

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

REPORTING EXPECTATIONS

KELLY MATTIS, ANTI BULLYING COORDINATOR, MTSD

I. Report Incident to the Principal

- A. Anyone who witnesses an HIB should give a verbal report to Principal same day of incident
- B. Principal determines if at face value the report could be HIB violation based upon the Board Policy and State's definition of HIB
 - a. If yes—refer to school's Anti-Bullying Specialist (ABS) for HIB investigation and administrator investigates Code of Conduct violation, Principal (or designee) notifies parents/guardians of alleged offenders and alleged victims
 - b. If no—document in writing for the file and keep on file, administrator investigates Code of Conduct violation and notifies parents/guardians
- C. Report (available on website)-sent to Principal within 2 days of verbal by the reporter
- D. Principal sends a letter to parents/guardians to supplement phone call

II. Investigation – Anti-Bullying Specialist (ABS)

- A. Principal notifies ABS within one day of getting a report (verbal or written) of HIB incident
- B. ABS—Completes the investigation within 10 school days from date of report and written findings shall be submitted to the principal

III. Actions

- A. The ABS provides the Principal with the findings of the investigation. The Principal then notifies the Superintendent of the ABS's recommendation within 2 days. The Superintendent shall make the final decision regarding "HIB" or "not HIB." The findings of the Superintendent shall be reported to the Board of Education (BOE) at the next meeting.
- B. The ABS will provide the School Safety Team with information about the HIB reports at their next meeting.

IV. Board of Education Report—Monthly or bi-monthly meetings

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

REPORTING EXPECTATIONS

KELLY MATTIS, ANTI BULLYING COORDINATOR, MTSD

- A. Superintendent presents her findings of the cases at the first BOE meeting after the investigation was completed for review—will include school, results, action taken, etc. (no student names are used).
- B. The BOE will affirm the Superintendent's findings at the next meeting.

V. Parent/Guardian Letters After BOE Meetings

- A. Superintendent mails letters to parents of the Accused and the Target, after the first BOE meeting where the BOE reviewed the cases, confirming the results of the investigations. These letters are mailed within 5 school days of the BOE meeting. Parents may request a hearing with the Board to occur within ten days after receiving the letter.
- B. Principal or Vice Principal calls parents to inform them of the outcome of the investigation and explain that they'll receive a letter from the Superintendent
- C. ABS follows up with students to explain the outcome of the investigation
- D. The BOE affirms, rejects, or changes the Superintendent's decision at the following BOE meeting. The Board Secretary notifies the parents in writing of the findings of the BOE.

VI. Public Semi-Annual Report on Investigations, Trainings, and Programs

- A. Two times per year by Superintendent

VII. NJDOE

- A. Will receive information on all incidents of HIB
- B. NJDOE will give each school a HIB grade for compliance with policy and statutes
- C. The grade will be posted on the homepage of each school's website

VIII. School Safety Team—to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school and to address issues such as HIB that affect school climate and culture

- A. Shall meet at least two times per year in each building

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

REPORTING EXPECTATIONS

KELLY MATTIS, ANTI BULLYING COORDINATOR, MTSD

- B. Consist of the principal or designated vice principal and the following appointees of the Principal: a teacher in the school, ABS, parent of a student in the school, other members TBD by the Principal
- C. ABS shall serve as the chair
- D. The School Safety Team shall:
 - a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
 - b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
 - c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
 - d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
 - e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
 - f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13;

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in D. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

IX. Frequently Asked Questions

- A. Where does this information go? Is this record going to follow my child?
 - a. The common college application asks if the student has been suspended
 - b. Names of offenders and victims kept on file at school and will follow to next school upon grade promotion in case patterns emerge
 - c. Names of offenders are reported to the State as part of the mandatory electronic reporting process

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

REPORTING EXPECTATIONS

KELLY MATTIS, ANTI BULLYING COORDINATOR, MTSD

- d. Violations are maintained in the disciplinary record
- B. Can a HIB complaint be made against a staff member?
 - a. Yes, if the alleged victim is a student
 - b. It must be investigated in accordance with the law
 - c. What if the allegation against a staff member proves to be "not HIB" or "yes HIB"?
 - i. There are consequences that can be imposed for making false accusations as a means of retaliation or as a means of HIB (refer to Policy 5512)
 - ii. If findings of the Superintendent prove "not HIB" and there was no evidence to support (i.) above, there are no consequences to the reporter
 - iii. If "HIB," could result in suspension, tenure charges, dismissal