

# Audubon School District

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

### **A Handbook for Staff, Students and Parents**



**District Anti-Bullying Coordinator**

**Audubon School District's Harassment Policy (5512) and regulations may be found on the district website and each school site.**

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## Harassment, Intimidation and Bullying

### Policy Statement

The Audubon School District prohibits acts of harassment, intimidation or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

**For the purposes of this Policy, the term "parent," pursuant to the N.J.A.C. 6 A: 16-1.3, means the natural parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.**

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## Harassment, Intimidation and Bullying (HIB) Definition

### **Types of Behaviors include:**

- Any gesture
- Any written, verbal or physical act
- 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, 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 cyberspace)

### **Must meet with one of the following conditions in addition to causing substantial disruption or interference:**

- Has the effect of insulting or demeaning student or a group of students
- Creates a hostile environment for the student by interfering with the educational process
- Severely or pervasively causing physical or emotional harm to students

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## Implementation of the HIB Legislation

### Anti-Bullying Assignments

- Establishment of a District Anti-Bullying Coordinator
- Establishment of Anti-Bullying Specialists in each school
- Establishment of School Safety Team

### New Investigation Procedures

- Detailed, specific timelines
- Verbal reports must be made to the **Principal/Anti-Bullying Specialist** on the **same day incident occurs**
- Follow-up written report must be completed within **two (2) school days** of verbal report; written by whoever reports the incident
- **Principal/Anti-Bullying Specialist** must initiate investigation within **one (1) school day** of receiving verbal report
- **Principal/Anti-Bullying Specialist** must contact parents/guardians and inform them about incident within **one (1) school day** of receiving verbal report
- Investigation must be conducted by **Anti-Bullying Specialist**
- **Principal** may appoint others to assist
- Investigation must be completed as soon as possible; no later than **ten (10) school days** from date of written report
- **Principal/Anti-Bullying Specialist** must give report to Superintendent within **two (2) school days** of completing the investigation
- **Superintendent**, in collaboration with principal, must decide actions to be taken:
  - Intervention services
  - Training programs
  - Impose discipline
  - Order counseling
- **Superintendent** reports results of the investigation to the Board of Education at the first Board meeting following completion of the investigation

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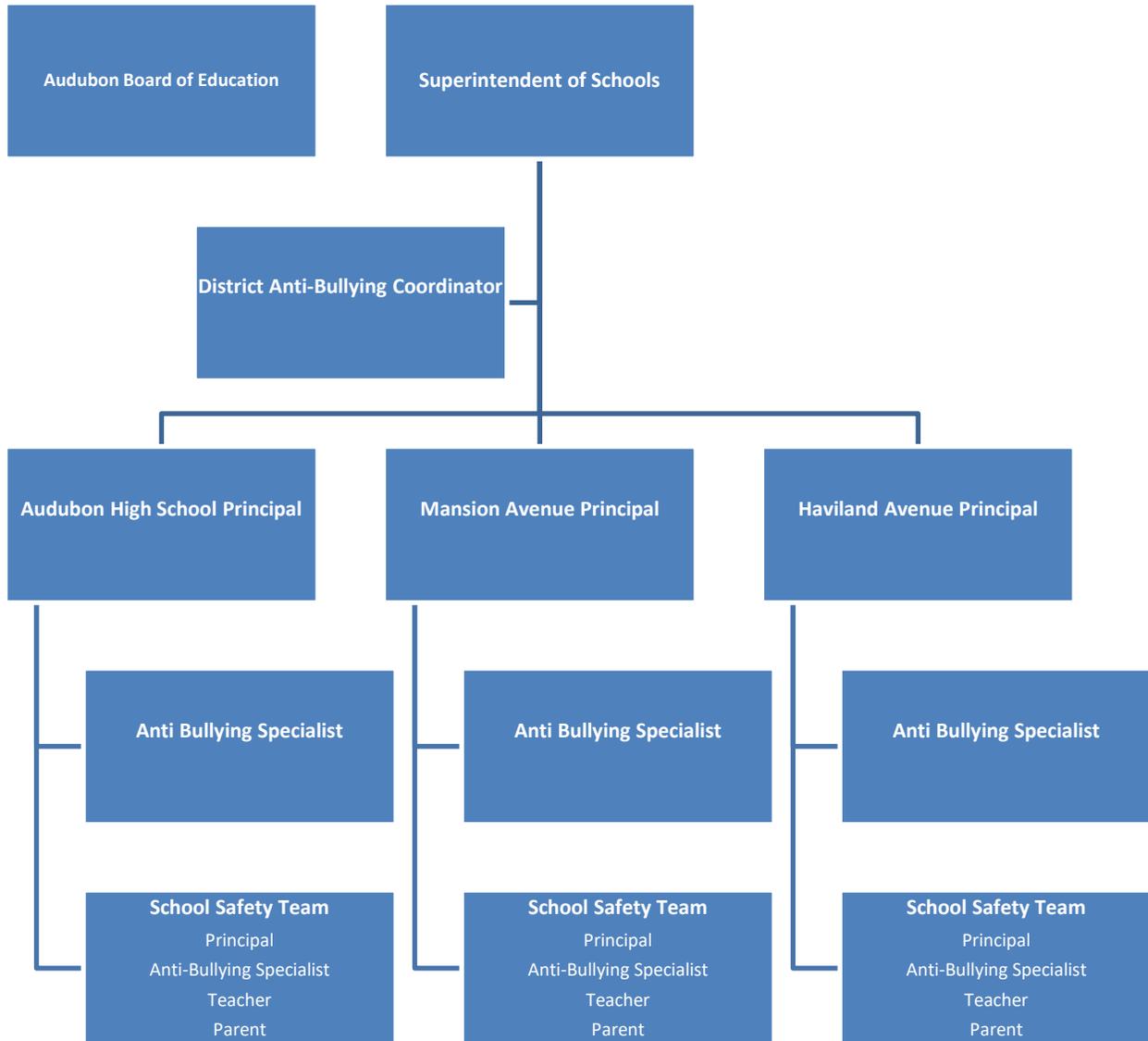
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## **Due Process Rights for Alleged Accused and Alleged Victim(s)**

