

TIPS/TOOLS FOR FAMILIES -- Safety Plans (HIB)

If your student has experienced a pattern of Harassment, Intimidation and/or Bullying (HIB), schools can develop a safety plan to ensure that both student and staff have strategies to prevent reoccurrence, as well as safe ways to respond to any future incidents.

Action Steps for Developing a Safety Plan:

1. Request a meeting to develop a Safety Plan with your School Team.
2. Identify **2-3 adult staff members** in the building the student would feel safe going to if they feel emotionally or physically threatened. If unsure who to identify – ask other parents or a school staff member you know. Consult with your Team regarding who is accessible during unstructured times like recess and lunch.
3. Consider setting up a daily or weekly check-in with one of the designated “safe people.”
4. Have the student’s elementary homeroom teacher, middle/high school counselor, or IEP case manager:
 - **Communicate with these staff members** about their role in the student’s safety plan.
 - **Establish a student pass** in case the student needs to leave a classroom to contact one of their safe people.
 - Ensure their safe people have **HIB reporting forms*** they can help the student fill out if an incident occurs.
 - **Communicate with all of the student’s teachers (including bus drivers and other staff)** so that they are aware of the safety plan.

Washington State's Definition of Bullying

RCW 28A.300.285 defines "Harassment, intimidation, or bullying" (HIB) as: Any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

1. Physically harms a student or damages the student's property; or
2. Has the effect of substantially disrupting a student's education; or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Every School District must have an **HIB Compliance Officer**. Find Your Compliance Officer: <http://www.k12.wa.us/safetycenter/BullyingHarassment/pubdocs/ComplianceOfficerContactList.pdf>

*Sample **HIB Student Safety Plan**: <http://www.k12.wa.us/safetycenter/BullyingHarassment/pubdocs/SampleHIBTargetedStudentSafetyPlan.doc>

Access an “HIB Toolkit” on the Safety Center webpage of
The Office of Superintendent of Public Instruction (OSPI):
<http://www.k12.wa.us/Safetycenter/BullyingHarassment/default.aspx>

Access HIB Reporting Forms and other useful information on OEO’s webpage:
<http://oeo.wa.gov/education-issues-topics/bullying-harassment-and-intimidation/>