



Roger León
Superintendent

Newark Board of Education

Ms. Carolyn Granato, Assistant Superintendent
Student Support Services – Specialized Schools

Where Passion Meets Progress
Mary Leigh Harvey, Director
Office of Student Support Services

HIB Submissions Email: hibreview@nps.k12.nj.us Rashon Dwight: HIB District Coordinator 973-688-2049 email r1dwight@NPS.K12.NJ.US Include SLT on submission	SSDS Incident Reporting Email: ssdsincidents@nps.k12.nj.us Anthony Jackson: Investigator 973-733-8204 email A2Jackson@nps.k12.nj.us Include SLT on submission (Level 4 include Deputy)	Discipline Incidents & Non SSDS Reportable Cases studentdiscipline@nps.k12.nj.us Include SLT on submission (Level 4 include Deputy)
<ul style="list-style-type: none"> • Submit HIB reports to hibreview@nps.k12.nj.us • HIB investigations must be completed within 10 school days. • Reports are to be submitted to HIB Coordinator within 2 days of investigation • HIB submissions should be submitted by the HIB Specialist. This document is reviewed by the district HIB Coordinator. Revisions are often required to finalize all submissions. 	<ul style="list-style-type: none"> • Submit SSDS reports or Other Incidents Leading to Removal within 24-48 hrs. after incident • Principal identification of school staff responsible for inputting data SSDS offenses in PowerSchool • Ensure SSDS reportable incidents are recorded in PowerSchool. • Reconcile suspension data via the PowerSchool discipline portal weekly or bi-weekly to ensure suspensions are accurately recorded. Ensure that suspensions are logged accurately in PowerSchool • Note-All school determinations are reviewed to ensure alignment with NJ state mandates. • Note: Incidents must be also reported on the Incident Report template and include Witness Statements. 	<ul style="list-style-type: none"> • Ensure documentation is in PowerSchool • Level 3 incidents must be emailed to the appropriate SLT A'Sup • Level 4 incidents must include SLT A'Sup and Deputy Johnson. • Incidents must be reported on the Incident Report template and include Witness Statements • All incidents MUST be logged in PowerSchool.