

## Prohibition of Harassment, Intimidation and Bullying

### A. Introduction

The Bellevue School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. The District is committed to providing a safe and civil educational environment that is free from all types of discrimination and harassment, including sexual harassment.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes, but shall not be limited to, all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, socio-economic status, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

Upon notice, the District will take prompt and appropriate action to investigate and address harassment, intimidation and/or bullying, and discriminatory and sexual harassment. This includes taking steps to end the harassment, eliminate the hostile environment, prevent its recurrence, and remedy its effects. The District is on notice about discriminatory harassment if a reasonable employee knew, or in the exercise of reasonable care should have known, about the harassment.

### B. Definitions

1. **Aggressor** is a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student.
2. **Harassment, intimidation or bullying** is any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, culture, gender, socio-economic status, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an 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.

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, or bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

‘Harassment,’ ‘intimidation,’ and ‘bullying’ are separate but related behaviors. Each must be addressed appropriately. Although this procedure differentiates the three behaviors, this differentiation should not be considered part of the legal definition of these behaviors.

- a) Harassment refers to any malicious act, which causes harm to any person’s physical well-being. It can be discriminatory harassment, malicious harassment, or sexual harassment.
- b) Intimidation refers to implied or overt threats of physical violence or social ostracization.
- c) Bullying involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm on the targeted youth including physical, social, or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying.

“Other distinguishing characteristics” can include, but are not limited, to physical appearance, clothing or other apparel, socio-economic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Discriminatory harassment, as defined in District Procedure 3210P, includes conduct that is based on a student’s status as a member of a protected class and is sufficiently severe, persistent, or pervasive that it limits or denies a student’s ability to participate in or benefit from the school’s education program(s) or activities.

Malicious Harassment, as defined in District Procedure 3241.1P, means committing malicious and intentional acts because of one’s perception of the victim’s race, color, religion, ancestry, national origin, gender, sexual orientation or mental, physical or sensory disability which:

- a) Causes physical injury to the victim or another person;
- b) Causes physical damage to or destruction of the property of the victim or another person; or

- c) Threatens a specific person or group of persons and places that person, or members of a specific group of persons, in reasonable fear or harm to the persons or property.

Sexual harassment, as defined in Board Policy 3205, means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if:

- a) Submission to that conduct or communication is made a term or condition either explicitly or implicitly of obtaining an education;
  - b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
  - c) That conduct or communication has the purpose or effect of substantially interfering with an individual's education, or of creating an intimidating, hostile, or offensive educational environment.
3. **Retaliation** occurs when an individual is intimidated, threatened, coerced, or discriminated against for reporting harassment, intimidation, or bullying, or participating in an investigation.
  4. **Staff** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).
  5. **Targeted Student** is a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying (See Exhibits A and B for Elementary and Secondary versions of the Incident Reporting Form). Incident Reporting Forms are available in the main offices at each school or through other school support personnel, such as the office manager, school nurse, counselor, psychologist, administrator, etc. Additionally, reports can be made via text, web, email or phone through SafeSchools Alert. A link to SafeSchools Alert is posted on the front page of the BSD website.

### C. Relationship to Other Laws

This procedure is based on RCW 28A.600.477 – Prohibition of Harassment, Intimidation and Bullying. There are other related laws specific to sexual harassment or discrimination.

- At least four Washington laws may apply to harassment or discrimination:
- a. RCW 28A.600.477 – Prohibition of Harassment, Intimidation and Bullying
  - b. RCW 28A.640.020 – Sexual Harassment
  - c. RCW 28A.642 – Prohibition of Discrimination in Public Schools

d. RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person’s gender or membership in a legally protected class under local, state, or federal law.

**D. Prevention**

**1. Dissemination**

In each school and on the district’s website the district will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district’s policy and procedure will be made available in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district’s website.

Additional distribution of the policy and procedure is subject to the requirements of chapter 391-405 WAC.

**2. Education**

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a web-based form.

