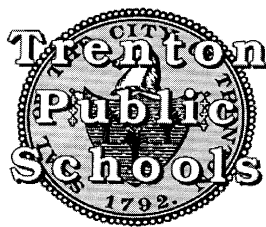


Harassment, Intimidation, and Bullying (HIB)



Reporting, Investigating, Responding (RIR)

Everene D. Downing, Director/District Anti-Bullying Coordinator
Raymond Broach, Interim Superintendent of Schools

2011-12 Publication



TRENTON BOARD OF EDUCATION
Harassment, Intimidation, and Bullying (HIB)

Reporting, Investigating, Responding (RIR)

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TRENTON BOARD OF EDUCATION

Harassment, Intimidation, and Bullying (HIB)

Purpose Statement

To provide guidance in the implementation of policies and procedures regarding Harassment, Intimidation, and Bullying (HIB) behavior in schools in accordance with (*P.L. 2010, Chapter 122*)

Policy Statement

The Trenton Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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 (TBOE Policy 5512.01).

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

Students are expected to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct. Standards for student behavior are developed to produce an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The district believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent or remediate student conduct problems and foster students' abilities to grow in self-discipline.



Harassment, Intimidation, and Bullying (HIB)

Definition

P. L. 2010, CHAPTER 122, Assembly, No. 3466 (corrected copy) approved January 5, 2011 and as used in this act:

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

“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:

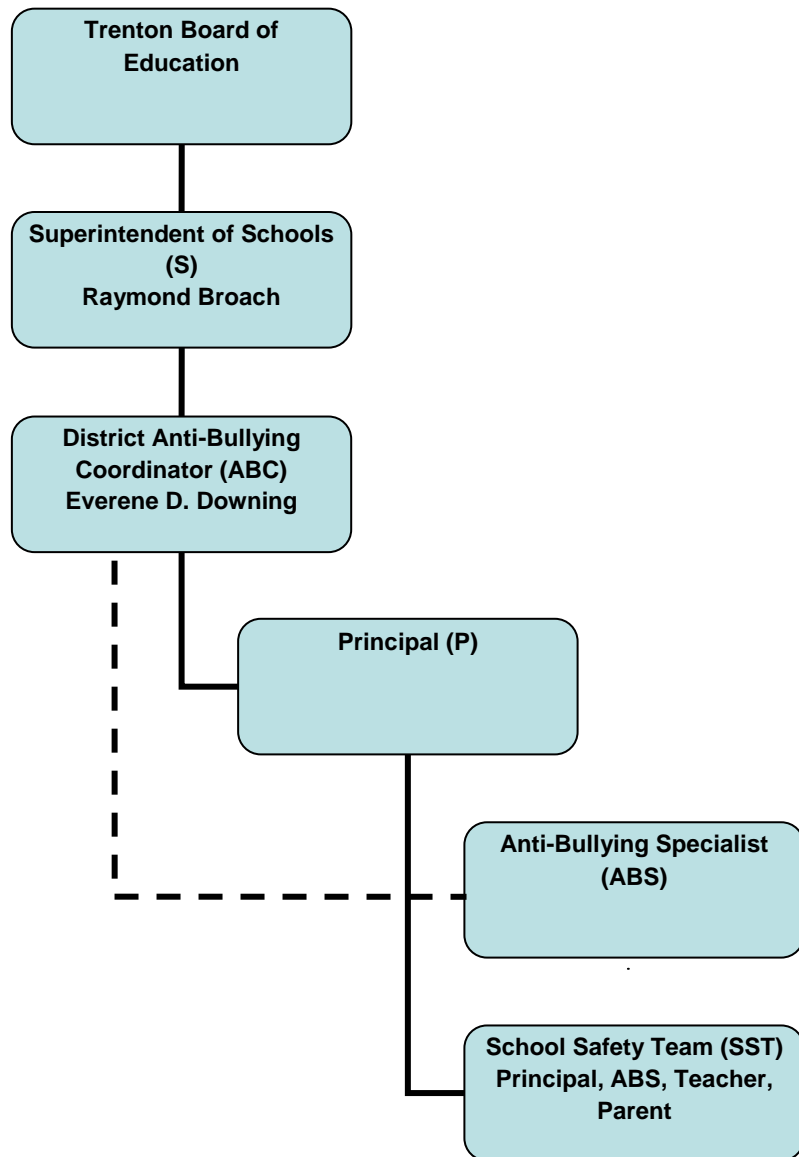
1. Reasonably perceived as being motivated either by any actual or perceived characteristic, such as:
 - race,
 - color,
 - religion,
 - ancestry,
 - national origin,
 - gender,
 - sexual orientation,
 - gender identity and expression, or
 - a mental, physical or sensory disability, or
 - by any other distinguishing characteristic; and that
2. Takes place on school property, at any school-sponsored functions, on a school bus, or off school grounds, and that
3. 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; or that
 - b. has the **effect of insulting or demeaning** any student or group of students in such a way as to **cause substantial disruption** in, or **substantial interference** with, the orderly operation of the school; or
 - c. **creates a hostile educational environment** at school for the student; or
 - d. **infringes on the rights of the student at school** by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.



