



DISCLAIMER

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Principal's Script for Initial Notification of HIB Investigation

TARGET

[Insert polite personalized greeting]

I am calling you to inform you that your child has been identified as the alleged target of an incident that may or may not meet the definition of harassment, intimidation or bullying. I am not permitted to provide you with information about other students. It is my immediate concern to ensure that your child feels safe and comfortable in school. I am directing the school's Anti-bullying Specialist to investigate the allegation that...

[Insert description of alleged behavior that may qualify as HIB and provide general details. Do not reveal identity of other students]

I have already acted to help remediate this concern by doing the following:

[Insert list all immediate actions already taken for this child]

Rest assured that an investigation of harassment, intimidation or bullying is not an indictment on a child and is not designed to label a child a bully or target. The purpose of the investigation is to identify behaviors, either intentional or unintentional, that are perceived by others in the school community as problematic. The goal of the investigation is to IDENTIFY problematic behaviors and to REMEDIATE these behaviors in hope that there will be no recurrence or need for future investigations.

Any information that you or your child can provide to the school Anti-bullying Specialist that will help with the investigation will be greatly appreciated.

In the meantime, I encourage you and your child to inform me immediately if any additional problems arise because of this investigation. Let's be sure to stay in close contact with one another. I want you to feel comfortable sending your child to school, and most importantly, want your child to feel comfortable attending school.

[Insert polite personalized closing]



Principal's Script for Initial Notification of HIB Investigation

AGGRESSOR

[Insert polite personalized greeting]

I am calling you to inform you that your child has been identified as the alleged actor in an incident that may or may not meet the definition of harassment, intimidation or bullying. I am not permitted to provide you with information about other students. It is my immediate concern to ensure that your child is getting along well with his or her peers. I am directing the school's Anti-bullying Specialist to investigate the allegation that...

[Insert description of alleged behavior that may qualify as HIB and provide general details. Do not reveal identity of other students]

I have already acted to help remediate this concern by doing the following:

[Insert list all immediate actions already taken for this child]

If discipline imposed because of a violation of the school's CODE OF CONDUCT:

I have determined that your child did violate the school's code of conduct policy for [insert violation] and have acted to impose the following disciplinary action based on our code of conduct policy [insert discipline imposed]. This disciplinary action is not based on the allegation of HIB. It is based on the behavior that violated the school's code of conduct.

Rest assured that an investigation of harassment, intimidation or bullying is not an indictment on a child and is not designed to label a child a bully or target. The purpose of the investigation is to identify behaviors, either intentional or unintentional, that are perceived by others in the school community as problematic. The goal of the investigation is to IDENTIFY problematic behaviors and to REMEDIATE these behaviors in hope that there will be no recurrence or need for future investigations.

Any information that you or your child can provide to the school Anti-bullying Specialist that will help with the investigation will be greatly appreciated.

In the meantime, I encourage you and your child to inform me immediately if any additional problems arise because of this investigation. Let's be sure to stay in close contact with one another. I want you to feel comfortable sending your child to school, and most importantly, want your child to feel comfortable attending school.

[Insert polite personalized closing]



ABS's Script for Initial Notification of HIB Investigation

PHONE CALL #1

TARGET

[Insert polite personalized greeting]

I am aware that your child has been identified as the ALLEGED TARGET of an incident that may or may not meet the definition of harassment, intimidation or bullying.

I will serve as the Anti-bullying Specialist for your child. I will meet with your child and any other students and staff who may have seen or heard anything regarding this case. Any information that you or your child can provide to me will be greatly appreciated.

This process is not an indictment on a child and is not designed to label a child a bully or target. My goal is to identify behaviors, either intentional or unintentional, that are perceived by others in the school community as problematic. I want to IDENTIFY problematic behaviors and to REMEDIATE these behaviors in hope that there will be no recurrence or need for future investigations.

Please know that I am not permitted to provide you with information about other students.

It is my immediate concern to ensure that your child feels safe and comfortable in school.

