

# Bergen County Technical Schools & Special Services District

## *HIB Reporting & Investigation Procedures*

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### Step 1: HIB Incident Report

- All acts of harassment, intimidation, or bullying (HIB) must be verbally reported to the Principal on the **same day** when the school employee or contracted service provider witnessed or received information regarding any such incident.
- If HIB is alleged, the Principal cannot prescreen and must initiate an investigation. If an allegation arises without HIB language, the Principal can determine the course of action (Code of Conduct vs. HIB Investigation).
- The Principal or designee must inform parents or guardians of all students involved in the alleged incident (*alleged targets & alleged offenders*) as soon as possible, and may discuss, as appropriate, the availability of counseling and other intervention services.
- All acts of HIB must be reported in writing to the Principal within two school days of when the school employee or contracted service provider witnessed or received information that a student had been subjected to HIB.

### Step 2: HIB Investigation

- The Principal or designee must initiate the investigation within one day of the report and will be conducted by the Anti-Bullying Specialist. The Principal may appoint additional personnel to assist with the investigation.
- The investigation must be completed as soon as possible, but no later than 10 school days from the date of the written incident report.
- The Anti-Bullying Specialist may amend the initial report if information is not received within the 10-day period.

### Step 3: HIB Investigation Report

- The results of the investigation must be **given to the Superintendent within 2 school days** of completing the investigation. The Superintendent may decide to provide intervention services, counseling, establish training programs, impose discipline, or take or recommend other appropriate action.
- The **results of the investigation must be reported to the Board of Education** no later than **the date of the next Board meeting** from the completion of the investigation.
- **Parents or guardians** of the students involved will receive **information about the investigation in writing within 5 school days of the Board report**, which includes the nature of the investigation, whether evidence of HIB was found, and whether discipline was imposed or services provided.

### Step 4: BOE Hearing & Decision

- **A parent or guardian may request a hearing before the Board** after receiving the information, and the **hearing will be held within 10 calendar days of the request in executive session** to protect student confidentiality. The Board may hear from the Anti-Bullying Specialist about the incident and the results.
- **At the next Board of Education meeting** following its receipt of the report, **the Board will 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 no later than 90 calendar days** after the issuance of the Board's decision.
- A parent, guardian, student, or organization may **file a complaint with the Division on Civil Rights within 180 calendar days of any HIB incident** based on a characteristic protected by state and federal law.