

HIB Complaint & Investigation Process Checklist

Step	Action / Requirement	Timeframe / Notes
1. Incident Is Reported	A person (student, parent/guardian, staff) reports a suspected HIB incident. Can be verbal or written.	Staff must verbally report to the Principal the same day the incident is witnessed or reliable information is received.
2. Written Report Submitted	The HIB-338 form (for LEA personnel or families/caregivers) is completed and submitted. There is also an option for anonymous reporting.	Within 2 school days of the verbal report.
3. Notification to Parents/Guardians	Parents/guardians of the alleged victim and alleged offender must be notified that a report has been made.	Should happen early in the process, typically upon receipt of a written report.
4. Anti-Bullying Specialist	The school principal or designee assigns the investigation to the Anti-Bullying Specialist, possibly with additional personnel.	Investigation begins within 1 school day of the written report.
5. Investigation Conducted	Collect statements, gather evidence, speak with witnesses, document facts. Ensure ABS avoids conflict of interest.	Completed no later than 10 school days from the date of the written report.
6. Findings Reported to Superintendent	The completed investigation (findings) is submitted to CSA for review/action.	Within 2 school days after the investigation is completed.
7. Board of Education Notification	The BOE receives the report and details of findings and actions taken.	At the next regularly scheduled BOE meeting following completion of investigation.

8. Parent/Guardian Written Information About Results

Parents/guardians are given written information about the outcome: whether HIB was found, what discipline or services were provided or imposed.

Within **5 school days** after the BOE meeting in which the report was presented.

9. Parent/Guardian Right to BOE Hearing

If dissatisfied, parents/guardians can request a hearing before the Board.

Requests must be made within **60 calendar days** after receiving the written result information. The hearing should be held within **10 business days** of request.

10. BOE Decision

After hearing (if requested), BOE issues a written decision: affirming, modifying, or rejecting the superintendent's findings.

At the next regularly scheduled BOE meeting after hearing.

11. Appeal to State Commissioner of Education

If still dissatisfied, parents/guardians may appeal to the NJ Commissioner of Education.

Appeal must be filed within **90 days** of the BOE decision.

12. Optional: Civil Rights / Law Against Discrimination Complaint

If the HIB involves a protected characteristic, parents may file a complaint with NJ Division on Civil Rights (or superior court) under LAD.

Within **180 days** of the occurrence for protected characteristic based incidents.