

TOWNSHIP OF UNION PUBLIC SCHOOL DISTRICT HIB INVESTIGATION PROCEDURES

The **investigation procedures** must include a detailed procedure as follows:

- An **initial verbal report** to the school principal on the **same day** as the employee witnesses or receives information regarding any incident.
- The **investigation** must be initiated by the **principal/designee within one school day of the verbal** report of an incident.
- A **follow-up written report**, filed with the school principal, is required by the school employee who witnessed or received information of the HIB incident within **two school days**. A copy of the report must be forwarded to the district superintendent.
- An **investigation must be conducted** by the school anti-bullying specialist; however, the principal may appoint additional personnel to assist in the investigation.
- The **investigation must** be completed within **ten days** from the date of the **written report**. *(However, if information relative to the investigation is anticipated but not yet received by the end of the ten day period, the school anti-bullying specialist may amend the original report with the results of the investigation to reflect this information).*
- The **results of the investigation** must be reported to the superintendent within **two days** of the completion of the investigation.

Student/Parent Rights

The principal must inform the parents or guardian of all students involved in an alleged incident and may discuss counseling and other intervention services. The parents involved are entitled to receive:

- Information including the nature of the investigation
- Whether the district found evidence of HIB
- Whether discipline was imposed or services were provided to address the HIB

A parent may request a hearing before the board after receiving this information. If the parent requests a hearing the board must meet in executive session.

**TOWNSHIP OF UNION PUBLIC SCHOOL DISTRICT
SUPERINTENDENT & BOARD OF EDUCATION
HIB RESPONSIBILITIES**

The superintendent can provide intervention services, establish training programs to reduce HIB, impose discipline, order counseling, or take or recommend other appropriate action.

The superintendent **must report** the investigation **results** to the local **BOE** at the **next meeting**, including information on any service provided, training established, discipline imposed, or other action taken or recommended by the superintendent.

Parents of all parties involved **must be provided notice in writing within five school days after the results** of the investigation are reported to the board.

A **parent may request a hearing** after receiving the information, and the hearing must be held within ten days of the request.

The **BOE must issue a decision**, in writing, affirming, rejecting, or modifying the superintendent's decision at the **next board meeting**. (*The board may hear from the school anti-bullying specialist about the incident, recommendation for discipline or services, and any programs instituted to reduce such incidents.*)

The board's decision may be appealed to the **Commissioner of Education** within **ninety days** after the board's decision.

A parent, student, guardian or organization may still file a **complaint** with the **Division of Civil Rights** within **180 days** of the HIB incident based on membership in a protected group as written in the "Law Against Discrimination."

The law defines HIB as "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 an 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 that takes place on school property, at any school sponsored function, on a school bus, or off school grounds in cases in which a school employee is made aware of such actions." HIB incident(s):

- 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 creating a hostile educational environment for the student.

TOWNSHIP OF UNION PUBLIC SCHOOL DISTRICT

Anti-Bullying Bill of Rights Provisions

School **districts** must establish **bully prevention strategies, programs, and approaches**.

The first Monday in **October** must be established as “**Respect Me**” week with announcements and activities emphasizing inclusion, diversity and self-esteem.

HIB training for administrators, board members, school liaisons to law enforcement and teachers (as part of their two hour training requirement in suicide prevention) must occur. The **name** and **contact information** of the anti-bullying specialist for each school and district anti-bullying coordinator must be posted on the school’s **website**, as well as the school and district’s earned **grade from the DOE for HIB** policies and programs.

The **superintendent** must publicly **report to the BOE, and NJ DOE** information on violence, vandalism and HIB **twice a year**: September 1 through January 1; January 1 through June 30.

The **district anti-bullying** coordinator must meet at least twice/year with school anti-bullying specialists.

An **annual re-evaluation, re-assessment and review** of the district HIB policy must be conducted. Revised policies must be sent to the executive county superintendent of schools within **30 school days** of revision. The first revised policy shall be transmitted to the executive county superintendent by **September 1, 2011**.

TOWNSHIP OF UNION PUBLIC SCHOOL DISTRICT

DR. NOREEN LISHAK, ASSISTANT SUPERINTENDENT OF SCHOOLS **ANTI-BULLYING COORDINATOR**

Responsible for coordinating and strengthening the Township of Union Public School District policies to prevent, identify, and address harassment, intimidation & bullying (HIB).

TOWNSHIP OF UNION PUBLIC SCHOOL DISTRICT

SAFETY TEAM MEMBERS

All members of the team, other than the parent appointed, will review HIB complaints to foster and maintain a positive school climate. The team must identify and address patterns of HIB in the school, review and strengthen school climate and policies of the school in order to prevent and address HIB, and educate the community, students, teachers, staff, and parents on HIB.