**3. Training**

The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI. Staff will receive annual training on the school district’s policy and procedure, including, but not limited to, staff roles and responsibilities, how to monitor common areas, and the use of the district’s Incident Reporting Form and SafeSchools Alert. Staff responsible for facilitating and/or conducting investigations will receive annual training on investigations.

**4. Prevention Strategies**

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

## E. Compliance Officer

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation and bullying. If the allegations in a written report of harassment, intimidation or bullying indicate a potential violation of Policy 3207, the district staff member who receives the report must promptly notify the district compliance officer within two school days;
2. Provide support and assistance to the principal or designee in resolving complaints;
3. Receive copies of all Incident Reporting Forms, related discipline referral forms, and written correspondence to parents providing the outcomes of investigations; Such notification will occur by submitting the completed Investigative Reporting Form to the district's Harassment, Intimidation and Bullying compliance officer;
4. If a written report of harassment, intimidation or bullying indicates a potential violation of the district's Nondiscrimination Board Policy 3210, the compliance officer or designee must promptly notify the district's civil rights compliance officer;  
 If a written report of harassment, intimidation or bullying indicates a potential violation of the district's Sexual Harassment Board Policy 3205, the compliance officer or designee must promptly notify the district's Title IX compliance officer;  
 If a written report of harassment, intimidation or bullying indicates a potential violation of the district's Section 504 Board Policy 2162, the compliance officer or designee must promptly notify the district's Section 504 compliance officer;
5. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern;
6. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that the investigations are prompt, impartial, and thorough;
7. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training;
8. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis; and
9. In cases where, despite school efforts, a targeted student experiences harassment, intimidation or bullying that threatens the student's health and safety, the compliance officer or designee will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI website: [www.k12.wa.us/SafetyCenter/default.aspx](http://www.k12.wa.us/SafetyCenter/default.aspx).

## **F. Staff Intervention**

All staff members will intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, require staff to notify the applicable building and/or central office administrative designee in writing of receipt of an oral and/or written report of harassment, intimidation or bullying and actions taken, as applicable, by completing the Incident Reporting Form. The administrator in receipt of that form will complete the Investigative Reporting Form and submit that form to the Harassment, Intimidation, and Bullying compliance officer. No further action may be required under this procedure for these types of incidents. Regardless of the magnitude, all incidents shall be taken seriously and handled accordingly and documented via the district's Investigative Reporting Form, submitted to the district's Harassment, Intimidation and Bullying compliance officer.

If a staff member witnessed, intervened and/or was in receipt of a report of harassment, intimidation or bullying that allegedly occurred by a staff member, the staff member is to notify the applicable building and/or central office administrative designee in writing of such by completing the Incident Reporting Form. The building and/or central office administrative designee in receipt of the Incident Reporting Form will contact the Harassment, Intimidation and Bullying compliance officer to arrange for an investigation led by a central office administrator or designee.

## **G. Informal Complaint Process**

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process. Staff will also direct potential complainants to Harassment, Intimidation and Bullying compliance officer. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of harassment, intimidation or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the informal complaint process, the District will take prompt and effective steps reasonably calculated to end any harassment, intimidation, or bullying and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the District will take interim safety/support measures to protect the complainant before the outcome of the District's investigation.

Informal remedies may include:

- An opportunity for the complainant to explain to the alleged aggressor that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged aggressor that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;

- A public statement from an administrator in a building reviewing the District harassment, intimidation, and bullying policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the District believes the complaint needs to be more thoroughly investigated.

As part of an informal resolution, the District will inform the complainant and their parent/guardian how to report any subsequent problems. This information will be provided to the complainant in writing and will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency. Additionally, the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the District and complainant, which will be included in the written response to the complainant and their parent/guardian.

