

HIB Reporting Flow Chart

Filing a Report of Harassment, Intimidation, or Bullying (HIB) — A Guide for Students, Families, and Staff

This guide reflects the general statewide framework for HIB reporting under RCW 28A.600.477 and WSSDA Model Policy & Procedure 3207/3207P. Every NWESD member district adopts its own Regulation 3207P — specific forms, contacts, and any locally adjusted timelines are set there. Contact your school's HIB Compliance Officer for district-specific details.

A note on the language in this guide: You'll see complainant, alleged aggressor, and targeted student throughout — not “victim” or “bully.” That’s intentional.

- Complainant — the person who reported the incident.
- Alleged aggressor — the student alleged to have engaged in the behavior. “Alleged” is used deliberately throughout the process, before any finding has been made.
- Targeted student — the student affected by the alleged HIB.

State law and the WSSDA model procedure describe conduct and a process, not permanent identities placed on children. Using this language keeps the process fair to everyone involved while a report is being looked into.

STEP 1: Filing a Report

Any student, family member, or staff member who believes a student has experienced harassment, intimidation, or bullying (HIB) can file a report in any of the following ways:

(1) Online Form	(2) PDF Form	(3) Paper Form	(4) Written Report	(5) Verbal Report
Complete your district's online HIB reporting form (available on the district or school website). This generates an automatic report to school administrators. It's an informal way to report — you'll be contacted for a follow-up conversation to gather more information.	Download and complete your district's HIB Incident Reporting Form (PDF). Send the completed form electronically or in paper copy to a school administrator.	Pick up a paper copy of the HIB Incident Reporting Form from your school office. After completing it, give it to a school administrator.	Write out your report — no form required — and give it to any school staff member.*	Share your report verbally with any staff member.*

* A staff member who is not an administrator is required to pass the report to an administrator. Once a report has been shared with them, the administrator will communicate with the complainant and their family to determine next steps.

Reporting status: A report can be filed anonymously, confidentially, or non-confidentially. Supportive measures are offered in response to all reports; however, disciplinary action against an alleged aggressor can only be based on a non-confidential report. The school must also make sure you’re not treated badly for having reported — that’s called retaliation, and it isn’t allowed, regardless of what the investigation finds.

YOUR ROLE AT THIS STEP

For Parents/Guardians	For the HIB Compliance Officer
Any of the 5 methods above works — you don't need to use a specific one. If you want disciplinary action to remain possible, file	Log every report the moment you receive it — including verbal ones — even if it gets resolved immediately at the classroom level. If it's not

non-confidentially. You can ask for supportive measures right away, before the investigation concludes.

logged, it didn't happen for compliance purposes. If there's any chance a protected class is involved, loop in your Civil Rights Coordinator now, not after the investigation is done.

If a report involves discrimination based on a protected class — race, national origin, sex, disability, sexual orientation, gender identity, religion, and others — it may also be handled under your district's Nondiscrimination Procedure (3210P) with support from the Civil Rights Coordinator. See the companion NWESD SSWC Discriminatory Harassment Complaint Flowchart. Sex-based and disability-based concerns route to your district's Title IX Coordinator and Section 504 Coordinator specifically — both federally required roles, separate from the Civil Rights Coordinator, who can always point you to the right contact.

Timeline at a Glance

The chart below lays out every key checkpoint from filing through appeal, so students, families, and staff all know what to expect and by when. All timeframes are in school days, per the statewide model (RCW 28A.600.477 / WSSDA 3207P) — confirm any locally adjusted timelines in your district's Regulation 3207P.

DAY 0	Report Is Filed Using any of the 5 methods above.
2 SCHOOL DAYS	Family Is Contacted A school administrator reaches out to acknowledge the report and explain next steps. Counted from the day the report is filed.
5 SCHOOL DAYS	Investigation Is Completed Generally finished within 5 school days of the report; weekly updates are provided to families if more time is needed. Counted from the day the report is filed.
2 SCHOOL DAYS	Written Response Is Sent Sent to the families of both the complainant and the alleged aggressor. Counted from when the investigation is completed.
5 SCHOOL DAYS	Corrective Measures Take Effect Put in place, if any are warranted. Counted from when families are notified of the outcome.
5 SCHOOL DAYS	Deadline to Appeal to Superintendent The complainant/family may file a written notice of appeal. Counted from receiving the written decision.
5 SCHOOL DAYS	Superintendent Issues Decision A written decision on the merits of the appeal. Counted from receiving the notice of appeal.
5 SCHOOL DAYS	Deadline to Appeal to School Board Written notice filed with the secretary of the school board. Counted from receiving the Superintendent's decision.
10 SCHOOL DAYS	School Board Hearing Is Held Counted from the day the appeal to the board is filed.
5 SCHOOL DAYS	School Board Issues Final Decision This is the final district decision, provided in writing to all parties. Counted from the close of the hearing.

