**Step 1:**
Receive Report
Contact parent immediately document date on (HIB)

**Step 2:**
Enter Information
Harassment/Intimidation/Bullying (HIB) Form Electronically

**Step 3:**
Provide Preliminary Interventions, If Needed
Document interventions, make parent contact and share documented interventions (HIB)

**Step 4:**
Begin Investigation
 Maintain documented communication with victim and parents during the process (HIB)

**Step 5:**
Determination of Investigation

**Step 6:**
Impose Sanction, If Applicable

**Step 7:**
Notify Complainant of Outcome

**Step 8:**
Post-Interventions & Mediation

**Step 9:**
Follow-up to Ensure No Reoccurrence or Retaliation

**Step 10:**
School-Wide Bully Review Committee

**Step 11:**
District-Level Review Committee

***Parents are contacted and interventions are documented in all steps***