

Bergen County Technical and Special Services School Districts HIB Checklist and Timeline, Anti-Bullying Bill of Rights Act

- School Day 1** Any alleged HIB case must be reported by faculty/parent/guardian/visitor to the principal/designee on the same day it occurs, if possible. Principal/Designee shall then inform parent/guardian of all students involved in the alleged HIB.
- School Day 2** Principal/Designee must initiate investigation by Anti-Bullying Specialist (ABS) within one day of report.
- By School Day 3** Online “HIB Reporting Form – Staff/Parent/Visitor” to be completed within 2 days of the alleged HIB.
- School Day 11** Investigation completed by the ABS 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 with recommended intervention services.
- Report to Board** Superintendent must report to Board of Education (BOE) at next board meeting.
- 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 the BOE meeting.
- Board Hearing** Parent/Guardian may request confidential hearing before BOE, within 60 calendar days of parent/guardian receiving written report.
- Board Decision** Board must issue decision, in writing, to affirm, reject or modify the Superintendent’s decision, at next board meeting. Board’s decision may be appealed to Commissioner of Education within 90 calendar days.
- Civil Rights Complaint** Parent/Guardian 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.