#### **H. Formal Complaint Process – Filing an Incident Reporting Form**

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 may report incidents verbally or in writing to any staff member. If the allegations in a written report of harassment, intimidation or bullying indicate a potential violation of this procedure, the district employee who receives the report must promptly notify the Harassment, Intimidation, and Bullying compliance officer. Alternatively, during the course of an investigation, if the district becomes aware of a potential violation of this procedure, the district employee investigating the report must promptly notify the Harassment, Intimidation and Bullying compliance officer. Such notification will occur via submission of the district's Investigative Reporting Form to the Harassment, Intimidation and Bullying compliance officer.

If a written report of harassment, intimidation or bullying indicates a potential violation of the district's Nondiscrimination Board Policy 3210, the compliance officer or designee must promptly notify the district's civil rights compliance officer;

If a written report of harassment, intimidation or bullying indicates a potential violation of the district's Sexual Harassment Board Policy 3205, the compliance officer or designee must promptly notify the district's Title IX compliance officer.

If a written report of harassment, intimidation or bullying indicates a potential violation of the district's Section 504 Board Policy 2162, the compliance officer or designee must promptly notify the district's Section 504 compliance officer.

The time for filing a complaint is one year from the date of the occurrence that is

the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the District that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the District was required to provide under RCW 28A.600.477.

## **I. Addressing Bullying – Reports**

### **Step 1: Filing an Incident Reporting Form**

In order to protect a targeted student from retaliation, a student need not reveal their identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose their identity (non-confidential).

#### **Status of Reporter**

##### **1. Anonymous**

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher’s desk led to the increased monitoring of the locker room during 5th period.)

##### **2. Confidential**

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, “I won’t be able to address this with the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court”).

##### **3. Non-confidential**

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

### **Step 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 will 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 staff will notify the applicable building and/or central office administrative designee in writing of receipt of an oral and/or written report of harassment, intimidation or bullying by completing an Incident Reporting Form. The administrator in receipt of that form will complete the Investigative Reporting Form and submit that form to the Harassment, Intimidation and Bullying compliance officer.

If an allegation of Harassment, Intimidation and Bullying is made against a staff member, the staff in receipt of that allegation will notify the applicable building and/or central office administrative designee in writing by completing the Incident Reporting Form. The building and/or central office administrative designee in receipt of the Incident Reporting Form will contact the Harassment, Intimidation and Bullying compliance officer to arrange for an investigation led by a central office administrator or designee.

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 principal or designee is the subject of the complaint. If the principal or designee is the subject of the complaint, the Incident Reporting Form will be submitted to the Harassment, Intimidation and Bullying compliance officer to arrange for an investigation led by a central office administrator or designee.

If a complaint of harassment, intimidation, or bullying indicates potential discrimination or harassment based on any protected class, or if a Harassment, Intimidation and Bullying investigator becomes aware of potential discrimination during a Harassment, Intimidation and Bullying investigation, the Harassment, Intimidation and Bullying investigator must inform the district's civil rights compliance officer. Upon receipt of this information, the Civil Rights' compliance officer must notify the complainant that their complaint will proceed under both the Harassment, Intimidation and Bullying and Nondiscrimination (Procedure 3210P) complaint procedures. Staff are reminded that the complaint procedures for Harassment, Intimidation and Bullying and discrimination have different timelines and requirements.

### **Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying Allegations**

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.

Upon receipt of the Incident Reporting Form that alleges harassment, intimidation or

bullying, the school or district designee will begin the investigation. Allegations against building staff will be investigated by a central office administrator and/or designee. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.

1. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.

If, during the course of an investigation, the district employee conducting the investigation becomes aware of a potential violation of the district's nondiscrimination policy, Policy 3210, the investigator will promptly notify the district's civil rights' compliance officer. Upon receipt of this information, the civil rights' compliance officer must notify the complainant that their complaint will proceed under the discrimination complaint procedure in WAC 392-190-065 through WAC 392-190-075 as well as the Harassment, Intimidation and Bullying complaint procedure. The notice must be provided in a language that the complainant can understand. The investigation and response timeline for the discrimination complaint procedure will follow that set forth in WAC 392-190-065 and begins when the district knows or should have known that a written report of harassment, intimidation or bullying involves allegations of a violation of the district's nondiscrimination policy.

