

# Hamilton Township School District

## Harassment, Intimidation, & Bullying A Handbook for Staff, Parents and Students

2016 - 2017



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# Harassment, Intimidation and Bullying

## Policy Statement

The Hamilton Township Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

# Harassment, Intimidation and Bullying (HIB) Definition

## Types of Behaviors include:

- Any gestures
- Any written, verbal, or physical act
- Any electronic communication
- Can be a single incident or series of incidents

## Motivation for HIB Behavior:

- Any actual or perceived characteristic
- Examples: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental/physical/sensory disability, or any other distinguishing characteristic(s)

## Location of Incident:

- On school property
- At school sponsored function
- On a school bus
- Off school grounds (including cyberspace)

## Must meet one of the following conditions in addition to causing substantial disruption or interference:

- Has effect of insulting or demeaning student or groups of students
- Creates hostile educational environment for student by interfering with student's education
- Severely or pervasively causing physical or emotional harm to student or students

# Conflict vs. Bullying

## Normal Conflict

- Equal power of our friends
- Accidental
- Not serious
- Equal emotional reaction
- Not seeking power or attention
- Remorse- takes responsibility
- Effort to solve the problem

## Bullying

- Imbalance of power
- Intentional
- Physical or emotional harm
- Unequal emotional reaction
- Seeking power, control or to gain popularity
- No remorse-blames target
- No effort to solve the problem

# Implementation of the HIB Legislation

How will the district implemented HIB legislation?

## Anti-bullying assignments:

- Establishment of Anti-Bullying Coordinator
- Establishment of Anti-Bullying Specialists in each school
- Establishment of School Safety Team

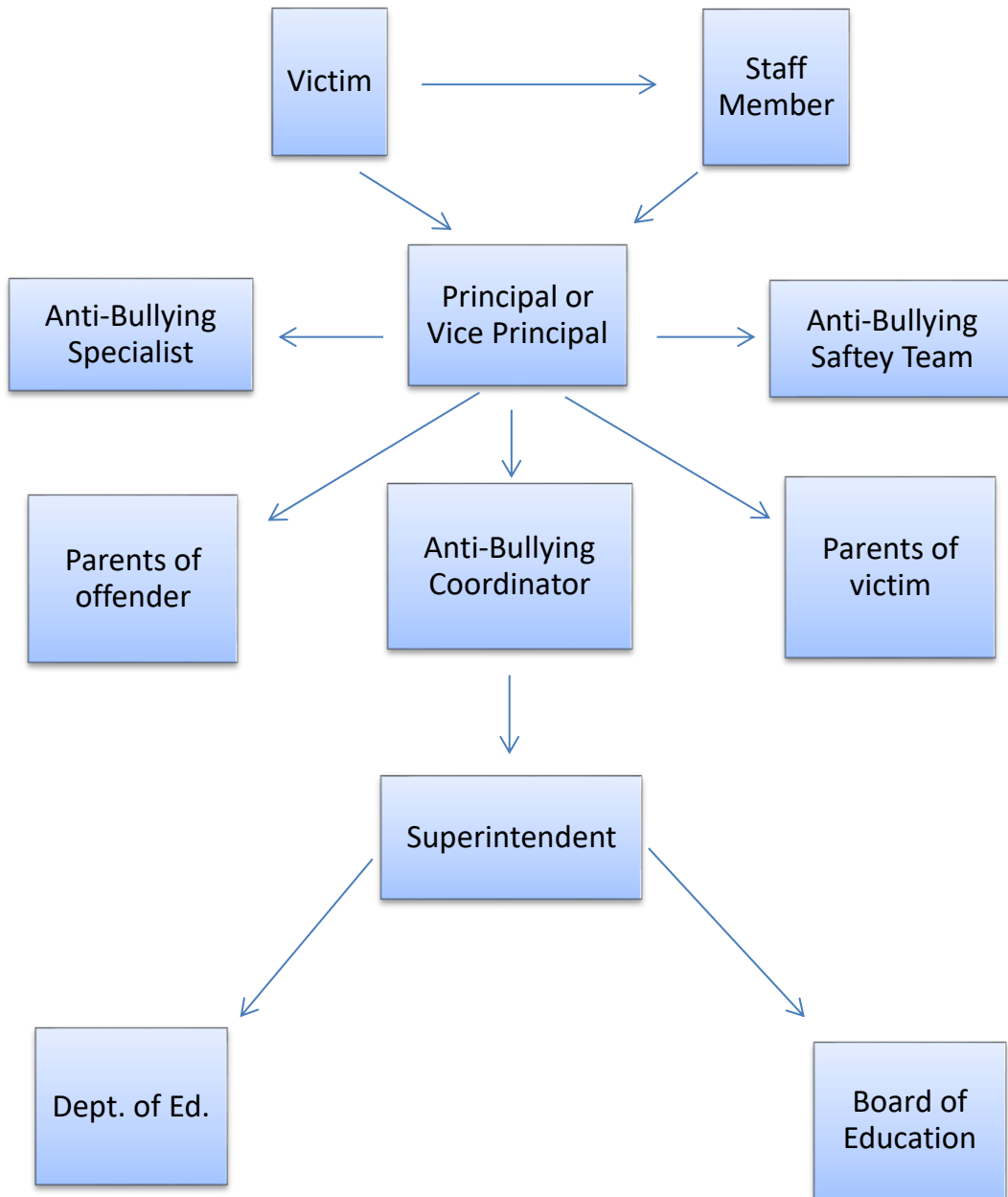
## Investigation procedures:

