

# **HIB FLOW CHART TOTOWA 2015-2016**

- 1. Principal (Anti---Bullying Coordinator ABC) receives complaints verbally on same day of incident from students, staff parents, adults, relative to HIB – may be anonymous**
- 2. Principal receives same complaint in written form within 2 days.**
- 3. Principal (ABC) initiates investigation and assigns Dean of Students as Anti---Bullying Specialist ABS to conduct investigation.**
- 4. Not later than 10 days, the ABS submits a written report to the Principal with findings.**
- 5. Principal submits report to parents/parties to the investigation within 5 days. Report to include:**
  - a. HIB evidence found?**
  - b. Consequences imposed?**
  - c. Services provided?**
- 6. Principal invokes Code of Conduct when applicable.**
- 7. Principal submits report to Superintendent within 2 days.**
- 8. Superintendent submits report to the Board at the next scheduled meeting. Report to include:**
  - a. Consequences Code of Conduct?**
  - b. Intervention services provided?**
  - c. Training established?**
- 9. Parents may request a board hearing in executive session within 10 days of request.**
- 10. The Board renders a written decision at the next meeting after the hearing to affirm, reject, or modify Superintendent’s decision.**
- 11. Parents may file appeal with the Commissioner of Education within 90 days. They may also file a complaint with Division of Civil Rights within 180 days of the occurrence.**

The School Safety Team, chaired by the ABS, meets twice annually; December and May, to review written reports submitted by the Principal to determine patterns of HIB, assess and evaluate current programs, and offer input for change to promote positive climate, whereby promoting positive behavior.

**SCHOOL SAFETY TEAMS --- TOTOWA**

<b>WPS</b>	<b>MS</b>
<b>AB Coordinator - Michael O'Brien</b>	<b>AB Coordinator - Joseph Compel</b>
<b>AB Specialist - Lauren Terranova</b>	<b>AB Specialist - Maggie Morris</b>
<b>SSO - John Sole</b>	<b>SSO - John Sole</b>
<b>Teacher - Debbie Barone</b>	<b>Teacher - Maureen Saitta</b>
<b>Parent - Linda Paese</b>	<b>Parent - Maria Fasoli</b>