

Everett Public Schools

# Harassment, Intimidation & Bullying The New Legislation

## FAQs

What This Means for You and Your School

EPS Staff Training

September 2011

**QUESTION:** Is HIB training required?

**ANSWER:**

Yes. For both staff *and* students.

**Staff:** annual training on the district's policy & procedures;  
roles & responsibilities;  
monitoring, and  
use of the district's Incident Reporting Form.

**Students:** annual, age-appropriate information on HIB  
recognition and prevention,  
including the Incident Reporting Form.

**QUESTION:** Who is our compliance officer?

**ANSWER:**

Our Compliance Officer is **Robert Polk:**

Phone: **(425) 385-4269**

E-mail: **[rpolk@everettsd.org](mailto:rpolk@everettsd.org)**

The compliance officer will receive all HIB Incident Reporting Forms and is responsible for implementation of the policy and procedures at a minimum.

**QUESTION:** Can we talk about the Incident Reporting Form?

**ANSWER:**

Our Incident Reporting Form is at [www.everett.k12.wa.us/everett](http://www.everett.k12.wa.us/everett) under the “Parents” and “Staff” tabs.

All staff, students, and parents should know where to easily find, how to complete and where to return the form to report HIB.

**QUESTION:** Isn't the principal or his/her designee responsible for handling all Incident Reporting Forms?

**ANSWER:**

**Yes...and...No.** Let's look at the "no" first.

**No:** Every staff member, sub, temp or volunteer has to know how to

- intervene in HIB,
- support targeted students and
- receive **Incident Reporting Forms.**

**QUESTION:** Isn't the principal or his/her designee responsible for handling all Incident Reporting Forms?

**ANSWER:**

But if situations are severe, persistent, can't be resolved, or the staff person doesn't know what to do next, then

**Yes:** the Incident Reporting Form should be referred to the principal/designee.

**QUESTION:** Is it correct to say that not every incidence of bullying has to be documented on an Incident Reporting Form?

**ANSWER:**

Yes. In a school with a **well-implemented prevention program** there would be little bullying and harassment to report.

Everyone would know **policies & procedures**, and would use **appropriate** on-the-spot, classroom and school-wide **interventions**.

In such a school, very few Incident Reporting Forms would go to the principal/designee.

**QUESTION:** What if someone receives an anonymous form?

**ANSWER:**

That person may be *the trusted adult* in the student's life.

The form will give you some information to work with:

- an incident,
- a location,
- possibly a student(s) you may want to check with,
- a potential “teachable moment.”

Use that information.

Share the form with your Compliance Officer. It may be part of a pattern.



**QUESTION:** Once an aggressor has been disciplined, is the school done?

**ANSWER:**

No. The procedure also calls for:

- support for the targeted student,
- interventions to change the negative behavior of the aggressor, and
- restoration of a positive school climate.

**QUESTION:** Parents of the target students often ask about discipline for the aggressor.  
What can we say? What can we not say?

**ANSWER:**

Tell them that the situation has been resolved and that you are continuing to monitor all students involved.

Also remind them that all students have a right to privacy and you can not at liberty to share more.

**QUESTION:** Earlier we said that HIB applies to students and staff. Can staff be disciplined for HIB?

**ANSWER:**

Yes. Remember, “staff” includes everyone on staff - administrators, teachers, counselors, nurses, bus drivers, kitchen staff, custodians, paraprofessionals, substitutes, temps, volunteers....

**Staff who bully students** may be subject to disciplinary action up to and including termination.

Remember, though, that the legislation / policy **does not apply** to **adult-on-adult** HIB.

## RESOURCES

The following is a starter list of HIB resources.  
Check the School Safety web site for more.

1. <http://www.cyberbullying.us> – Cyberbullying Resource Site
2. <http://www.cfchildren.org> – The Committee for Children
3. <http://www.olweus.org> – The Olweus Bullying Prevention Program
4. <http://www.stopbullying.gov> – The White House Site
5. <http://www.stopbullyingworld.org> – International Bullying Prevention Assoc.
6. <http://webhost.bridgew.edu/marc> - MA Aggression Reduction Center Site

**For More Information and Resources  
Please visit  
The School Safety Center Web Page**

**<http://www.k12.wa.us/SafetyCenter/default.aspx>**

**Or contact:**

**Jeff Soder**

**[Jeff.soder@k12.wa.us](mailto:Jeff.soder@k12.wa.us)**

**Mike Donlin**

**[Mike.donlin@k12.wa.us](mailto:Mike.donlin@k12.wa.us)**