

Staff Complaint Form for Alleged Harassment/Intimidation/Bullying

VANCOUVER SCHOOL DISTRICT NO. 37
P.O. Box 8937
Vancouver, Washington 98668-8937

The Vancouver School District is committed to providing a harassment/intimidation/bullying-free learning environment for all students and employees. (RCW 28A.300.285; WAC 392-190-059)
See Vancouver School District Policy 5800

Employees: Return completed form to Supervisor or Human Resources Department

1. **Name of Complainant*:** _____ Grade _____ **Daytime Phone:** _____

*If not completed by Complainant, name of person who is completing this form: _____

Reason Not Completed by Complainant: Age Complainant Declined

School or workplace: _____

Alleged harasser(s): _____

Staff person(s) Complainant has talked to regarding this matter: _____

2. **Reason for complaint** - Describe incident(s) and include date(s) and place(s). Attach additional pages if necessary:

3. **Names of witnesses or others who have knowledge of the incident(s):** _____

4. **Action desired by Complainant:** _____

Signature of Complainant or Person Completing the Form

Date

=====To be Completed by Human Resources Department=====

1. Give the Complainant a **copy** as their receipt.
2. After the complaint has been investigated, maintain the investigation report (or disposition) to this complaint form with the **original** copy, in Human Resources.
3. Keep a **copy**.

Date Rec'd: _____
Original: Human Resources Dept.

Date Rec'd: _____
Copy: Complainant

Date Rec'd: _____
Copy: Administrator or Supervisor

Reporting Harassment, Intimidation and Bullying

In 2010, the Washington State Legislature adopted revisions to the law prohibiting harassment, intimidation and bullying in public schools. In an effort to exceed the mandate of the legislation and to reflect the district's commitment to safe and supportive learning environments, the Vancouver Public Schools took a number of important steps, including:

- Adopting and implementing a district-wide policy and procedure;
- Establishing a safe and supportive schools taskforce;
- Developing a safe and supportive learning environments brochure and a guidance for school teams poster;
- Providing training to students and administrators;
- Selecting and implementing safe schools curriculum at pilot schools; and
- Hosting an introduction to safe and supportive schools initiative.

Following is an overview of some of the important aspects of the district's policy and procedure with respect to definitions, reporting incidents, filing a complaint, investigations and district compliance officers.

Definitions

Harassment, intimidation or bullying means an intentional electronic, written, verbal or physical act that:

- Physically harms a staff member or student or damages the staff member's or 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 operation of the school.

Reporting Harassment, Intimidation or Bullying

- Incident reporting forms are available, upon request, in each school's main office.
- Any staff member or student who believes he or she has been the target of or affected by harassment, intimidation or bullying may file a report.
- Any person in the school community who observes or receives notice that a staff member or student has or may have been a target or affected by harassment, intimidation or bullying may file a report.

Filing a Report

- The person filing the report may file anonymously, confidentially or may disclose his or her identity.
- Whenever a report of harassment, intimidation or bullying is received staff will attempt to resolve the incident to the satisfaction of all parties.

Investigations

- All reports of unresolved, severe or persistent harassment, intimidation or bullying will be investigated by district staff.
- Administrators will take appropriate corrective measures for the aggressor and steps to protect the targeted or affected staff member or student.

District Compliance Officer

Kathy Everidge
Associate Superintendent of Human Resources
360-313-1080
kathy.everidge@vansd.org

Additional Information

A complete description of the district's policy and procedure prohibiting harassment, intimidation and bullying, Policy 5800 are located on the district's website at www.vansd.org. To locate the documents on the website, click the "About VPS" tab, then click Policies and Procedures.