PULLMAN PUBLIC SCHOOLS

HARASSMENT, INTIMIDATION, AND BULLYING (HIB) COMPLAINT FLOWCHART



- Contact HIB compliance officer verbally or in writing.
- Provide and complete incident report form.
- Determine whether to contact law enforcement.
- Determine
 whether the
 allegations
 involve
 discrimination or
 sexual
 harassment.



 Must notify parents/ guardians of targeted student and the alleged aggressor within two (2) school days of receiving the incident reporting form.



INVESTIGATE

- Determine whether a safety plan should be developed while the investigation is conducted.
- Investigation
 must be
 completed within
 five (5) school
 days of receiving
 incident
 reporting form.
- Timeline can be extended if more is needed.



ISSUE PRINCIPAL'S DECISION

- Decision must be issued within two (2) school days of the investigation being completed.
- Within five (5) school days of issuing the decision, implement any corrective measures.



APPEAL TO SUPERINTENDENT

- Targeted student or their parents/ guardians may appeal within five (5) school days of receiving the principal's decision.
- Superintendent must issue a decision within five (5) school days of receiving the notice of appeal.



APPEAL TO SCHOOL BOARD

- Targeted student or their parents/ guardians may appeal within five
 (5) school days of receiving the superintendent's decision.
- School board must meet within ten
 (10) school days
 of receiving notice of appeal.
- School board must issue a decision within five (5) school days of the meeting.