A potential act of HIB occurs.

Parents/guardians should report potential acts of HIB using the NJDOE-approved HIB 338 Form for Families/Caregivers.

Principal or designee notifies parents of all students involved in the alleged incident, usually by phone call. A confirming email/ letter will also be sent.

The school's Anti-Bullying Specialist (ABS) completes HIB investigation within 10 school days.

ABS provides written results of investigation to Principal/designee.

Principal reports results to Superintendent within two school days of the completion of the investigation.

At the next regularly scheduled Board meeting following the completion of the investigation, Superintendent reports results of investigation, along with information on any services provided, training established, discipline imposed, and/or other actions taken or recommended, to the Board of Education.

Within 5 school days of the Board meeting, Superintendent sends letters to parents/guardians regarding the nature of the investigation, whether evidence of HIB was found, and whether discipline was imposed or services provided to address the incident. Principal/designee will also call the parents/guardians.

At its next regularly scheduled meeting after being informed of the results of the investigation, the Board will 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 no later than 90 days after the issuance of the written decision.

IF PARENT REQUESTS A BOARD HEARING

Parents/guardians may request a hearing before the Board no later than 60 calendar days after receiving the Superintendent's letter. The hearing will be held in executive session within 10 business days of the request.

After the hearing, the Board will 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 within 90 days after the issuance of the written decision.

**This is intended to be a broad overview of the HIB timeline. Please refer to Policy 5512 and website link for more details.*