- Detailed, Specific Timelines
- Verbal reports must be made to Principal on the same day incident occurs.
- Follow-up written report must be completed within two (2) school days of verbal report; written by whoever reports the incident.
- Principal / Vice Principal must initiate investigation within one school day of receiving (verbal) report.
- Principal / Vice Principal must contact parents/guardians and inform them about incident within one school day of receiving (verbal) report.
- Investigation must be conducted by Anti-Bullying Specialist.
- Principal may appoint others to assist; investigation must be completed as soon as possible; no later than ten (10) school days from date of the written report.
- Principal must give report to the Superintendent within two school days of completing the investigation.
- Superintendent in collaboration with Principal must decide actions to be taken: intervention services, training programs, impose discipline, order counseling.
- Superintendent reports the results of the investigation to the board at the first board meeting following completion of the investigation.

## **Due Process Rights for Alleged Accused and Alleged Victim(s)**

- Parents of all parties involved have the right to receive information – includes parents of alleged victim and alleged bully. Report includes allegations and findings.
- District must provide information to both parties within five (5) school days after the results of the investigation were reported to the board.
- Parents may request a hearing of the board after receiving information.
- Hearing of the board must be provided within ten (10) school days of the request.
- Board must issue a decision in writing at the first board meeting following the receipt of the report.
- Parents of alleged victim may separately file a complaint with the NJ Division on Civil Rights within 180 calendar days of alleged incident.
- Parents may also file in Superior Court.

# HIB Reporting Flow Chart





## **Anti-Bullying Coordinator Responsibilities**

### The District Anti-Bullying Coordinator shall:

- Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils.
- Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district.
- Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils.
- Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent.
- Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

## Principal's Responsibilities

### The Principal shall:

- Initiate the investigation by the Anti-Bullying Specialist
- Contact parent(s)/guardian(s) and inform them of the incident.
- Keep abreast of the situation
- Keep in close contact with the Anti-Bullying Specialist. Update them with current information.
- Appoint others to assist the Anti-Bullying Specialist as needed. In conjunction with the Anti-Bullying Specialist, they shall determine the “range” of ways to address the incidents of harassing and/or bullying behavior. These may include: training, discipline actions, counseling or intervention programs.
- Be an active participant of the School Safety Team.
- The Principal shall proceed in accordance with the Code of Pupil Conduct
- Submit the report to the Superintendent
- Provide training on the School HIB Policy to employees, contracted service providers and volunteers who have significant contact with pupils.
- Shall annually conduct a reevaluation, reassessment, and review of the HIB Policy with input from the School's Anti -Bullying Specialist, and recommend revisions and additions to the policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on findings from the evaluation, reassessment and review.
- Post the name, school phone number, address and school email address of the school Anti-Bullying Specialist

## **Anti-Bullying Specialist Responsibilities**

### The District Anti-Bullying Specialist shall:

- Chair the School Safety Team as provided in N.J.S.A. 18A:37-21.
- Lead the investigation of incidents of harassment, intimidation, or bullying in the school.
- Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
- Execute other duties related to school harassment, intimidation or bullying as requested by the Principal and/or the Anti-Bully Coordinator.
- Meet at least twice a school year with the school Anti-Bullying Coordinator to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

## School Safety Team Responsibilities

### School Safety Team shall:

- Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal.
- Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying.
- Identify and address patterns of harassment, intimidation, or bullying of pupils in the school.
- Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils.
- Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils.
- Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request.
- Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils.
- Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

**Hamilton Township School District**

**Mays Landing, NJ 08330**

**Bullying, Harassment, or Intimidation**

**Reporting Form**

*This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act.*

**Directions:** Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged harassment and intimidation (bullying) that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the Principal at the student victim’s school. Contact the school for additional information or assistance at any time.

**Bullying, harassment, and intimidation means intentional verbal, physical, or written (including electronic) conduct that creates a hostile environment and substantially interferes with educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being and is motivated by an actual or perceived personal characteristic, such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening or seriously intimidating.**

Today’s Date \_\_\_\_/\_\_\_\_/\_\_\_\_ School \_\_\_\_\_ District: Hamilton Township

**Person Reporting Incident:** Name \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

| 1. Name(s) of victim(s) | Age | Gender | Race | School | Is he / she a student?<br>Yes / No |
|-------------------------|-----|--------|------|--------|------------------------------------|
|                         |     |        |      |        |                                    |
|                         |     |        |      |        |                                    |
|                         |     |        |      |        |                                    |



6. What did the alleged offender(s) say or do?

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7. Did a physical injury result from this incident? Place an "X" next to one of the following:

No     Yes, but it did not require medical attention     Yes, and it required medical attention

8. Consequence issued to offender(s):

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9. Services provided to victim:

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10. Services provided to offender:

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11. Is there any additional information you would like to provide?

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Name of person completing report \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Building Principal's Signature

Incident number \_\_\_\_\_