* Adopt the model HIB policy (August 1, 2011)
* Adopt the model HIB procedure (August 1, 2011)
* Designate a primary HIB *DISTRICT* compliance officer/contact person
* Submit HIB information on the OSPI Attendance and Weapons reporting site (August 1, 2000)
* Train all building staff (beginning of each school year) (ppt attached)

\_\_\_\_ Teachers \_\_\_\_\_ Para-pros \_\_\_\_\_ Volunteers

\_\_\_\_\_ Kitchen staff \_\_\_\_\_Custodians \_\_\_\_ other

* Review HIB Policy & Procedures with students including how to complete an incident report (attached)
* Review timelines for Incident Reporting Form (p.3 FAQ’s)
* Appeal process knowledge (p.4 FAQ’s)

“The appeal process is entirely independent of the appeal process for a student who had been disciplined”, which is outlined in [WAC-392.400.235](http://apps.leg.wa.gov/wac/default.aspx?cite=392-400-235)

* Notify parents of the policy/procedure

1. Newsletter
2. Student handbook
3. School/district website
4. Other

**Important Fact**

“Once an aggressor has been disciplined … the procedure calls for the school to provide support to the targeted student to remediate the impact of the bullying experience. The policy calls for school interventions that will change the behavior of the aggressor and restore a positive school climate.”