

**Bergen County Technical Schools/Special Services School Districts HIB Checklist and Timeline
(Based on 2011 Anti-Bullying Bill of Rights Act)**

School Day 1	HIB occurs and/or employee learns or should have learned of HIB. Verbal report to be made to Principal. Principal informs parents or guardians.
School Day 2	Principal must initiate investigation by Anti-Bullying Specialist within one day of report; may appoint others to assist.
By School Day 3	Written report to be made within 2 days of when employee witnessed or received reliable information that a student experienced HIB.
School Day 11	Investigation complete (no later than 10 school days from date of initial report).
By School Day 13	Results of investigation must be given to Superintendent within 2 school days of completing investigation. Superintendent decides which actions to take (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 to parent of alleged bully(ies) AND victim(s) about investigation and findings within 5 school days after investigation results given to board.
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 the 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, if HIB is based on a characteristic protected under state or federal law.
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.