

# CENTRAL SCHOOL

## HIB PROCESS

1

### INVESTIGATION BEGINS

The Anti-Bullying Specialist or Administrator will call to inform you the investigation has begun and will explain the steps to take place throughout the investigation.

2

### INVESTIGATION CONCLUDES

Once the investigation is completed, the Anti-Bullying Specialist or Administrator will call to inform you the investigation has concluded and discuss the interventions and/or consequences.

3

### REVIEW

The Superintendent and District Anti-Bullying Specialist will review the investigation. The Superintendent will present an overview, in closed session, to the Board of Education. No child names will be used.

4

### FIRST LETTER

After the Board of Education meeting, you will receive a letter informing you of the Superintendent's presentation to the Board and determination. The letter will also include information about the appeals process.

5

### LAST LETTER

At the next meeting, the Board of Education must vote to officially substantiate the recommendation from the Superintendent. You will receive a letter informing you this has occurred.

IF YOU HAVE ANY QUESTIONS ABOUT THE HIB PROCESS, PLEASE  
DO NOT HESITATE TO REACH OUT TO THE  
ANTI-BULLYING SPECIALIST - LISA JACOBSEN  
LJACOBSEN@GLENRIDGE.ORG