

Robbinsville Schools

Harassment, Intimidation, and Bullying District Policy



2015

HIB Definition

- * “Harassment, intimidation, and bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, Chapter 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

HIB Definition

- a) A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- b) Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school; or
- c) Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

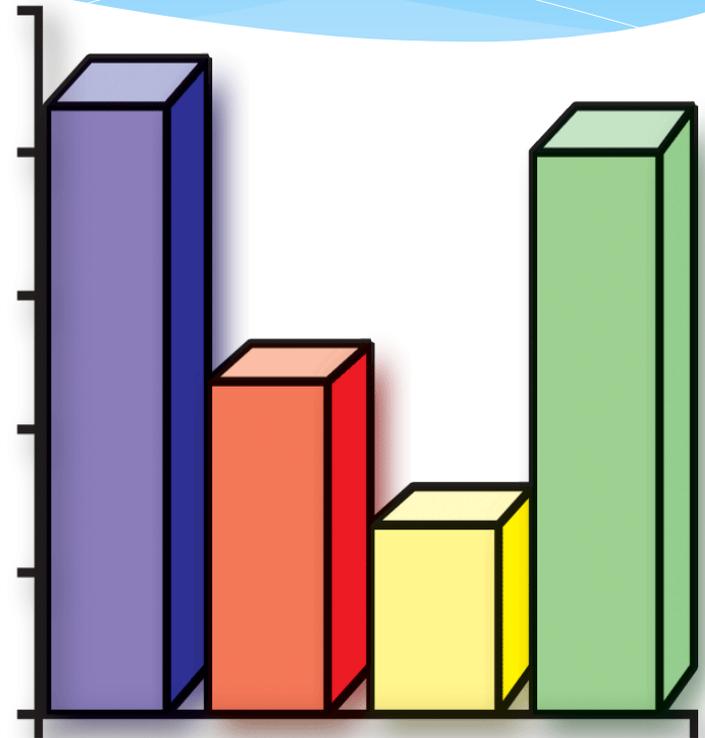
School District Staff Functions



- * District Anti-Bullying Coordinator:
 - ✓ Kathie Foster
- * Anti-Bullying School Specialists for each school:
 - ✓ RHS - Anna Hernandez
 - ✓ PRMS - Marci Singer
 - ✓ Sharon School - Kim White
- * School Safety Teams for each school

District Anti-Bullying Coordinator

- * Appointed by the Superintendent
- * Coordinates and strengthens the district HIB policy to prevent, identify, and address HIB
- * Collaborates with the Anti-bullying Specialists, Board of Education, and Superintendent
- * Collaborates with the Superintendent to provide data to the NJDOE



School Anti-Bullying Specialists



- * Appointed by the Principal
- * Chairs the School Safety Teams
- * Leads the investigation on reported HIB incidents
- * Acts as the primary official responsible for preventing, identifying, and addressing incidents of HIB in the school

School Safety Team

- * Formed to develop, foster, and maintain a positive school environment
- * Meets at least 2 times per school year
- * Consists of the Principal and Principal appointees:
 - ✓ A teacher in the school
 - ✓ The school Anti-bullying Specialist (serves as the chair)
 - ✓ A parent of a student in the school
 - ✓ Other members determined by the Principal



School Safety team (continued)

- * Receives any HIB complaints reported to the Principal*
- * Receives copies of any HIB investigation reports*
- * Identifies and addresses patterns of HIB in the school*
- * Reviews and strengthens school climate and policies in order to prevent and address HIB
- * Parent team members may only participate in activities that do not compromise student confidentiality

School Safety Team (continued)

- Educates the community (i.e. – students, teachers, administrators, parents) to prevent and address HIB
- * Participates in training
- * Collaborates with anti-bullying coordinator in data collection, development of policies and programs to prevent and address HIB
- * Leads and models ways to promote a positive school culture



Reporting Procedures

The policy includes a procedure for reporting an act of HIB, including a provision that permits a person to report anonymously; however, no formal disciplinary action will be based solely on the anonymous report.

TOP SECRET

Reporting Procedures (continued)

- * All acts of HIB must be reported verbally to the principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- * Principals must inform parents of all students involved in the alleged incident;
- * May discuss the availability of counseling and other intervention services;
- * All acts of HIB must be reported in writing to the principal within 2 school days of when the school employee or contracted service provider witnessed or received reliable information.