I have already acted to help remediate this concern by doing the following:

[Insert list all immediate actions already taken for this child]

In the meantime, I encourage you and your child to inform me immediately if any additional problems arise. Let's be sure to stay in close contact with one another. I want you to feel comfortable sending your child to school, and most importantly, want your child to feel comfortable attending school.

[Insert polite personalized closing]



ABS's Script for Initial Notification of HIB Investigation

PHONE CALL #1

AGGRESSOR

[Insert polite personalized greeting]

I am aware that your child has been identified as the ALLEGED AGGRESSOR of an incident that may or may not meet the definition of harassment, intimidation or bullying.

I will serve as the Anti-bullying Specialist for your child. I will meet with your child and any other students and staff who may have seen or heard anything regarding this case. Any information that you or your child can provide to me will be greatly appreciated.

This process is not an indictment on a child and is not designed to label a child a bully or target. My goal is to identify behaviors, either intentional or unintentional, that are perceived by others in the school community as problematic. I want to IDENTIFY problematic behaviors and to REMEDIATE these behaviors in hope that there will be no recurrence or need for future investigations.

Please know that I am not permitted to provide you with information about other students.

It is my immediate concern to ensure that your child feels safe and comfortable in school.

I have already acted to help remediate this concern by doing the following:

[Insert list all immediate actions already taken for this child]

In the meantime, I encourage you and your child to inform me immediately if any additional problems arise. Let's be sure to stay in close contact with one another. I want you to feel comfortable sending your child to school, and most importantly, want your child to feel comfortable attending school.

[Insert polite personalized closing]



ABS's Script for Initial Notification of HIB Investigation

PHONE CALL #2

TARGET

[Insert polite personalized greeting]

I am calling to provide you with an update regarding the concern that your child was the **ALLEGED TARGET** of an incident that may or may not meet the definition of harassment, intimidation or bullying.

I met with your child and several others to get information about this concern. Most importantly, I have put into place the following actions to help remediate this concern:

[Insert list all immediate actions already taken for this child]

As I mentioned during our last phone call, this process is not about labeling students targets or bullies. It is about **IDENTIFYING** problematic behaviors and to **REMEDiate** these behaviors in hope that there will be no recurrence or need for future investigations.

The purpose of my call is not to say definitively if the behaviors meet the may or may not meet the definition of harassment, intimidation or bullying. You will receive a letter within 5 days of the next board of education meeting to inform you of that.

That letter will contain a cover page that should help explain a lot of questions you may have and reduce your concerns.

The purpose of my call is to let you know that I have completed my portion of the process and most importantly, have encouraged your child to inform me immediately if any additional problems arise.

I also encourage you to do the same. Let's be sure to stay in close contact with one another. I want you to feel comfortable sending your child to school, and most importantly, want your child to feel comfortable attending school.

[Insert polite personalized closing]



ABS's Script for Initial Notification of HIB Investigation

PHONE CALL #2

AGGRESSOR

[Insert polite personalized greeting]

I am calling to provide you with an update regarding the concern that your child was the ALLEGED AGGRESSOR of an incident that may or may not meet the definition of harassment, intimidation or bullying.

I met with your child and several others to get information about this concern. Most importantly, I have put into place the following actions to help remediate this concern:

[Insert list all immediate actions already taken for this child]

As I mentioned during our last phone call, this process is not about labeling students targets or bullies. It is about IDENTIFYING problematic behaviors and to REMEDIATE these behaviors in hope that there will be no recurrence or need for future investigations.

The purpose of my call is not to say definitively if the behaviors meet the may or may not meet the definition of harassment, intimidation or bullying. You will receive a letter within 5 days of the next board of education meeting to inform you of that.

That letter will contain a cover page that should help explain a lot of questions you may have and reduce your concerns.

The purpose of my call is to let you know that I have completed my portion of the process and most importantly, have encouraged your child to inform me immediately if any additional problems arise.

I also encourage you to do the same. Let's be sure to stay in close contact with one another. I want you to feel comfortable sending your child to school, and most importantly, want your child to feel comfortable attending school.

[Insert polite personalized closing]