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# Harassment Intimidation and Bullying (HIB) Fact Sheet

July 2017



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## **As a parent, what can I do if I think my child is being bullied?**

Write a letter to the principal with the facts regarding the HIB, including, if known: dates, places and names of persons involved in the incident(s).

## **How should my principal respond to my concerns?**

The principal or the bullying specialist in your school must investigate your concerns within 10 days. Within two days of completing the investigation, the principal must report the results of the investigation to the superintendent.

The principal can immediately respond to your and your child's concerns by providing counseling, support services as appropriate and/or provide for your child's immediate safety. Also, the principal might suggest that the child study team get involved.

## **What is the superintendent's role in the HIB investigation?**

The superintendent may, as appropriate, impose intervention services, training, discipline and/or counseling. The superintendent must report to the board of education no later than the next board meeting after the investigation completed.

## **What are the possible results of the investigation?**

The Board of Education will affirm, reject or modify the superintendent's decision in writing at the next board meeting, which should include the participation of the school bullying specialist regarding the incident. You may also request a board hearing, which should occur within 10 days of the request.

## **What are my rights as a parent regarding the results of the investigation and disciplinary action or other consequences of the investigation?**

Parents of all the children involved are entitled to a verbal or written notice of the alleged incident. However, the names of other students will not be disclosed. You are entitled to have a written report within five school days of the superintendent's report to the board of education, which will state whether or not HIB was found to have occurred and whether discipline was imposed and/or services provided.

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Giving Every Child A Chance

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**What help will my child get if the school district agrees that there was HIB?**

The school district can take several steps to ensure your child's safety and well-being, including providing counseling, changing the bully's placement, changing your child's placement and providing training to school staff and students.

**What if I disagree with the school district's decision or the steps taken to stop the HIB or if the HIB continues?**

You can file an appeal with the Commissioner of Education, or file a complaint with the Office of Civil Rights in appropriate circumstances or if your child has a disability, file a due process complaint.

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