

HIB Reporting and Investigation Timelines

Step 1

All acts of HIB shall be reported verbally to the school Principal on the same day when the school employee or contracted service provider witnessed or received the reliable information regarding any such incident.

Step 2

The Principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services.

Step 3

All acts of HIB shall be reported in writing to the school Principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subjected to harassment, intimidation, or bullying.

Step 4

An investigation shall be initiated by the Principal or the Principal's designee within one school day of the report of the incident and shall be conducted by a school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.

Step 5

The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident. In the event that there is information relative to the investigation that is anticipated, but not yet received by the end of the ten day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.

Step 6

The results of the investigation shall be reported to the Superintendent within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act" P.L. 1968,c.410 (C.52:14B-1 et seq.), the Superintendent may decide to provide intervention services, establish training programs to reduce HIB and

enhance school climate, impose discipline, or order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.

Step 7

The results of each investigation shall be reported to the Board of Education no later than the date of the next Board meeting following the completion of the investigation along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.

Step 8

Parents or guardians of the students who are parties to the investigation shall be entitled to receive information about the investigation in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of HIB or whether discipline was imposed or services were provided to address the incident of HIB. The information shall be provided in writing within five school days after the results of the investigation are reported to the Board.

Step 9

A parent or guardian may request a hearing before the Board of Education after receiving the information and the hearing shall be held within ten days of the request. The Board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school Anti-Bullying Specialist about the incident, recommendation for discipline or services and any programs instituted to reduce such incidents.

Step 10

At the next Board of Education meeting following its receipt of the report, the Board shall issue a decision in writing to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.