

A parent/guardian may request a hearing before the BOE no later than **SIXTY CALENDAR DAYS** after the written information is provided. The BOE Hearing shall be held **TEN BUSINESS DAYS** from the date of the request.

Report a HIB on the **SAME DAY** you have learned about it to the Principal.

The Anti-Bullying Specialist should begin the investigation within **ONE SCHOOL DAY** after the Principal receives the initial report.

The staff member has **TWO SCHOOL DAYS** to complete the HIB 338 form and send it to the Principal & Superintendent.

FIVE SCHOOL DAYS following the BOE meetings, parents / guardians will be provided with written information about the investigation.

The Superintendent reports the findings of HIB Investigation to the **BOE at their next regularly scheduled meeting.**

The Anti-bullying Specialist has **TEN SCHOOL DAYS** to complete the investigation.

The Principal must submit the report within **TWO SCHOOL DAYS** to the Superintendent

The Anti-Bullying Specialist must submit the report to the Principal no later than **TEN SCHOOL DAYS** from the date of the written report.

