



11 STEPS TO REPORTING HIB



1

All acts of harassment, intimidation, or bullying (HIB) shall be reported **verbally** to the school principal **on the same day** when the school employee or contracted service provider witnessed or received reliable information regarding any such incident.

2

All acts of harassments, intimidation, or bullying shall be reported **in writing** to the school principal **within two school days** of when the school employee, contracted service provider, or parent/guardian witnessed or received reliable information that a student had been subjected to harassment, intimidation, or bullying.

Online Reporting Form: <https://reporting.hibster.com/Pages/Home.aspx?id=202>

3

The **principal shall inform the parents or guardians of all students involved** in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services.

4

An investigation shall be initiated by the principal or the principal's designee **within one school day of the report of the incident** and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation. If an allegation arises without HIB language, the Principal can determine the course of action (Code of Conduct vs. HIB Investigation).

5

The investigation shall be completed as soon as possible, but **no later than ten (10) school days** from the date of the written report of the incident. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten (10) day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.

6

The results of the investigation shall be reported to the superintendent of schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968,c.410 (C.52:14B-1 et seq.), the superintendent may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.

7

The results of each investigation shall be reported to the board of education **no later than the date of the board of education meeting next following the completion of the investigation**, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the superintendent.

8

The CSA must provide parents of the student offenders and victims with information about the investigation, including the nature of the investigation, whether the district found evidence of HIB, or whether discipline was imposed or services were provided to address the HIB, in accordance with federal and state law and regulation.

This information must be provided to parents in writing within 5 school days after the results of the investigation are reported to the BOE.

9

A parent or guardian may request a hearing before the board after receiving the information, and the hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students.

10

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than the 90 days after the issuance of the board's decision.

11

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of HIB based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.)