

Summary of HHB Toolkit Additions/Revisions (v2.0)

The “HHB TOOL KIT” and corresponding Draft Letters and Forms has been comprehensively revised. In addition to basic edits, substantive changes/additions include the following:

NEW! TEACHER/STAFF/EMPLOYEE Primer – detailing all obligations and duties imposed upon them by the HHB Procedures.

DESIGNEE / INVESTIGATOR PRIMER – additions include:

- Emphasis and clarity that the decision to investigate rests with the school administrator, and is premised upon their possession of information (and not whether or not someone “complains” or “requests” an investigation) about alleged conduct they “reasonably believe may constitute HHB.” Confusing references to receipt of “complaints” or “reports” as the precondition for an investigation have been removed from the primer, and from draft letters used to announce investigations.
- Designee primer now explicitly includes and covers the responsibilities of the Investigator. (Not all designees will be assigned to investigate, however).
- Clarity as to the responsibility for communicating at various points in the investigative process where explicitly assigned by the Model Procedures.
- Removal of language from draft letters which may inadvertently encourage the disclosure of confidential student information.
- Revisions to draft letters announcing delays in completion of investigations to remove confusing language.

SCHOOL ADMINISTRATOR/PRINCIPAL Primer – additions include:

- Changing throughout references from “building administrator: to “school administrator.”
- Emphasis and clarity that the decision to investigate rests with the school administrator, and is premised upon their possession of information (and not whether or not someone “complains” or “requests” an investigation) about alleged conduct they “reasonably believe may constitute HHB.” Confusing references to receipt of “complaints” or “reports” as the precondition for an investigation have been removed from the primer, and from draft letters used to announce investigations.
- Clarity as to the responsibility for communicating at various points in the investigative process where explicitly assigned by the Model Procedures.
- Revisions to draft letters announcing delays in completion of investigations to remove confusing language.

SUPERINTENDENT/HEADMASTER Primer – additions include:

- Comprehensive guidance on the “Internal Review” process, including a guidance memorandum, draft letters, and a comprehensive sample internal review outline.
- Changes throughout the primer to reflect the application of HHB procedures to schools with Headmasters.

BOARD Primer – additions include:

- Revisions to guidance for conduct of Board level appeals.
- Revisions to draft announcement of outcome of board level appeals to complainant families.