

	<b><u>All acts of HIB reported verbally to Principal on the day it occurs</u></b>
Day 1	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.
Day 2	Within 2 days a written report must be given to Principal (N.J.S.A. 18A:37-15(b) (5) from the informing party
	A Board of Education member, school employee, contracted service provider, student, or volunteer who has witnessed or has reliable information shall report an HIB incident to the School Principal, Anti-Bullying Specialist (DP/Mrs. Piernik or FD/Ms. Pearson) or any administrator who shall immediately initiate the school district procedures.
Day 2 through Day 10	Within 1 school day of the verbal report of the incident, the Principal shall inform the Anti-Bullying Specialist. The investigation shall be conducted by Anti-Bullying Specialists (Mrs. Piernik at DP or Ms. Pearson at FD). The investigation shall be completed no later than 10 school days from the date of written report.
Up to Day 12	Results of investigation shall be reported to the Superintendent within 2 school days of the completion of the investigation.
Next BOE meeting	Results of investigation shall be reported to 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	5 school days after the results of the investigation are reported to the Board of Education, <u>parents of the students who are parties to the investigation shall be entitled to receive written information about the investigation.</u>
Within 10 days of request following parent notification of outcome	<u>A parent may request a hearing</u> 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.
Up to 90 days to submit appeal to Commissioner	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's decision.

Please note: A parent, student, guardian or organization may file a complaint with the Division of Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.)