Filing a HIB Report as a Student or Family Member

STEP 1: I want to file a Harassment, Intimidation or Bullying Report.

Ways to File a Complaint

(1)	(2)	(3)	(4)	(5)
I can fill out an online form, managed by Vector Solutions (https://www.bsd405.org/programs-and-services/counseling/bullying-prevention). By filing this online form, an automatic report is sent to my school administrators.	I can fill out a PDF BSD Harassment, Intimidation and Bullying Incident Reporting Form (https://www.bsd405.org/programs-and-services/counseling/bullying-prevention/questions-about-harassment-intimidation-and-bullying). After completing this form, I will need to send the completed form either electronically or in paper copy to my teacher, counselor or administrator.	I can fill out a paper copy of the BSD Harassment, Intimidation and Bullying Incident Reporting Form. This paper copy is available in my school office. After completing this form, I can drop it off in the drop-box in my school office or give it to my teacher, counselor or administrator.*	I can write out my report (without completing a form) and give it to any school staff member.*	I can verbally share my report with any staff member.*

What to Expect After Filing a Complaint

A complaint can be filed anonymously, confidentially or non-confidentially. Supportive measures will be offered in response to all reports; however, disciplinary actions on the alleged aggressor can only be imposed based on non-confidential reports.

Once an incident has been filed the following steps are taken:

- A school administrator will reach out and contact me within two school days**
- A time to meet with an administrator, family member/s* and student will be scheduled.

* A staff member who is not an administrator is required to report the incident to an administrator. Once a report has been shared with them (either by the complainant or by another staff member) the administrator is required to complete a HIB reporting form.

** Refer to Policy section 3000, page 10 of Procedure 3207P for reference.

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STEP 2A: A complaint can be resolved informally.

This can include but is not limited to:

- Developing a safety plan for the complainant.
- A mediated exchange between the complainant and the alleged aggressor.
- A warning issued to the alleged aggressor by an administrator.

If not satisfied with the informal resolution, a complainant may request to initiate a formal investigation at any time.

STEP 2B: A complaint can be resolved formally.

A formal investigation can be initiated. A formal investigation will be completed within five school days. If an investigation requires additional time, the investigator will give weekly updates to parents/guardians. Families will receive a written response within two school days upon completion of the investigation.

A formal investigation will include:

- Interview with the involved parties, witnesses and with family members whenever appropriate and necessary.
- A review of any previous complaints involving either the complainant or the alleged aggressor.

STEP 3: A written response will be provided.

No later than two school days after an investigation has been completed, a written response will be given to myself, my student and to the parent/guardian of the alleged aggressor.

A written report of the investigation will be provided to the District Compliance Officer.

STEP 4: Building administration will institute corrective measures as necessary.

Building administration will institute corrective measures as necessary, as soon as possible, but no later than five school days after the investigation is complete and families have been contacted. I will not be notified of the corrective measures that are imposed on other students due to student privacy laws.

The District will take prompt and equitable corrective measures.

If my student is found to have been subjected to harassment, intimidation or bullying, they will have appropriate District support services made available to them.

Appeal Rights for a Complainant

STEP 1: Appeal to superintendent or designee.

If my student or I am dissatisfied with the results, we may appeal to the superintendent or designee by filing a written notice within five school days of receiving the decision. The superintendent or their designee will review the report and issue a written decision within five school days of receipt of the HIB investigation findings.

STEP 2: Appeal to Disciplinary Appeals Council.

If my student or I am still dissatisfied after the initial appeal, we may appeal to the Disciplinary Appeals Council (DAC) by filing a written notice of appeal on or before the fifth school day following receipt of the Step 1 appeal decision.

Additional Resources

- Policy 3207: https://www.bsd405.org/about-us/school-board/policies-and-procedures/policy-and-procedure-details/~board/policies-procedures/post/3207p
- Procedure 3207P: https://www.bsd405.org/about-us/school-board/policies-and-procedures/policy-and-procedure-details/~board/policies-procedures/post/3207p
- BSD Bullying Prevention webpage: https://www.bsd405.org/programs-and-services/counseling/bullying-prevention
- OSPI Bullying Prevention webpage: https://ospi.k12.wa.us/student-success/health-safety/school-safety-center/harassment-intimidation-and-bullying-hib
- National Bullying Prevention website: https://www.stopbullying.gov/

Filing a HIB Report as a Student or Family Member

Step 2: A complaint can be resolved informally or formally.

2A: Informally Resolving a Complaint

This can include:

- Developing a safety plan for the complainant.
- A mediated exchange between the complainant and the alleged aggressor.
- A warning issued to the alleged aggressor by an administrator.

If not satisfied with the informal resolution, a complainant may request to initiate a formal investigation at any time.

2B: Formally Resolving a Complaint

A formal investigation can be initiated. A formal investigation will be completed within 5 school days. If an investigation requires additional time, the investigator will give weekly updates to parents/guardians. Families will receive a written response within two school days upon completion of the investigation.

A formal investigation will include:

- Interview with the involved parties, witnesses and with family members whenever appropriate and necessary.
- A review of any previous complaints involving either the complainant or the alleged aggressor.

Step 3: A written or oral response will be

No later than two school days after an investigation has been completed, a written or oral response will be given to myself, my student and to the parent/guardian of the alleged aggressor.

A written report of the investigation will be provided to the District Compliance Officer.

Step 4: Building administration will institute corrective measures as

Building administration will institute corrective measures as necessary, as soon as possible, but no later than five school days after the investigation is complete and families have been contacted. I will not be notified of the corrective measures that are imposed on other students due to student privacy laws.

The District will take prompt and equitable corrective measures.

If my student is found to have been subjected to Harassment, Intimidation or Bullying, they will have appropriate District support services made available to them.

Appeal Rights for a Complainant

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If my student or I am dissatisfied with the results, we may appeal to the superintendent or designee by filing a written notice within five school days of receiving the decision. The superintendent or their designee will review the report and issue a written decision within five school days of receipt.

Step 2: Appeal to Disciplinary Appeals Council

If my student or I am still dissatisfied after the initial appeal, we may appeal to the Disciplinary Appeals Council (DAC) by filing a written notice of appeal on or before the fifth school day following receipt.