

Montgomery Township School District

Harassment, Intimidation, and Bullying

Procedures for School Employees, Contracted Service Providers, and Volunteers

"Harassment, intimidation or 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 either 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, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- 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;
- B. has the effect of insulting or demeaning any student or group of students; 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.

Montgomery Township School District employees, contracted service providers and volunteers shall follow the outlined steps in the event of potential HIB incident:

- Report potential incidents of alleged Harassment, Intimidation and Bullying to the Principal on the same day witnessed or informed.
- Submit a Written Report of Alleged HIB to the Principal within two school days of the verbal report. Report form can be found at <http://www.mtsd.k12.nj.us/Page/11753>
- Principal or Principal Designee initiates HIB investigations within one school day of the verbal report
- Principal contacts parents of alleged target(s) and alleged offender(s)
- Investigation is completed no later than 10 school days from the date of the written report of the alleged incident
- Information received after the ten day period may amend the original reports of the results
- Principal submits results of investigation within two school days of completion of investigation
- Superintendent reports the results to the BOE no later than the date of the regularly scheduled BOE meeting following completion of investigation
- Principal provides information about the investigation to parents, including results, within five school days of the BOE meeting
- Parents may appeal decision

Please contact your school's Anti-Bullying Specialists if you have any questions or concerns.

OHES: Christine Buber and Wendy Senatra

VES: Lauren Fornal and Jolene Schantz