

# Principal H.I.B. Investigation Flow Chart

The Principal at each school is responsible for receiving complaints of HIB. Anyone who has contact with students is required to **verbally** report alleged violations **on the same day** when the individual witnessed or received information regarding any such incident. A **written** report shall be submitted to the Principal **within two school days**.

The Principal will decide if the incident is a case of HIB in consultation with the Anti-Bullying Specialist (ABS). In some cases it is not. If so, there will be an investigation completed by ABS.

The Principal must inform the parents or guardians of all students involved in alleged incidents if an investigation is taking place.

The Principal, upon receiving a verbal or written report, **may take interim measures** to ensure the safety, health, and welfare of all parties **pending** the findings of the investigation as outlined in the student's code of conduct.

**Within one day** of reporting the alleged HIB incident, the Principal initiates the investigation. The Anti-Bullying Specialist conducts the investigation. A written report of the findings whether founded or unfounded is required **within 10 days** of incident to the Principal.

The Principal will review decision and send the report to the Assistant Superintendent within **two days** of completion of the investigation and its findings. The Superintendent may add additional remedial actions and submits to the Board for review.

The school board receives a monthly report outlining the investigations and information on actions taken to address the incident(s). The Board will accept or reject the findings.

Parents of students are informed by letter the results of the investigation after the Board reviews the HIB report for the month. Parents may appeal the outcome of the investigation and request an appeal hearing from the Board. There is no specific timeline to request an appeal.

After the appeal hearing, the Board will issue a written decision affirming, rejecting or modifying the results of an appealed HIB investigation.