



# Harassment Intimidation Bullying

## A Handbook for Parents, Guardians and Students

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**Virginia M. Grossman, Superintendent**  
609-267-2053, extension 1505

**Matthew J. Andris, HIB Coordinator**  
609-267-2722, extension 1004

**Anti-Bullying Specialist and HIB Investigator, Holly Hills Elementary School**  
Danica Carmichael, School Guidance Counselor

**Anti-Bullying Specialists and HIB Investigators, Westampton Middle School**  
Maureen Malecki, School Guidance Counselor

*The Westampton Township School District Harassment Intimidation and Bullying Policy may be found on the district website ([www.WestamptonSchools.org](http://www.WestamptonSchools.org)).*

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## **Harassment, Intimidation and Bullying (HIB) Definition**

Types of Behaviors include:

- Any gestures, or
- Any written, verbal, or physical act, or
- 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 but not limited to cyberspace: Social networking, game sites, "Instagram," etc.)

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 or
- Creates hostile educational environment for student by interfering with student's education or
- Severely or pervasively causing physical or emotional harm to students

## Implementation of the HIB Legislation

### How will the district implement the HIB legislation?

- Anti-bullying assignments (Examples include but not limited to: Character education lessons, social studies assignments on justice, reflections on schools rules, etc.)
- Establishment of Anti-Bullying Coordinator
- Establishment of Anti-Bullying Specialists
- Establishment of School Safety Team

### Investigation procedures

- Detailed, Specific Timelines
- Reports must be made to the **Administrator** on the **same day incident occurs**
- Follow-up written report must be completed within **two (2) school days** of verbal report; written by whomever reports the incident
- **Administrator** must initiate investigation within **one (1) school day** of receiving report
- **Administrator** must contact parents/guardians and inform them about incident within **one (1) school day** of receiving (verbal) report
- Investigation must be conducted by an **Anti-Bullying Specialist**
- **Administrator** 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
- **Administrator** must give report to the Principal within **two (2) school days** of completing the investigation
- **Principal** in collaboration with the administrator must decide actions to be taken. Actions for all parties may include:
  - Intervention services
  - Training programs
  - Impose discipline
  - Order counseling

**Superintendent** signs reports and 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

**Anti-Bullying Teams**

**Westampton Township Public Schools Board of Education**

**Superintendent**

*Virginia M. Grossman*

**Anti-Bullying Coordinator**

*Matthew J. Andris*

**Anti-Bullying Specialists**

*Danica Carmichael*

*Maureen Malecki*

**School Safety Team**

*Superintendent*

*Board Secretary*

*Facility Manager*

*Principals*

*School Guidance Counselor*

*Anti-Bullying Specialists*

## **Anti-Bullying Coordinator Responsibilities**

The District Anti-Bullying Coordinator shall:

- Assign Anti-Bullying Specialist to investigate reports
- 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/Principal, 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/Principal; and
- 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

## **Administrator's Responsibilities**

The administrator shall:

- Initiate the investigation by the Anti-Bullying Specialist
- Assign Anti-Bullying Specialist to investigate reports
- 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
- May appoint others to assist the Anti-Bullying Specialist as needed
- In conjunction with the Anti-Bullying Specialist 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 Administrator 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 Specialists, 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 names, school phone number, address and school email address of the School Anti-Bullying Specialists



## **Anti-Bullying Specialists Responsibilities**

The District Anti-Bullying Specialists shall:

- Initiate the investigation assigned by the Administrator
- Co-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; and
- 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 Superintendent/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; and
- Execute such other duties related to harassment, intimidation, or bullying as requested by the Superintendent/Principal or district Anti-Bullying Coordinator.

## Investigation Flowchart:

