

HIB Investigation Timeline (School Board Policy and Procedures 3216/3216P)

Incident Reporting Form

Any student who believes they have been the target of unresolved, severe or persistent harassment, intimidation or bullying or any other person in the school community who observes or receives notice that a student has or may have been the target of HIB may report incidents verbally or in writing to any staff member.

Receiving an Incident Reporting Form

1. Any staff who initially receives an oral or written report of HIB shall attempt to resolve the incident immediately.
2. If the incident is resolved or does not meet the definition of HIB, no further action is necessary.
3. All reports of unresolved, severe or persistent HIB will be recorded on a District Incident Reporting Form.
4. All reports of unresolved, severe or persistent HIB will be investigated with reasonable promptness using the HIB Formal Investigation/Action Plan.

Investigation steps

1. If there is a potential for clear and immediate physical harm to the complainant, contact law enforcement and inform the parent/guardian.
2. During the investigation, take reasonable measures to ensure that no further incidents of HIB occur between the complainant and the alleged aggressor.
 - a. If necessary, implement a safety plan for the student(s) involved.
 - b. If necessary, contact the District's Civil Rights Compliance Officer if there is a potential violation of the District's nondiscrimination policy (3210).
3. ***Within two (2) school days after receiving the HIB Incident Reporting Form***, the school will notify the families of all students involved that a complaint was received and refer the families to HIB policy/procedures (3216/3216P).
4. ***No later than five (5) school days from the initial complaint/report***, the investigation shall be completed unless more time is needed to complete an investigation and student, parents/guardians are given weekly updates on the progress of the investigation. The investigation shall include, at a minimum
 - a. An interview with the complainant
 - b. An interview with the alleged aggressor
 - c. A review of any previous complaints involving either the complainant or the alleged aggressor and
 - d. Interviews with other students or staff members who may have knowledge of the alleged incident
 - e. The Principal/designee may determine that other steps must be taken before the investigation is complete.
5. ***No later than two (2) school days after the investigation has been completed and submitted to the HIB Compliance Officer***, the Principal/designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
 - a. The results of the investigation
 - b. Whether the allegations were found to be factual
 - c. Whether there was a violation of policy
 - d. The process for the complainant to file an appeal if the complainant disagrees with the results.
6. After completing the investigation, the school will institute any corrective measures if necessary, no later than five (5) school days after contact has been made to the families/guardians regarding the outcome of the investigation.