Reporting Expectations

A member of the Board of Education, a school staff member, or a student who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation, or bullying shall report the incident to the appropriate school official designated by the school district's policy, or to any school administrator or Safe Schools Resource Officer, who shall immediately initiate the school district's procedures concerning school bullying.



Reporting Expectations (continued)

- * A member of the Board of Education or a school employee who promptly reports an incident of harassment, intimidation, or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or Safe Schools Resource Officer, and who makes this report in compliance with the procedures in the district's policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

Investigation Procedures

- * Initiated by the Principal or designee within 1 school day of the verbal report
- * Conducted by the Anti-bullying Specialist in consultation with the Principal
- * Principal may appoint additional personnel to assist with the investigation
- * Investigation shall be completed as soon as possible, but no later than 10 days from the date of the written report
- * If additional anticipated information relevant to the investigation is not received within 10 days, Anti-bullying Specialist may amend the original report to reflect the information



Results of the Investigation

- * Results shall be reported to the Superintendent within 2 days of completing the investigation
- * The Superintendent may decide to:
 - ✓ Provide intervention services
 - ✓ Establish training programs to reduce HIB and enhance the school climate
 - ✓ Impose discipline
 - ✓ Order counseling
 - ✓ Take or recommend other appropriate action
- * Results will be reported to the Board of Education no later than the date of the next Board meeting following the completion of the investigation, along with information on action taken or recommended by the Superintendent



Results of the Investigation (continued)

Parents of the students who are parties to the investigation are entitled to receive information about the investigation

- * In accordance with Federal and State law and regulation
- * Including the nature of the investigation and whether evidence of HIB was found
- * Whether discipline was imposed or services provided
- * Provided in writing within 5 school days after the results are reported to the BOE

A parent may request a hearing before the BOE

- * Must be held within 10 days of the request
- * BOE shall meet in executive session for the hearing
- * BOE may hear from school anti-bullying specialists about the incident, recommendations for discipline or services, or program instituted

Results of the Investigation (continued)

- * At the next Board of Education meeting following its receipt of the report, the Board shall 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 days after the issuance of that decision
- * A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights (DCR) within 180 days of the occurrence of any incident of HIB



Policy Requirements

Once an incident of HIB is identified, as defined by the Principal and Anti-bullying Specialist, the range of ways in which the school will respond will include an appropriate combination of counseling, support services, intervention services and other programs.



Policy Requirements

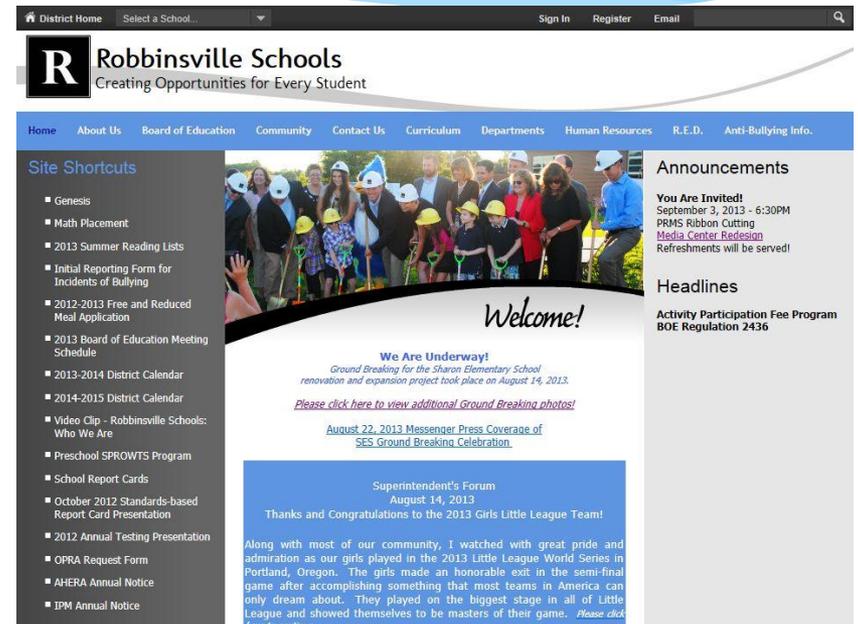
- * The policy includes a statement that prohibits reprisal or retaliation against any person who reports an act of HIB and the consequences and appropriate remedial actions for a person who engages in reprisal or retaliation.
- * The policy contains consequences and appropriate remedial action for a person found to have falsely accused another as a means of HIB.

