

Harassment, Intimidation, & Bullying (H.I.B.) Policy and Procedures

It is the policy of the Klickitat School District to maintain a learning and working environment that is free from harassment. No employee, student, or visitor of the school shall be subjected to sexual harassment nor shall any employee, student, or visitor of the school be subject to harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation. Further, the “bullying”, physical or psychological intimidation, of another within the school community will not be tolerated.

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, are highly encouraged to report all incidents verbally or in writing to any staff member.

For reporting or action processes related to harassment, intimidation or bullying see Appendix E the Summary of Harassment, Intimidation or Bullying (HIB) & the forms section of this handbook for the Harassment, Intimidation or Bullying (HIB) Incident Reporting Form.

SUMMUARY OF HARASSEMENT, INTIMIDATION OR BULLYING (HIB) REPORTING STEPS

Appendix E

1. **Filing an Incident Reporting Form** – In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).
2. **Receiving an Incident Reporting Form** – All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary under this procedure. All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint.
3. **Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation & Bullying** – All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.
4. **Corrective Measures for the Aggressor** – After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation.

If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation, or bullying, that student may be subject to corrective measures, including discipline.

5. **Targeted Students Right to Appeal** – If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.

An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

6. **Discipline/Corrective Action** – The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation, or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.
7. **Support for the Targeted Student** – Persons found to have been subjected to harassment, intimidation, or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

**Klickitat School District
Harassment, Intimidation or Bullying (HIB)
Incident Reporting Form**

Reporting person (optional): _____

Targeted student: _____

Your email address (optional) _____

Your phone number (optional): _____ Today's date: _____

Name of school adult you've already contacted (if any): _____

Name(s) of bullies (if known): _____

On what dates did the incident(s) happen (if known): _____

Where did the incident happen? _____

Please describe the bullying incident. _____

Why do you think the harassment, intimidation or bullying occurred? _____

Were there any witnesses? If yes, please provide their names: _____

Did a physical injury result from this incident? If yes, please describe. _____

Was the target absent from school as a result of the incident? If yes, please describe. _____

Is there any additional information? (Use back if needed): _____

Thank you for reporting!

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

Received by: _____ Date received: _____

Action taken: _____

Resolved (circle): Yes No Parent/Guardian contacted (circle): Yes No

Referred to: _____