2. Within two (2) school days after receiving the Incident Reporting Form, the school and/or district designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying. During that time, the school and/or district designee will review the investigative processes and related timelines, outlined in this procedure.

Within two (2) school days after receiving an allegation of harassment, intimidation, or bullying by any individual not directly involved in the allegation, the recipient and/or designee will acknowledge such receipt, informing the individual of next steps.

3. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.
4. The investigation will include, at a minimum:

- a) An interview with the complainant;
  - b) An interview with the alleged aggressor(s);
  - c) A review of any previous complaints involving either the complainant or the alleged aggressor(s);
  - d) Interviews with other students or staff members who may have knowledge of the alleged incident; and
  - e) An interview with the parent, as appropriate.
5. The principal or designee may determine that other steps must be taken before the investigation is complete.
  6. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
  7. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer via the district's Investigative Reporting Form, the principal or designee will respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor(s) stating:
    - a) The results of the investigation;
    - b) Whether the allegations were found to be factual;
    - c) Whether there was a violation of policy; and
    - d) The process for the complainant to file an appeal if the complainant disagrees with the results.

If the initial response to the parent/guardian of the complainant and the alleged aggressor was in person, the principal or designee will also follow up in writing, summarizing the conversation, including the district's Harassment, Intimidation and Bullying compliance officer in that written summary.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker), that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident cannot be resolved at the school level, the principal or designee will request assistance from the district.

#### **Step 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. Corrective measures that involve student discipline will be implemented according to district policy 3241, *Classroom Management, Corrective Actions and/or Interventions*. 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.

### **Step 5: Targeted Student's Right to Appeal**

- a) If the complainant (targeted student) 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;
- b) If the targeted student remains dissatisfied after the initial appeal to the superintendent or designee, the student may appeal to the disciplinary appeal council by filing a written notice of appeal with the office of the superintendent on or before the fifth (5) school day following the date upon which the complainant received the superintendent or designee's written decision.
- c) An appeal before the disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the disciplinary appeal council. The disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and will provide a copy to all parties involved. The council's decision will be the final district decision.

### **Step 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.

Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policy 3241, *Classroom Management, Corrective Actions and/or Interventions*.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider school-wide training or other activities to address the incident.

If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

### **Step 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 will be addressed and remedied as appropriate. This may include, though not be limited to, development and implementation of a safety plan, scheduling and facilitating of a follow-up meeting(s), instituting a check-in and/or check-out system, and/or access to trusted adults and/or a safe space.

### **J. Immunity/Retaliation**

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

Should individuals not directly affiliated with the district engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying, any and all steps at the district's disposal (report to law enforcement personnel, issue no trespassing warning from district property, etc.) will be utilized to stop this behavior.

### **K. Other Resources**

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. A harassment, intimidation or bullying complaint may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office  
Phone: 360.725.6162  
Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)  
Website: [www.k12.wa.us/Equity/default.aspx](http://www.k12.wa.us/Equity/default.aspx)
- Washington State Human Rights Commission  
Phone: 800.233.3247  
Website: [www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)

- Office for Civil Rights, U.S. Department of Education, Region IX  
Phone: 206.607.1600  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
Website: [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)
- Department of Justice Community Relations Service  
Phone: 877.292.3804  
Website: [www.justice.gov/crt/](http://www.justice.gov/crt/)
- Office of the Education Ombudsman  
Phone: 866.297.2597  
Email: [OEOinfo@gov.wa.gov](mailto:OEOinfo@gov.wa.gov)  
Website: <http://oeo.wa.gov/>
- OSPI Safety Center  
Phone: 360.725.6044  
Website: [www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx)

#### **L. Other District Policies and Procedures**

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined in this policy but which are, or may be, prohibited by other district or school rules.

**Date: 09.14; 11.14; 4.15; 06.18; 10.20**