

Glassboro Public Schools

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Checklist for Investigation of Reports of Harassment, Intimidation and Bullying

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 school day or report; may appoint others to assist. (Must complete alleged incident report).

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. (Anti-Bullying specialist must complete reporting form).

School Day 11. Investigation complete (no later than 10 school days from date of verbal report).

By School Day 13. Results of investigation must be given to the 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 of 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.