- 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

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## Anti-Bullying Organizational Chart



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## Anti-Bullying Coordinator Responsibilities

### The District Anti-Bullying Coordinator shall:

- Be responsible for coordinating and strengthening the school district's policies to prevent, identify and address harassment, intimidation or bullying of students
- Collaborate with Anti-Bullying Specialists in the district, the Board of Education and the Superintendent to prevent, identify and respond to harassment, intimidation or bullying of students in the district
- Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation or bullying of students
- Execute such other duties related to school harassment, intimidation or bullying as requested by the Superintendent
- 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

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## Principal's Responsibilities

### The Principal shall:

- Initiate the investigation by the Anti-Bullying Specialist
- Contact parent(s)/guardian(s) to 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 – this may include training, discipline actions, counseling or intervention programs
- Be an active participant in the School Safety Team
- Proceed in accordance with the Student Code of Conduct
- Submit appropriate reports to the Superintendent
- Provide training on the School HIB Policy to employees, contracted service providers and volunteers who have significant contact with students
- Shall annually conduct a reevaluation, reassessment and review of the HIB Policy with input from the School's Anti-Bullying Specialist, 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 name, school phone number, address and school e-mail address of the School Anti-Bullying Specialist

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## **Anti-Bullying Specialist Responsibilities**

### **The School Anti-Bullying Specialist shall:**

- 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-Bullying Coordinator
- Meet at least twice a 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

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## School Safety Team Responsibilities

### The 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 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 students
- Educate the community, including students, teachers, administrative staff and parents to prevent and address harassment, intimidation or bullying of students
- Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the 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
- Execute such other duties related to harassment, intimidation or bullying as requested by the Principal or District Anti-Bullying Coordinator

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## Investigation Flowchart



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## Reporting Form for Harassment, Intimidation and Bullying

AUDUBON SCHOOL DISTRICT

Please Select School

AHS       MAS       HAS

### Harassment/Intimidation/Bullying (HIB) Initial Reporting Form

MUST BE SUBMITTED WITHIN 2 DAYS OF INCIDENT

**Instructions:** Double-click on text boxes to enter information and use the drop-down menus where it states "Select." For checkboxes, simply check the appropriate box(es).

Date of Report: Select Month    Select Day ,    Select Year

Time of Report: Select Hour:    Select minute range    Select AM or PM

Reported By:    LAST NAME, FIRST NAME      Select designation

Person(s) who allegedly committed the HIB-related behavior:

LAST NAME, FIRST NAME      Select Grade Level

Recipient(s) of the HIB-related behavior (complete appropriate number below):

LAST NAME, FIRST NAME      Select Grade Level

### INFORMATION PROVIDED BY VICTIM(S)

#### BEHAVIORAL OBSERVATION

Check all behavior experience by the victim(s):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> cyber-related         | <input type="checkbox"/> kicking             | <input type="checkbox"/> spitting         |
| <input type="checkbox"/> embarrassing          | <input type="checkbox"/> pinching            | <input type="checkbox"/> spreading rumors |
| <input type="checkbox"/> eye rolling/gesturing | <input type="checkbox"/> pushing             | <input type="checkbox"/> stalking         |
| <input type="checkbox"/> hurtful graffiti      | <input type="checkbox"/> restraining         | <input type="checkbox"/> staring          |
| <input type="checkbox"/> hurtful name calling  | <input type="checkbox"/> sending nasty notes | <input type="checkbox"/> stealing         |
| <input type="checkbox"/> hurtful teasing       | <input type="checkbox"/> slapping            | <input type="checkbox"/> threats          |
| <input type="checkbox"/> insulting remarks     | <input type="checkbox"/> socially excluding  | <input type="checkbox"/> tripping         |

Provide details of behavioral observation:

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Check all actual or perceived characteristics that were or may have been motivational factors in the alleged HIB incident:

- |  |   |
|--|---|
| <input type="checkbox"/> ancestry                                | <input type="checkbox"/> national origin              |
| <input type="checkbox"/> color                                   | <input type="checkbox"/> race                         |
| <input type="checkbox"/> gender                                  | <input type="checkbox"/> religion                     |
| <input type="checkbox"/> gender identity and expression          | <input type="checkbox"/> sexual orientation           |
| <input type="checkbox"/> mental, physical, or sensory disability | <input type="checkbox"/> other (please explain below) |

If you checked “other” above, please provide a written explanation:

Location of the alleged HIB incident. Check and complete all that apply and provide detailed explanation below:

- |  |   |
|--|---|
| <input type="checkbox"/> auxiliary gym | <input type="checkbox"/> locker room                        |
| <input type="checkbox"/> bathroom      | <input type="checkbox"/> main gym                           |
| <input type="checkbox"/> bus           | <input type="checkbox"/> off school grounds                 |
| <input type="checkbox"/> cafeteria     | <input type="checkbox"/> school grounds/outside of building |
| <input type="checkbox"/> classroom     | <input type="checkbox"/> school-sponsored event             |
| <input type="checkbox"/> cyber-related | <input type="checkbox"/> stairwell                          |
| <input type="checkbox"/> hallway       |   |

Provide a detailed explanation of location in the below area:

Answer the following:

1. Approximately how long has the alleged HIB-related behavior been occurring?
2. List below any person(s) you know or have reason to believe may have relevant information and indicate if they are a student, parent, staff member, or other.  
LAST NAME, FIRST NAME      Select designation

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## Student Harassment, Intimidation and Bullying (HIB) Contract & Parent/Guardian Agreement

*Please check the school your child is enrolled:*

Audubon High School     Mansion Avenue School     Haviland Avenue School

Student's Name: \_\_\_\_\_  
(print)

Grade: \_\_\_\_\_  
(current)

Parent/Guardian Name: \_\_\_\_\_  
(print)

Directions: Please read the Parent/Guardian HIB Handbook and the District Harassment, Intimidation and Bullying Policy. Discuss the contents with your child. This agreement is in partnership with the Audubon School District's Harassment, Intimidation and Bullying Policy 5512, which can be found on the school district's webpage under HIB ([www.audubonschools.org](http://www.audubonschools.org)).

Parent/Guardian: By signing below, I certify that:

- I have read the Harassment, Intimidation and Bullying Policy and Regulations 5512 and understand their significance
- I have discussed the policy, regulations and handbook with my child
- I understand the Harassment, Intimidation and Bullying Policy will be fully enforced in all schools in the district
- I understand how to report an incident of Harassment, Intimidation and Bullying and the process that needs to be followed
- I understand the Due Process Rights for All Accused and Alleged Victim(s)

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Student: By signing below I certify that:

- I have read the Harassment, Intimidation and Bullying Policy, Regulations and Handbook or have them had read to me and understand their significance
- I have discussed the Harassment, Intimidation and Bullying Policy, Regulations and Handbook with my parents/guardians
- I understand and agree to abide by the rules stated in the Harassment, Intimidation and Bullying Policy, Regulations and Handbook
- I know that if I am an offender of harassment, intimidation or bullying and violate this contract disciplinary actions listed in the policy may be taken against me

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date