

# HIB Investigation Flowchart

**Verbal report to principal on day of incident.  
Written report to principal within 2 days of verbal report.**



**Principal initiates investigation (i.e. notifies ABS) within 24 hours of receipt of verbal report.**



**Principal provides parents of all involved parties (alleged victim, alleged perpetrator, students knowledgeable about the incident) with written notification within 24 hours of receipt of verbal report.**



**ABS completes investigation within 10 days of receipt of written report and submits report to the principal.**



**Principal comments, signs off, and submits written report to the superintendent within 2 days of receipt of written report.**



**Superintendent reports results of HIB investigation to the BOE at the next regularly scheduled BOE meeting.**



**Superintendent notifies parents of alleged victim and alleged perpetrator of HIB investigation results within 5 days of the BOE meeting.**