Procedure

- **Potential HIB incident occurs**
  - Incident is reported by student, teacher, parent, or other staff member.

Report is made

Principal has the ability to determine if an investigation is needed, or if event does not meet HIB criteria.

Can consult with ABS

HIB Investigation ***is not*** deemed necessary

Principal completes preliminary determination form to document

Superintendent confirms or overturns determination

Incident may still be handled as code of conduct issue.

HIB Investigation ***is*** deemed necessary and process begins within on school day of report

Principal contacts parents of potential targets and aggressors

ABS begins interview process as soon as possible

Finding of HIB

Meets criteria

Investigation complete (10 schooldays)

No finding of HIB

Does not meet criteria

Within 2 school days

Findings returned to principal

Principal report completed
Approved by ABC and Super
Parent/Guardian Contact

Approval at BOE Meeting
Parent/Guardian notification