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Olympia, WA 98504-7200



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

December 1, 2023

(X) Action Required
Due date: February 29, 2024

BULLETIN NO. 073-23 STUDENT ENGAGEMENT & SUPPORT

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: School District Data Collection and Submission Requirements Related to the Prohibition of Harassment, Intimidation, and Bullying

CONTACT: Ross Boylan, Business Analyst, School Safety & Student Well-Being
360-480-0253, ross.boylan@k12.wa.us

PURPOSE/BACKGROUND

[Revised Code of Washington \(RCW\) 28A.600.477](#) requires each school district to provide to the Office of Superintendent of Public Instruction (OSPI) a brief summary of their policies, procedures, programs, partnerships, vendors, and instructional and training materials prohibiting harassment, intimidation, and bullying (HIB) to be posted on OSPI's school safety center website.

SUBMISSION REQUIREMENTS

All school districts are required to submit information to OSPI. School district HIB Compliance Officers should review their district's summary of policies, procedures, programs, partnerships, vendors, and instructional and training materials prohibiting harassment intimidation and bullying that is currently posted on OSPI's [Harassment, Intimidation, and Bullying \(HIB\) page](#). The file containing school districts' current information is titled "District HIB Program Summary" and can be found underneath the "Model Policy and District HIB Compliance Officers" dropdown menu. For those accessing this bulletin digitally, the file can be downloaded directly by [clicking here](#).

After reviewing their district's published information, the district's HIB Compliance Officer should submit the web form to do one of the following:

1. Confirm that the published information is accurate.
- OR
2. Make updates or changes to the published information.

As per RCW 28A.600.477, the published information must be reviewed by the district's HIB Compliance Officer. The web form confirming or updating the information must also be submitted by the district's HIB Compliance Officer.

WEB FORM DISTRIBUTION

On February 1, 2024, an email containing a link to the web form will be sent to each district's HIB Compliance Officer, as has been reported to OSPI. If you need to update your district's HIB Compliance Officer's information, please update the [HIB Compliance Officers Contact List](#) on the OSPI website by January 17th.

The web form must be submitted by February 29, 2024.

If OSPI's emails to the listed HIB Compliance Officer come back undeliverable, or the web form is not submitted by the deadline, then OSPI will reach out to alternate district contacts (such as the district superintendent) to help facilitate this required data submission.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Ross Boylan, Business Analyst, School Safety & Student Well-Being, at ross.boylan@k12.wa.us or 360-480-0253. The OSPI TTY number is 360-664-3631. This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Michaela W. Miller, Ed.D., NBCT
Deputy Superintendent

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Anna Marie Dufault

Assistant Superintendent

Student Engagement and Support

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