



# HIB Action Timeline

A Harassment, Intimidation, Bullying (HIB) Complaint has been submitted.

All HIB docs and templates are in DocuShare:

Everett Public School Documents > Departments > Teaching & Learning > HIB

The following actions & timeline will need to take place and be documented. Use the back of the HIB report form "For Internal use only" section to document dates items were completed:

- ☐ 1. Notify HIB Compliance officer. [Dmundell2@everettsd.org](mailto:Dmundell2@everettsd.org) or ext 4269.  
Consider and implement a safety plan if needed
- ☐ 2. Confirmation email should be sent **to both complainant and alleged aggressors** families within two (2) days of receipt of HIB form, confirming you have received the form. In addition, refer them to Board Policy & Procedure 3204 & 3204P

Sample communication:

*This email serves to let you know that I am in receipt of a Harassment, Intimidation and Bullying Incident report form that involves your child. The form was submitted on \_\_\_\_\_. The investigation will be completed generally no later than five (5) school days from receipt of your report. If more time is needed, you will be notified. Following the investigation, you will receive a response in writing with the results of the investigation.*

- ☐ 3. Investigation should be initiated and completed generally no later than five (5) school days from receipt of complaint. If more time is needed, notification should be sent to parent/guardian. The **Investigation Report Form** should be used. Notes should be taken and retained. All notes, forms, letters etc related to the investigation need to be kept together.
- ☐ 4. No later than two (2) days after completing the investigation, **Findings letters** (Founded/Unfounded) should be mailed to the parent/guardian of the complainant and the aggressor. Please forward letters electronically to Dani Mundell for review before sending them out. Letter templates for you to use are in DocuShare.
- ☐ 5. Complete the Investigation Report Form. Return hard copies of the Investigation Report Form, all investigation notes, documents and letters to HIB Compliance Officer, Dani Mundell, Athletics Office. These can be scanned and emailed.