

**Investigation of Reports of Harassment, Intimidation, and Bullying (HIB)
Timelines**

SCHOOL DAY	EVENT	ACTION
1	HIB occurs and/or is suspected	-Staff/employee must report verbally to the Principal; Principal informs parents/guardians
2		-Principal initiates investigation of suspected HIB immediately, but no later than 1 school day following the verbal report from the staff member/employee
3		-Employee who witnessed or suspects the HIB must provide a written report to the Principal immediately, but no later than 2 school days from the date the act was witnessed or suspected.
4	INVESTIGATION ONGOING	
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13		-Investigation completed ASAP, but no later than 10 school days following the date of the written report to the Principal
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15		-Results of investigation must be reported to the Superintendent ASAP, but no later than 2 school days following the completion of the investigation. The report shall include any disciplinary consequences, as well as intervening measures that have been implemented as a result of the investigation. Superintendent determines extent to any further necessary action (i.e. intervention services, training, discipline, counseling, etc.)
Next BOE Meeting	Report to BOE	-Superintendent must report to the BOE at the next BOE Meeting following the completion of the investigation
5 School Days Following Report to BOE	Report to Parent/Guardian	-District must provide information to parent/guardian of alleged bully(ies) AND victim(s) about the investigation and findings within 5 school days after the results were reported to the BOE
10 Calendars of Request	BOE Hearing	-Parent/Guardian may request a confidential Hearing with the BOE, which must occur within 10 calendar days of the request
Next BOE Meeting	BOE Decision	-BOE issues a written decision affirming, rejecting, modifying the Superintendent's decision; -Must occur at next BOE Meeting following the meeting which the BOE received the Report from the Superintendent
90 Calendar Days	Appeal	-BOE's decision may be appealed to the Commissioner of Education within 90 calendar days
180 Calendar Days	Civil Rights Complaint	-Parent/Guardian may file a complaint with the NJ Division on Civil Rights within 180 calendar days of incident, or in a state or federal court if HIB is based upon a characteristic protected under the state or federal law.
	ECS Investigation	Executive County Superintendent shall investigate a complaint of a violation by a school district when the complaint is not adequately addressed on the local level