Day 1

(Alleged Victim or Witness of Potential HIB Incident) Report Incident to Building Principal (if verbal, written report must follow within 2 days)

Principal contacts parents of accused and target

ASAP but NLT 2 days after incident is reported (Principal)

Principal initiates Investigation by ABS or designee

Days 2-10

(ABS or Designee)

Reviews incident report/consucts investigation

Discusses/Reviews Investigation Outcomes with Principal (ASAP but NLT 10 days from date of written report)

At conclusion of Investigation but NLT 12 days after incident is reported

(Principal with ABS)

Principal determines consequences; collaborates with ABS for remediation Forwards Report and Findings to Superintendent electronially and hard copy (within 2 days of completion of investigation)

Superintendent & Board of Education Superintendent presents summary of allegations/results of investigations to the BOE at next Board meeting

BOE reviews superingtends report and acknolwedges findings

Principal

Notifies Parents/Guardians of accused and target of investigations and Findings

Sends letter/Provides Parents/Gusardians of accused and target with appeal process

Parents/Guardians

May request a Board hearing in writing with in 10 calendar days of receipt of findings letter Parents/Guardians of both partiens may appeal BOE decision to the Commissioner of Ed NLT 90 days after BOE appeal Parents/Guardians of alleged victim may file a compalint with NJ Division on Civil Rights within 180 days

Board of Education (if parents/guardians request a hearing)

Condusct a confidential hearing within 10 calendar days of request Issue a decision to affirm, reject or Modify the Superintendnet's decision