

Student Services HIB Flow Chart 3207F2

(STEP 1) File an incident report or notify school staff orally or in writing. (STEP 2) Submit HIB form to Principal or designee by staff member, parent or student. Submit completed form to Student Services.

(STEP 3)Upon receipt, the Principal or designee will begin the investigation. If there is potential for physical harm to complainant - call law enforcement and inform parent/guardian.

During the investigation, reasonable efforts will be made to ensure that no further incidents occur between the complainant and the alleged aggressor. If necessary, implement a safety plan.



Within 2 days after receiving the form, notify the families of the students involved. In rare cases the school may intially refrain from contacting the parents. If a student is subject to abuse/neglect contact CPS.



If the allegations point to a potential violation of the District's non-discrimination policy, notify the Title IX Compliance Officer.



The investigation will be completed, ASAP, but generally no later than five school days from the initial report. (If additional time is needed, the school will provide the family with weekly updates)



No later than two school days after the investigation has been completed, a written or oral response will be given to the parent/guardian of the complainant and the alleged aggressor.

(It would be best practice to provide a written response for documentation purposes.)



Written report of investigation is provided to the compliance officer.



(STEP 4) Building administration will institute any corrective measures necessary, ASAP, but no later than five school days after the investigation and families have been contacted.



(STEP 5) If the complainant or the parent/guardian is dissatisfied with the results, they may appeal to the superintendent or designee by filing a written notice within five school days of receiving the decision. They will review the report and issue a written decision within five school days of receipt.



If they are still dissatisfied after the initial appeal, the student may appeal to the school board by filing a written notice of appeal on or before the fifth school day following receipt.

(STEP 6) The district will take prompt and equitable corrective measures. If the conduct was of a public nature or involved groups of students, the district will strongly consider school-wide training or other activities to address the incident.



(STEP 7) Persons found to have been subjected to HIB, will have appropriate District support services made available to them.