

TIMELINE FOR INVESTIGATION OF REPORTS OF HARASSMENT, INTIMIDATION AND BULLYING

based on 2011 Anti-Bullying Bill of Rights Act

School day 1. HIB occurs and/or employee learns of HIB.

Verbal report to be made to principal.

Principal must inform parents/guardians "of all students involved"

By school day 2. Principal must initiate investigation by Anti-Bullying Specialist within one school day of report; may appoint others to assist.

By school day 3. Written report to principal to be made within 2 days of when employee witnessed or received reliable information that a student experienced HIB.

By school day 11. Investigation complete (by 10 school days from written report).

By school day 13. Results of investigation must be given to superintendent within 2 school days of completing investigation. Superintendent may decide to take action (e.g., intervention services, training, discipline, counseling, etc.)

Report to board. Superintendent must report to board of education at **next board meeting** following completion of investigation.

Report to parent/guardian. District must provide "information about the investigation" to parents/guardians of "students who are parties to the investigation" about investigation and findings **within 5 school days** after investigation results given to board. Information to include: nature of investigation, whether evidence of HIB was found, whether discipline imposed or services provided to address the HIB

Board hearing. Parent may request confidential hearing before board of education, which must occur within **10 calendar days** of request.

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

Civil rights complaint. Parents may file a complaint with the NJ Division on Civil Rights within **180 calendar days** of incident, or in state or federal court

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.