

**PARENT NOTIFICATION, PROCEDURAL TIMELINES AND DISTRICT OBLIGATIONS PER
The ANTI-BULLYING BILL OF RIGHTS ACT**

Day 1	<ul style="list-style-type: none"> • All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident. • When the Principal receives a verbal report of alleged HIB, the Principal will contact and inform parents of all students involved on the day the alleged act is first reported. • The investigation shall be initiated by the Principal or the Principal’s designee within one school day of the report of the incident and shall be conducted by a school Anti-Bullying Specialist.
Day 2	<ul style="list-style-type: none"> • A written report must be given to the Principal from the informing party within 2 days of the alleged HIB incident.
Day 2 through Day 10	<ul style="list-style-type: none"> • The Principal shall inform the Anti-Bullying Specialist within 1 school day of the verbal report of the incident to begin an investigation. • The investigation shall be conducted by the Anti-Bullying Specialist. • The investigation shall be completed no later than 10 school days from the date of the written report.
Up to Day 12	<ul style="list-style-type: none"> • The results of the investigation shall be reported to the Superintendent within 2 school days of the completion of the investigation.
Next BOE meeting	<ul style="list-style-type: none"> • The results of the investigation shall be reported to the Board of Education no later than the date of the next Board of Education meeting following the completion of the investigation.
5 days after BOE meeting	<ul style="list-style-type: none"> • 5 school days after the results of the investigation are reported to the Board of Education, parents of the students who are parties to the investigation shall be entitled to receive written information about the investigation. Information may include: 1. the nature of the investigation; 2. whether the district found evidence of HIB; and 3. whether discipline was imposed or services provided to address the HIB incident. Parents are not entitled to view the investigation report or any information that would violate student records and/or student privacy laws and regulations.
Within 10 days of request following parent notification of outcome	<ul style="list-style-type: none"> • A parent may request a hearing before the Board of Education after receiving the information. The hearing shall be held within 10 days of the request. This will occur in executive session. The board may affirm, reject or modify the Superintendent’s decision.
Up to 90 days to submit appeal to Commissioner	<ul style="list-style-type: none"> • The Board of Education’s decision may be appealed to the Commissioner of Education no later than 90 days after the issuance of the Board of Education’s decision.
Please Note:	<ul style="list-style-type: none"> • Within 180 days of the occurrence of an HIB incident based on membership in a group enumerated in the “Law Against Discrimination” (N.J.S.A. 10:5-1 et seq.) a parent, student or organization may file a complaint with the Division of Civil Rights.