STEP 2: Resolution — Informal or Formal

STEP 2A — Informal Resolution

A complaint can often be resolved informally. This may include, but is not limited to:

- Developing a success plan for the complainant.
- A mediated exchange between the complainant and the alleged aggressor.
- A warning issued to the alleged aggressor by an administrator.

If not satisfied with the informal resolution, a complainant may request a formal investigation at any time.

STEP 2B — Formal Investigation

A formal investigation, generally completed within 5 school days of the report (weekly updates are provided if more time is needed), will include, at minimum:

- An interview with the complainant.
- An interview with the alleged aggressor.
- Interviews with other students or staff members with relevant knowledge.
- A review of any previous complaints involving either party.

YOUR ROLE AT THIS STEP

For Parents/Guardians

You don't have to accept an informal resolution. You can ask for a formal investigation at any time, even after trying an informal approach first.

For the HIB Compliance Officer

Document which path you took and why, even for informal resolutions. Note what was agreed to and follow up — “we talked about it” isn't a record.

STEP 3: Written Response

No later than 2 school days after the investigation is completed, a written response is given to the parent/guardian of the complainant and to the parent/guardian of the alleged aggressor. This response addresses:

- The results of the investigation.
- Whether the allegations were found to be factual.
- Whether there was a violation of policy.
- The process for filing an appeal if the complainant disagrees with the results.

A written report of the investigation is also provided to the district's HIB Compliance Officer. Due to student privacy laws, the complainant's family will not receive specific information about disciplinary action taken against another student.

YOUR ROLE AT THIS STEP

For Parents/Guardians

You're entitled to a written response — not just a phone call or hallway conversation. If you haven't received one within the timeframe, follow up with the HIB Compliance Officer directly.

For the HIB Compliance Officer

Put it in writing, even if you already spoke with the family in person. A verbal-only update doesn't satisfy this requirement and won't hold up if the decision is appealed.

STEP 4: Corrective Measures

Building administration institutes corrective measures as necessary — as soon as possible, but generally no later than 5 school days after the investigation is complete and families have been contacted.

- The district takes prompt and equitable corrective measures.
- The complainant's family will not be notified of corrective measures imposed on other students, due to student privacy laws.

- A student found to have been subjected to HIB will have appropriate district support services made available to them.

YOUR ROLE AT THIS STEP

For Parents/Guardians	For the HIB Compliance Officer
You may not be told the specific discipline given to another student — that's student privacy law, not a sign that nothing happened.	Don't disclose another student's discipline to the complainant's family, even informally or “off the record.” Document the corrective measures internally and confirm they're in place within the deadline.

STEP 5: Appeal Rights

Appeal to the Superintendent: If the complainant or parent/guardian is dissatisfied with the investigation results, they may appeal by filing a written notice of appeal within 5 school days of receiving the written decision. The superintendent or designee reviews the investigative report and issues a written decision within 5 school days of receiving the notice of appeal.

Appeal to the School Board: If the complainant remains dissatisfied after the superintendent's decision, they may appeal to the school board by filing a written notice of appeal with the secretary of the school board within 5 school days of receiving that decision.

Final Decision: An appeal before the school board must be heard within 10 school days of the filing of the written notice of appeal. The board reviews the record and renders a written decision within 5 school days following the close of the hearing, with a copy provided to all parties. The board's decision is the final district decision.

YOUR ROLE AT THIS STEP

For Parents/Guardians	For the HIB Compliance Officer
Mark your calendar — 5 school days to appeal after you receive the written decision. Miss it, and you may lose the right to appeal.	Your written response has to explicitly state the appeal deadline and process — that's a required element, not optional context.

Additional Resources

- RCW 28A.600.477 — Prohibition of Harassment, Intimidation, and Bullying
- WSSDA Model Policy & Procedure 3207 / 3207P
- Your district's Regulation 3207P — for district-specific forms, contacts, and timelines
- OSPI School Safety Center — Bullying Prevention
- Companion document: NWESD SSWC Discriminatory Harassment Complaint Flowchart