



# HARASSMENT, INTIMIDATION, & BULLYING (HIB)

Operational Procedure (OP) 3215  
Summary



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

## What makes bullying different from other conflicts?

**There is an imbalance of power.** People who bully use their power to control or harm, and the people being bullied may have a hard time defending themselves.

**Intent to cause harm.** Actions done by accident are not bullying; the person bullying has a goal to cause harm.

**Repetition.** Incidents of bullying happen to the same person over and over by the same person or group.

### Bullying:

- ▶ Not friends/imbalance of power
- ▶ Repeated over time
- ▶ Intentional
- ▶ Physical/emotional harm
- ▶ Unequal emotional reaction
- ▶ Seeking control/possession
- ▶ No remorse – blames target
- ▶ No effort to solve problem

### Other Conflicts:

- ▶ Between friends/equals/peers
- ▶ Unplanned/occasional
- ▶ Accidental/not planned
- ▶ No serious, lasting harm
- ▶ Equal emotional reaction
- ▶ Not for domination/control
- ▶ Often a sense of remorse
- ▶ May try to solve problem

## Cyberbullying

Cyberbullying is the repeated use of computers, cell phones, and other electronic devices to willfully harm, harass, humiliate, threaten, or damage the reputation and relationships of the intended target.

### A cyberbully may:

- Send hurtful or threatening messages;
- Disclose secrets or private information;
- Purposely shut someone out of an online group;
- Imitate the target; or
- Pretend to be friends with someone.

### Cyberbullies differ from face-to-face bullies in several ways. They:

- can be nameless;
- can spread abuse quickly;
  - cannot see the pain they cause; or
  - can leave no escape for their target.

This brochure summarizes Operational Procedure (OP) 3215 “Harassment, Intimidation, & Bullying (HIB) of Students Prohibited”. The complete Operational Procedure is available online on our website at [www.ysd7.org](http://www.ysd7.org) under “Policies & Procedures” or in paper form at each school office.

### Gender-Inclusive Schools

Operational Procedure (OP) 3211 “Gender-Inclusive Schools” is available online on our website at [www.ysd7.org](http://www.ysd7.org) under “Policies & Procedures” or in paper form at each school. The district Designated Gender-Inclusive Schools Coordinator is: Omar Santoy, Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7221, [santoy.omar@ysd7.org](mailto:santoy.omar@ysd7.org).

**Nondiscrimination Statement:** “Yakima School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, 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 (Students): Title IX – Dr. Robert Darling, Deputy Superintendent, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7003, [darling.robert@ysd7.org](mailto:darling.robert@ysd7.org); Civil Rights Compliance Coordinator (Students): ADA / Section 504 – Omar Santoy, Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7221, [santoy.omar@ysd7.org](mailto:santoy.omar@ysd7.org); Civil Rights Compliance Coordinator (Non-Students): Title IX / ADA – Robert Noe, Chief Legal Counsel, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7039, [nondiscrimination@ysd7.org](mailto:nondiscrimination@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 one of the ADA Coordinators 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.”**

## Definition of Harassment, Intimidation, and Bullying:

### RCW 28A.600.477

“Harassment, intimidation, or bullying” means any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- Physically harms a student or damages the student’s property;
- Has the effect of substantially interfering with a student’s education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

There is no requirement that the affected student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

### How to report Harassment, Intimidation, or Bullying (HIB):

You can report HIB to any school staff member, School Compliance Officer, or the District Compliance Officer. Reports can be filed anonymously. The HIB Incident Reporting Form (OP 3215.1XE) is available online on our website at [www.ysd7.org/hibform](http://www.ysd7.org/hibform) or in paper form at each school office.

## How to prevent being a target:

- Learn how to speak out and stick up for yourself:
  - If it feels safe, look the bully in the eye and say strongly and calmly, “Leave me alone.”
  - Walk (don’t run) away from the bully. Running away may strengthen a feeling of power in the bully.
  - **Tell an adult** about the experience. If you see another student being bullied, seek help from an adult right away.
- Stay near adults and other kids. Most bullying occurs when adults are not around.
- Stay away from places where bullying occurs.

## How do we address HIB?

- **Teach/inform students:**  
Students are given age-appropriate information about HIB, prevention strategies, and ways to identify and report HIB. Each school displays information about how to report HIB, including the HIB Incident Reporting Form (OP 3215.1XE).
- **Staff training:**  
Staff receives annual training on the school district’s operational procedures, including staff roles and responsibilities, how to monitor common areas, and the use of the HIB Incident Reporting Form (OP 3215.1XE).
- **School Compliance Officer:**  
Each school has a designated School Compliance Officer to oversee the implementation of OP 3215. Contact your school office for more information.
- **District Compliance Officer:**  
Omar Santoy, Director of Student Services, (509) 573-7221, [hib@ysd7.org](mailto:hib@ysd7.org). The District Compliance Officer oversees implementation across the district and serves as a resource.

## What happens after HIB is reported?

Each situation is different. Sometimes a report can be followed by quick intervention and resolution. These situations typically do not meet the definition of HIB.

When an incident or series of incidents meets the definition of HIB, a designated school staff member conducts an investigation and follows a specific timeline described in OP 3215. The investigation includes interviews and notification of parents of both the alleged aggressor and the targeted student. If the outcome of the investigation indicates that HIB has occurred, consequences may be assigned and a plan may be developed which includes follow-up with the targeted student.

## Targeted Student’s Right to Appeal (OP) 3215

If the targeted student or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or designee will review the investigative report and issue a written decision on the merits of the appeal within ten (10) school days of receiving the notice of appeal.

If the targeted student or parent/guardian remains dissatisfied after the initial appeal to the superintendent or designee, the student or parent/guardian 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 (5th) school day following the date upon which the targeted student or parent/guardian received the superintendent’s written decision.

An appeal before the school board or 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 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 tenth (10th) school day following the termination of the hearing, and will provide a copy to all parties involved. The board or council’s decision will be the final district decision.