

Our Schools Protect Students from HIB

We strive to make our schools safe and inclusive environments where all students are protected from HIB, including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, what to do when you see or experience it, and how our district responds to it.

What is HIB?

State law (**RCW 28A.600.477(5)(b)(i)**) defines HIB as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **RCW 28A.642.010** (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- A. Physically harms a student or damages the student's property;**
- B. Has the effect of substantially interfering with a student's education;**
- 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.”**

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB **OP 3207** “Harassment, Intimidation, and Bullying of Students Prohibited” only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

This brochure summarizes **OP 3207** “Harassment, Intimidation, and Bullying of Students Prohibited.” The complete operational procedure is available online on our website at www.ysd7.org under “Policies & Procedures” or in paper form at each school office.

Nondiscrimination Statement: “Yakima School District does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, immigration or citizenship status, age, veteran or military status, sexual orientation, gender expression, gender identity, homelessness, disability, neurodivergence, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator: Christina Larsen, Deputy Superintendent, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7032, larsen.christina@ysd7.org. **Section 504/ADA Coordinator (Students):** Shawn Orminski, Assistant Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7263,

orminski.shawn@ysd7.org; **ADA Coordinator**

(Non-Students): Christopher Miller, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7066, miller.christopher@ysd7.org. **Title IX**

Coordinator: Omar Santoy, Executive Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org. **Deputy Title IX**

Coordinators: Erin Thomas, Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7261, thomas.erin@ysd7.org; Shawn Orminski, Assistant Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7263, orminski.shawn@ysd7.org; Kim Newell, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7068,

newell.kimberlee@ysd7.org; Christopher Miller, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7066, miller.christopher@ysd7.org. Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Yakima School District should contact the appropriate **Americans with Disabilities Act (ADA) Coordinator** 24 hours in advance of the event to inquire about reasonable accommodation. Deaf, deaf-blind, hard of hearing, and/or speech impaired individuals may access Washington Relay Services by calling 7-1-1 or 1-800-833-6388.”



Yakima
SCHOOL DISTRICT
DISTRITO ESCOLAR

HARASSMENT, INTIMIDATION, & BULLYING (HIB)

Operational Procedure (OP) 3207 Summary



AUGUST, 2026

104 N. 4TH AVENUE • YAKIMA, WA 98902
509.573.7000 • WWW.YSD7.ORG

How can I make a report about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a **HIB Compliance Officer** who helps prevent and respond to HIB.

- **District HIB Compliance Officer:**
Shawn Orminski,
Assistant Director of Student Services,
105 N. 4th Ave., Yakima, WA 98902,
(509) 573-7263, hib@ysd7.org

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing **OP 3207.1XE** "HIB Incident Reporting Form" (<https://ysd7.org/hib>).

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit **OP 3207.1XE** "HIB Incident Reporting Form" (<https://ysd7.org/hib>), and the incident meets the definition of HIB toward a student. When you submit the HIB Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results (**OP 3207.4XE** "HIB Results of the Investigation Written Notice") with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?

For the student named as the "targeted student" in a complaint:

If you disagree with the school district's decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they've assigned) to review the investigation. They will send you a written decision.

For the student named as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage (<https://ysd7.org/hib>) or the district's HIB **OP 3207** "Harassment, Intimidation, and Bullying of Students Prohibited."

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination operational procedure (**OP 3210**) "Discrimination of Students Prohibited" and the HIB operational procedure (**OP 3207**) "Harassment, Intimidation, and Bullying of Students Prohibited" to fully address your concerns. If the HIB report involves sexual harassment, the school district will investigate the complaint using the district's Sexual Harassment operational procedure (**OP 3205**) "Sexual Harassment of Students Prohibited."

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

OSPI can assist students, families, communities, and school staff with questions about the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and community engagement and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: www.ed.gov
- Email: ocr@ed.gov
- Phone: 800-421-3481