



Preparing students for life beyond the classroom

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CHECKLIST FOR INVESTIGATION OF REPORTS OF HARASSMENT, INTIMIDATION AND BULLYING (HIB)

School Day 1: HIB occurs and/or employee learns or should have learned of HIB. A verbal written or anonymous report must be made to the principal. Principal then informs parents or guardians.

School Day 2: Principal must initiate investigation by Anti-Bullying Specialist within one school day of report; may appoint others to assist.

By School Day 3: Written report (*Report form*) to be made within two days of when employee witnessed or received reliable information that a student experienced HIB.

School Day 11: Investigation complete (no later than 10 school days from initial date of report)

By School Day 13: Results of investigation (*Investigation and Reporting Form*) must be given to the Executive Director within two school days of completing investigation. The Executive Director decides which actions to be taken (e.g., intervention services, training, discipline, counseling, etc.)

Reports to Board: The Executive Director must report to the Board of Directors at next board meeting following completion of investigation.

Report to Parent/Guardian: The Phoenix Center must provide information (*Parent Summary and Findings of HIB Form*) to parent of alleged bully(ies) AND victim(s) about investigation and findings **within five school days**.

Board Hearing: Parent may request confidential hearing before the Board of Directors, which must occur with **10 calendar days** of request. Parent request for hearing shall be filed no later than **60 calendar days** after receipt of above.

Board Decision: Board must issue decision, in writing, to affirm, reject or modify the Executive Director's decision, at next Board meeting following receipt of report. The Board's decision may be appealed to the Commissioner of Education within **90 calendar days**.

Civil Rights Complaint: Parents may file a complaint with the NJ Division on Civil Rights within **180 calendar days** of incident, or in state or federal court, if HIB is based on a characteristic protected under state or federal law.

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