



# Fort Lee Public Schools

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District Anti-Bullying Coordinator

## *Harassment, Intimidation, & Bullying Prevention Program* **CHECKLIST FOR INVESTIGATION OF REPORTS OF HARASSMENT, INTIMIDATION AND BULLYING (HIB)** Based on 2011 Anti-Bullying Bill of Rights

- Day 1:** HIB occurs and/or employee learns or should have learned of HIB. Verbal report to be made to Principal. Principal informs parent(s)/guardians(s).
- School Day 1:** Principal must initiate investigation by Anti-Bullying Specialist within one (1) school day of report; may appoint others to assist.
- School Day 2:** Written report to be made within two (2) days of when employee witnessed or received reliable information that a student experience HIB.
- School Day 12:** Investigation completed  
(No later than ten (10) schools days from date of written report).
- School Day 14:** Results of investigation must be given to Superintendent within two (2) school days of completion.  
  
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 regularly scheduled board meeting** following completion of investigation.
- Report to Parent(s)/Guardian(s):** District must provide information to parent(s) of alleged bully(ies) AND victim(s) about investigation and findings **within five (5) school days** after investigation results given to Board.
- Board Hearing:** Parent may request confidential hearing before Board of Education, which occurs within **ten (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 the Commissioner of Education within **ninety (90) calendar days**.
- Civil Rights Complaint:** Parents may file a complaint with the New Jersey Division of Civil Rights within **180 calendar days** of incident, or in State or in 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 a complaint is not adequately addressed at the local level.