



Complaint Procedure for Harassment, Intimidation, and Bullying

Definition of Harassment, Intimidation, and Bullying

“Harassment, intimidation or bullying” means any intentional electronic, written, verbal, or physical act, including but not limited to those shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, mental or physical disability or other distinguishing characteristics, when such an act:

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

Bullying involves an intentional, repeated, negative act where a power imbalance exists between the victim and the aggressor(s), and the behavior hurts or harms another person physically or emotionally.

Cyberbullying is the repeated use of computers, cellphones, and other electronic devices to harm, harass, humiliate, threaten, or damage the reputation and relationships of the intended target.

There are other types of aggressive behavior that do not fit the definition of bullying. This does not mean that they are any less serious or require less attention than bullying. Rather, these behaviors require different prevention and response strategies.

How do we address Bullying?

- **Teach/inform students.** Students are given age-appropriate information about bullying, prevention strategies, and ways to identify and report bullying. Each school displays information or posters about bullying and have reporting forms available.
- **Staff training.** Staff receives annual training on the school district’s policy and procedures, including staff roles and responsibilities, and the use of the district’s incident reporting forms.

How can you report Bullying?

You can report bullying to any school staff member, the building principal, or the District Compliance Officer. Reports can be filed anonymously. Each school office has reporting forms. They are also available on the Clover Park School District Website: Board Student Policies, Board Form 3207-F1.

Clover Park School District Compliance Officer

Holly Shaffer, Director of Student Services
(253) 583-5154.

What happens after Bullying is reported?

Each situation is different. Sometimes a report can be followed by quick intervention and resolution. These situations typically do not meet the definition of bullying. When an incident or series of incidents meets the definition of bullying described above, a designated staff member conducts an investigation and follows a specific timeline described in the procedures. The investigation includes interviews and notification of parents of both the alleged aggressor and the targeted student. If the outcome of the investigation indicates that bullying has occurred, consequences may be assigned and a plan is developed which includes a plan for follow-up. On completion of the investigation and the plan, a report form is forwarded to the District Compliance Officer. The complete policies and procedures including the report forms can be viewed on the district website under District Policy 3207. You may obtain hard copies from your school or the district office.



Complaint Procedure for Discrimination

Nondiscrimination Statement

Clover Park School District provides continuous notice that it does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 and RCW 28A.642 compliance officer and Section 504/ADA coordinator: Title IX/RCW 28A.260 compliance officer: deputy superintendent, Clover Park School District, 10903 Gravelly Lake Drive SW, Lakewood, WA 98499, 253-583-5050, blaubach@cloverpark.k12.wa.us. Section 504/ADA coordinator: deputy superintendent, Clover Park School District, 10903 Gravelly Lake Drive SW, Lakewood, WA 98499, 253-583-5050, blaubach@cloverpark.k12.wa.us.

Definition of Discrimination

The unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

How to file a complaint about discrimination in Clover Park School District:

Before filing a complaint, you may wish to discuss your concerns with the school principal. If you disagree with your school principal's decision, you may file a formal complaint with Clover Park School District.

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure may be found in Clover Park School District Board Procedure 3210-P1.

Inquiries regarding non-discrimination compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 and RCW 28A.642 compliance officer and Section 504/ADA coordinator: Title IX/RCW 28A.260 compliance officer: executive director for human resources, Clover Park School District, 10903 Gravelly Lake Drive SW, Lakewood WA 98499, 253-583-5050, blaubach@cloverpark.k12.wa.us . Section 504/ADA coordinator: deputy superintendent, Clover Park School District, 10903 Gravelly Lake Drive SW, Lakewood, WA 98499, 253-583-5050, blaubach@cloverpark.k12.wa.us.

What if I don't agree with the school district's decision?

If you disagree with the superintendent's or designee's written decision, you may appeal the decision to the district board of directors by filing a written notice of appeal with the secretary of the board, within 10 calendar days following the date upon which you received the response.

What if I don't agree with the appeal decision?

If you disagree with a school district's appeal decision, you may file a complaint with OSPI. Complaints cannot be filed with OSPI unless they have been raised with the school district and appealed, as outlined above.

You may also file a complaint with OSPI if the school district doesn't follow the correct complaint and appeal procedures described above.

E-mail: Equity@k12.wa.us

Fax: (360) 664-2967

Mail or Hand Delivery:

Equity and Civil Rights Office
Office of Superintendent of Public Instruction
PO Box 47200
600 Washington St. S.E.
Olympia, WA 98504-7200



Complaint Procedure for Sexual Harassment

Definition of Sexual Harassment

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 even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, 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 or requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit; and/or
- sexual demands where submission or rejection is a factor in an academic or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent or egregious.

How to file a complaint about Sexual Harassment in Clover Park School District:

Anyone who witnesses sexual harassment is responsible for informing the school principal or the district Title IX or Civil Rights Compliance Coordinator.

Reports of discrimination and discriminatory harassment will be referred to the district’s Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district’s Section 504 Coordinator.

Inquiries regarding sexual harassment reporting procedures may be directed to the school district’s Title IX/RCW 28A.640 and RCW 28A.642 compliance officer and Section 504/ADA coordinator: Title IX/RCW 28A.260 compliance officer: executive director for human resources, Clover Park School District, 10903 Gravelly Lake Drive SW, Lakewood WA 98499, 253-583-5050, blaubach@cloverpark.k12.wa.us. Section 504/ADA coordinator: deputy superintendent, Clover Park School District, 10903 Gravelly Lake Drive SW, Lakewood, WA 98499, 253-583-5050, blaubach@cloverpark.k12.wa.us.