Policy Requirements

* A link to the policy will be prominently posted on the homepage of the district's website and distributed annually to parents and guardians.

* The contact information for the district anti-bullying coordinator will be listed on the school district's homepage.

• The contact information for the school Anti-bullying Specialist and Coordinator will be listed on each school's homepage.



The screenshot shows the homepage of Robbinsville Schools. At the top, there is a navigation bar with links for District Home, Select a School, Sign In, Register, and Email. Below this is the Robbinsville Schools logo and tagline: "Creating Opportunities for Every Student". The main navigation menu includes Home, About Us, Board of Education, Community, Contact Us, Curriculum, Departments, Human Resources, R.E.D., and Anti-Bullying Info. The page features a "Site Shortcuts" sidebar with a list of links such as Genesis, Math Placement, 2013 Summer Reading Lists, Initial Reporting Form for Incidents of Bullying, 2012-2013 Free and Reduced Meal Application, 2013 Board of Education Meeting Schedule, 2013-2014 District Calendar, 2014-2015 District Calendar, Video Clip - Robbinsville Schools: Who We Are, Preschool SPROWTS Program, School Report Cards, October 2012 Standards-based Report Card Presentation, 2012 Annual Testing Presentation, OPRA Request Form, AHERA Annual Notice, and IPM Annual Notice. The main content area has a "Welcome!" message and a "We Are Underway!" section about ground breaking for Sharon Elementary School. There are also "Announcements" and "Headlines" sections on the right side.

Bullying Prevention Programs

- * The school district must annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, parents, law enforcement, and community members.
- * These approaches must be designed to create school-wide conditions to prevent and address HIB.
- The week beginning with the first Monday in October of each year is designated as a “Week of Respect” in the State of New Jersey.



Bullying Prevention Programs (continued)

- School districts must observe the week by providing age-appropriate instruction focusing on preventing HIB.
- * Throughout the school year the school district must provide ongoing age-appropriate instruction on preventing HIB in accordance with NJCCCS.
- Schools must develop a process for discussing the district's HIB policy with students.



Training Staff

- * In-service training on the HIB policy is required for all school employees, contracted employees, and volunteers who have significant contact with students.
- Teachers must complete at least 2 hours of instruction on HIB prevention in each professional development period. (This is in addition to the two hours of instruction in suicide prevention.)



Public Reporting

- * NJ School Report Cards

Report the number and nature of all HIB reports

- * Superintendent to the Board of Education

2 public hearings

- Superintendent to the NJDOE

Report will be used to grade each school for the purpose of assessing its effort to implement policies and programs

The screenshot displays the NJDOE website interface for the 2010-11 School Report Card. The header includes the State of New Jersey logo and the Department of Education name. Navigation tabs for Families, Students, Educators, and Community are visible. The main content area shows the school's name, location, and various performance metrics.

2010-11 SCHOOL REPORT CARD

SCHOOL: Pond Road Middle School
COUNTY: Mercer
DISTRICT: Robbinsville Twp

[District Narrative](#)
[School Profile \(local narrative\)](#)
[NCLB Report](#)
[Guide to Report Card](#)

Length of School Day

Amount of time school is in session on a normal school day.

School	6 hours: 45 minutes
State Average	6 hours: 30 minutes

Instructional Time

Amount of time per day students are engaged in instructional activities.

School	6 hours: 0 minutes
State Average	5 hours: 43 minutes

Student/Computer Ratio

2010-11	School	2.6	State Average	3.6
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Average Class Size

	School	State
Grade 4	25.4	21.2
Grade 5	19.9	21.6
Grade 6	21.4	20.7
Grade 7	22.3	20.5
Grade 8	24.3	20.4
Total School	22.3	19.0

Internet Connectivity

Numbers of instructional, multimedia-capable computers with a manufacture date after July 1, 2007, available for use in supervised instruction.

2010-11	School	352	State Average	352
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Numbers of instructional, multimedia-capable computers with a manufacture date after July 1, 2007, available for instruction at various locations and how many of those computers have a connection to the Internet.

	Computers	Computers Connected to the Internet
Classroom/Instructional	352	352
Library/Media Centers	12	12



www.robbinville.k12.nj.us



Pulling Someone Down Will Never Help You Reach the Top