

Springfield Public Schools  
Timeline for investigation of Reports of Harassment, Intimidation and Bullying  
(HIB)  
(Based on 2011 Anti-Bullying Bill of Rights)

**School Day 1:** Alleged HIB occurs and/ or employee, parent, student or bystander learns of alleged HIB. Verbal report must be made by employee and should be made by others to principal with in that **school** day. Principal informs parents or guardians as soon as possible.

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

**School Day 3:** Written report to be made within **2 calendar** days when person with reliable information of an incident or who has verbally reported incident makes initial verbal report. (Report form found on webpage)

**By School Day 13:** Investigation completed no later than **10 school** days from date of written report. Principal or Principals designee will determine appropriate actions.

**By School Day 15:** Results of investigation must be given to superintendent within **2 school** days of completing the investigation. Superintendent will confirm appropriate actions.

**Report to Board:** superintendent must report to board of education at **next board meeting** following the completion of the investigation.

**Report to Parents/Guardians:** District must provide information to parents /guardians of alleged bully(ies) AND victim(s) about investigation and findings **within 5 school days** after investigation results are given to the board.

**Board Hearing:** Parents/Guardians may request confidential hearing before board of education, which must occur within **10 calendar** days of the request.

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

**Civil Rights Complaint:** Parents/Guardians 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 on a characteristic protected under state and federal law.

**ECS Investigation:** The Executive County Superintendent shall investigate a complaint of a violation by the school district when the complaint is not adequately addressed on the local level.