A student or parent/guardian may use this ReLife Incident Report Form as an informal means to report harassment. This form can also be completed anonymously.

**Reporting person** (optional):

**Targeted student**:

**Your email address** (optional):

**Your phone number** (optional): **Today’s Date**:

**Name of school adult you’ve contacted** (if any):

**Name(s) of aggressor(s)** (if known):

**On what date(s) did the incident(s) happen** (if known):

**Where did the incident(s) happen?**

Please circle what best describes what the person did. Please circle all that apply.

|  |  |  |
| --- | --- | --- |
| Blocked movement | Gestures (explain) | Racial slur(s), jokes(s) |
| Damage to my property | Gossip | Repeated behavior |
| Derogatory comments | Intimidation directed at me | Sexual stories/jokes/pictures |
| Disrespectful comments | Name calling | Sexual orientation slur(s), joke(s) |
| Electronic/Cyberbullying | Offensive writing or graffiti | Slurs, rumors, jokes |
| Excluding me from activities | Physical harm or threats of harm | Spreading rumors |
| Hazing (club, teams, class, other) | Pranks | Threats (to me, friends, school) |
| Gender Slurs | Put downs | Touching/grabbing |

**Other** (please describe):

**Why do you think this occurred**?

**Were there any witnesses**? Yes No If yes, please provide their names:

**Did a physical injury result from this incident**? If yes, please describe:

**Are there any notes, pictures, texts, screen shots or other evidence(s) of the event(s) you are reporting?**

**Is there any additional information you can add**?

**THANK YOU FOR REPORTING**

**--------------------------------------------------------- For Office Use ---------------------------------------------------------**

**Received by**:

**Date received**:

**Action taken**:

**Parent/guardian contacted**: Yes \_\_\_\_\_ No \_\_\_\_\_ Date:

Circle one: **Resolved** **Unresolved**

**Referred to:** **Date**:

**Date sent to PSESD Title IX Compliance Coordinator**: