



Paulsboro Public Schools

Investigation of Reports of Harassment, Intimidation, and Bullying (HIB) TIMELINES

School Day	Event	Action
1	HIB Occurs and/or is suspected	Staff/employee must report verbally to the principal; principal informs the parent/guardian
2		Principal initiates investigation of suspected HIB immediately, but no later than 1 school day following the verbal report from the staff member/employee
3		Employee who witnessed or suspects the HIB must provide a written report to the Principal immediately, but no later than 2 school days from the date the act was witnessed or suspected.
4		Investigation Ongoing
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15		Results of investigation must be reported to the Superintendent ASAP, but no later than 2 school days following the completion of the investigation. The report shall include any disciplinary consequences, as well as intervening measures that have been implemented as a result of the investigation. Superintendent determines extent to any further necessary action (i.e. intervention services, training, discipline, counseling, etc.)
Next BOE Meeting	Report to BOE	Superintendent must report to the BOE at the next BOE Meeting following the completion of the investigation
5 School Days Following Report to BOE	Report to Parent/Guardian	District must provide information to parent/guardian of alleged bully(ies) AND victim(s) about the investigation and findings within 5 school days after the results were reported to the BOE
10 Calendars of Request	BOE Hearing	Parent/Guardian may request a confidential Hearing with the BOE, which must occur within 10 calendar days of the request
Next BOE Meeting	BOE Decision	BOE issues a written decision affirming, rejecting, modifying the Superintendent's decision; -Must occur at next BOE Meeting following the meeting which the BOE received the Report from the Superintendent
90 Calendar Days	Appeal	BOE's decision may be appealed to the Commissioner of Education within 90 calendar days
180 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 a state or federal court if HIB is based upon a characteristic protected under the 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