



**Paterson Prep Charter School Paterson**  
**Harassment, Intimidation and Bullying (HIB) Procedure**

<b><u>Role</u></b>	<b><u>School Safety/School Climate Team Responsibilities</u></b>	<b><u>2024-2025 Assignment</u></b>
District Anti-Bullying Coordinator (ABC)	<ul style="list-style-type: none"> <li>- Coordinating and strengthening the school district’s policies to prevent, identify and address HIB of students</li> <li>- Collaborating with the ABS’ in the school district, the BOE and the CSA to prevent, identify and respond to HIB of students in the school district;</li> <li>- In collaboration with CSA, providing data to the NJDOE regarding HIB of students;</li> <li>- Executing other duties related to school HIB as requested by the CSA; and</li> <li>- Meeting, at a minimum, twice each school year with the ABSs in the district to discuss and strengthen procedures and policies to prevent, identify and address HIB in the school district.</li> </ul>	<b>Amanda Carullo</b> <b>amanda.carullo@patersonprep.org</b>
School Anti-Bullying Specialist (ABS) <sup>1</sup>	<ul style="list-style-type: none"> <li>- Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and</li> <li>- Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.</li> <li>- The chair of the School Safety/School Climate Team</li> </ul>	<b>Samantha Miranda</b> <b>samantha.miranda@patersonprep.org</b>
Principal	<ul style="list-style-type: none"> <li>- Attend the twice a year School Safety/School Climate Team meetings</li> <li>- Point of contact for BOE</li> </ul>	<b>Kelly O’Brien</b> <b>kelly.obrien@patersonprep.org</b>
Teacher Representative	<ul style="list-style-type: none"> <li>- Attend the twice a year School Safety/School Climate Team meetings</li> </ul>	
Parent Representative	<ul style="list-style-type: none"> <li>- Attend the twice a year School Safety/School Climate Team meetings</li> </ul>	

<sup>1</sup> Since the principal is the one who must appoint school staff to this role, the legislative language and intent is for the ABS to be someone other than a school administrator (e.g., someone with a student support services or student advocacy point of view and function) to counterbalance the administrative, including disciplinary, point of view.



## Paterson Prep Charter School HIB Policy

PPCS prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. “Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents.

### Procedure

School Day 1	All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.
School Day 2	Principal must initiate an investigation by the Anti-Bullying Specialist (ABS) within one day of the report.  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.
By School Day 3	Staff member reported to/saw or parent, must submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report - all forms will be stored on the leadership drive  <a href="#">HIB 338 Form Harassment, Intimidation, or Bullying (HIB) Reporting Form To Be Completed by Families / Caregivers</a>  <a href="#">HIB 338 Form Harassment, Intimidation, or Bullying (HIB) Mandatory Reporting Form To Be Completed by Designated Local Educational Agency (LEA) Personnel</a>
By School Day 11	Investigation completed by the ABS as soon as possible but no later than 10 school days from the date of initial report. <b>*Investigation questions below*</b>
By School Day 13	Results of investigation must be given by the principal to the Superintendent/lead



	person within 2 school days of completing investigation with recommended intervention service.
Report to Board	Superintendent must report findings to Board of Education (BOE) at next board meeting. Along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the superintendent.
Report to Parent/Guardian	Parents or guardians of the students who are parties to the investigation shall be entitled to receive information about the investigation in accordance with federal and State law and regulation, including the nature of the investigation, whether the district found evidence of HIB or whether discipline as imposed or services provided to address the incident of HIB. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board. <a href="#">*parent letter below*</a>
Board Hearing	Parent/Guardian may request confidential hearing before BOE, within 10 calendar days of parent/guardian receiving written report. Use student numbers
Board Decision	Board must issue a decision, in writing, to affirm, reject or modify the Superintendent’s decision, at the next board meeting. Board’s decision may be appealed to Commissioner of Education within 90 calendar days.
Civil Rights Complaint	Parent/Guardian may file a complaint with the NJ Division on Civil Rights within 180 calendar days of incident, or in State or Federal Court, if HIB is based on a characteristic protected under State or Federal Law.

### Appendix

**Interview Questions should be specific. Remember:** Focus on the incident. Do not paraphrase. Be impartial. Do not repeat “he-said-she-said” responses. Focus on the senses. Keep your own affect low. Be non-judgmental. Do Repeat the same questions with each student. Try not to interrupt the student while he/she is answering your questions.

**Questions:**

I am going to ask you some questions about a reported \_\_\_(identify the kind of)\_\_\_ incident. Please answer the questions the best you can. We will keep your answers anonymous as much as possible.

1. Briefly, what happened?



2. Who was involved?
  - a. Who was the aggressor?
  - b. Who was targeted?
3. What did you see?
4. What did you hear?
5. What did you feel (physically)? (If applicable, what did you smell / taste?)
6. Who was hurt?
  - a. How was that person hurt? (Physically? Feelings? Something broken or damaged?)
  - b. How do you feel now?
  - c. Was anyone else hurt in any way?
7. Has this happened before?
8. Do you have anything you can show or give to me about this incident? Any evidence? a.  
Examples: Notes, bruises, URL's, pictures, screen shots, etc...
9. Why do you think this happened?
10. Who else should I talk to about this incident? If there anything else you can / want to say about this incident?

#### Sample Letter Date

Dear

**In compliance with the New Jersey Anti-Bullying Bill of Rights Act (P.L., 2012, c. 122), I would like to inform you that an investigation of a possible Harassment, Intimidation, or Bullying (HIB) incident has been completed. The investigation results have been reported to the \_\_\_\_\_ Board of Trustees in a closed session.**

**Based on the alleged harassment, intimidation, and bullying report, an investigation was completed. The investigation results did/did not find evidence supporting the claim of harassment, intimidation, or bullying.**

**Although no evidence of harassment, intimidation, or bullying was found, there was evidence to support the need for \_\_\_\_\_ based on our student code of conduct.**



**This remains confidential, and the investigation details will not be discussed with others.  
While**

**the investigation is now concluded, please be assured that**

**\_\_\_\_\_remains committed to creating a safe, secure learning  
environment dedicated to the success of our students.**

**If you have any further questions, please give me a call at the school**

**\_\_\_\_\_**  
**Sincerely,**