TRENTON BOARD OF EDUCATION

Harassment, Intimidation, and Bullying (HIB)

HIB Organizational Chart





**Harassment, Intimidation, and Bullying (HIB)
District HIB Support Staff
SCHOOL ANTI-BULLYING SPECIALISTS**

SCHOOL	STAFF NAME	POSITION	TELEPHONE
Cadwalader ES	Linda Wyatt-Simpson	School Counselor	609-656-4660, ext 2125
Columbus ES	Ellen Decker	School Counselor	609-656-4690, ext 4696
Franklin ES	Schaeffona Robinson- Gentry	School Counselor	609-656-4720, ext 4722
Grant ES	Regine Pitts-Ramsey	School Counselor	609-656-4730, ext 4732
Gregory ES	Shavonne D. Carter	School Counselor	609-656-4740, ext 2545
Hedgepeth-Williams MS	Beth Lynn	School Disciplinarian	609-656-4760, ext 4762
Hedgepeth-Williams MS	Susan Scully	Teacher	609-656-4760, ext 4762
Hedgepeth-Williams MS	Andrea Bloom	Teacher	609-656-4760, ext 4762
Hedgepeth-Williams MS	Mark Bekarciak	Teacher	609-656-4760, ext 4762
Hill ES	Sheree Dublin	School Counselor	609-656-4980, ext 4977
Hill ES	Beverly Smith	School Counselor	609-656-4980, ext 3925
Jefferson ES	Latanya Barrett	School Counselor	609-656-4790, ext 2733
Kilmer	Stacy Weiss	School Counselor	609-656-4800, ext 2807
King ES	Marsha Martin	School Counselor	609-656-4791, ext 5808
King ES	Victoria Cohn	School Counselor	609-656-4791, ext 5809
Monument	Barbara Wolfson	School Counselor	609-656-4820, ext 4828
Monument	Dana Williamson	Vice Principal	609-656-4820, ext 2921
Mott ES	Donna Miller	School Counselor	609-656-4830, ext 4838
Mott ES	Terri Martynenko	School Nurse	609-656-4830, ext 4834
Parker ES	Josephine Estrada	Vice Principal	609-656-4880, ext 4833
Parker ES	Gloria Lituma	Teacher	609-656-4880, ext 4833
Parker ES	Sharon Graves	Teacher	609-656-4880, ext 3310
Robbins ES	Brian L'Oiseau	School Counselor	609-656-4910, ext 3413
Stokes ES	Don Dixon	Teacher	609-656-4923, ext 4923
Washington ES	Harvey Chanin	School Counselor	609-656-4960, et 4959
Washington ES	Donna Lombardo	Teacher	609-656-4960, et 4959
Wilson ES	Carol Frehafer	Teacher	609-656-4970, ext 4964
Wilson ES	Fran Willever	Librarian	609-656-4960, ext 3808
Dunn MS	Sandra Simpson	School Counselor	609-656-4700, ext 4709
Rivera Learning Comm	John Logan	CST Social Worker	609-656-4840, ext 3240
DLTL HS	Ronald Edwards	Vice Principal	609-656-4850, ext 2016
DLTL HS	Rosa Ortega	Social Worker	609-656-4850, ext 4853
TCHS Chambers	Ralphiel Mack	Social Worker	609-278-7260, ext 7410
TCHS Chambers	Jermaine Kamau	Vice Principal	609-278-7260, ext 7272
TCHS West	Lawrence Parker	Vice Principal	609-656-4770, ext 4773
TCHS West	LaShon Encarnacion	Disciplinarian	609-656-4770, ext 4772
TCHS West	James Garvin	Disciplinarian	609-656-4770, ext 4772
District Level Coordinator	Everene D. Downing	Director	609-656-4900, ext. 5769



TRENTON BOARD OF EDUCATION *Harassment, Intimidation, and Bullying (HIB)*

Implementing NJ HIB Regulation

Anti-bullying staff assignments

- Superintendent appoints **District Anti-Bullying Coordinator (ABC)**
- Principals appoint **Anti-Bullying Specialists (ABS)** in each school
- Principals appoint **School Safety Team (SST)** in each school

Expanded investigation procedures-detailed, specific timelines

- Verbal report must be made to **Principal** on the same day incident occurs
- Follow-up written report (Part I: HIB Initial Report) must be completed within two (2) school days of verbal report by **person reporting the incident or by the principal**; ABS is not able to assist with completing Part I: HIB Initial Report
- **Principal** must initiate review of allegation within one (1) school day of receiving verbal report
- **Principal** must contact parents/guardians and inform them about allegation within one (1) school day of receiving verbal report
- **Principal** will review the written Part 1 form with the ABS to initiate the investigation; the Principal may appoint others to assist with the investigation
- **ABS** will complete investigation and respond using the Part 2: HIB Investigation as soon as possible; but, no later than ten (10) school days from date of the receipt of Part 1
- **Principal** must submit a comprehensive report to the Superintendent and ABC within two (2) school days of completion of the investigation
- **The Principal's HIB Report** to the Superintendent and ABC will include HIB Report Parts 1, 2, 3, 4, and 5.
- **Superintendent and Anti-Bullying Coordinator** will review and accept or modify administrative response to HIB behavior:
 - Provide intervention service
 - Schedule training program
 - Impose discipline
 - Conduct counseling

Reporting to the Board of Education

- **Anti-Bullying Coordinator** reports the administrative responses to HIB findings to the Trenton Board of Education (TBOE) during a meeting

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

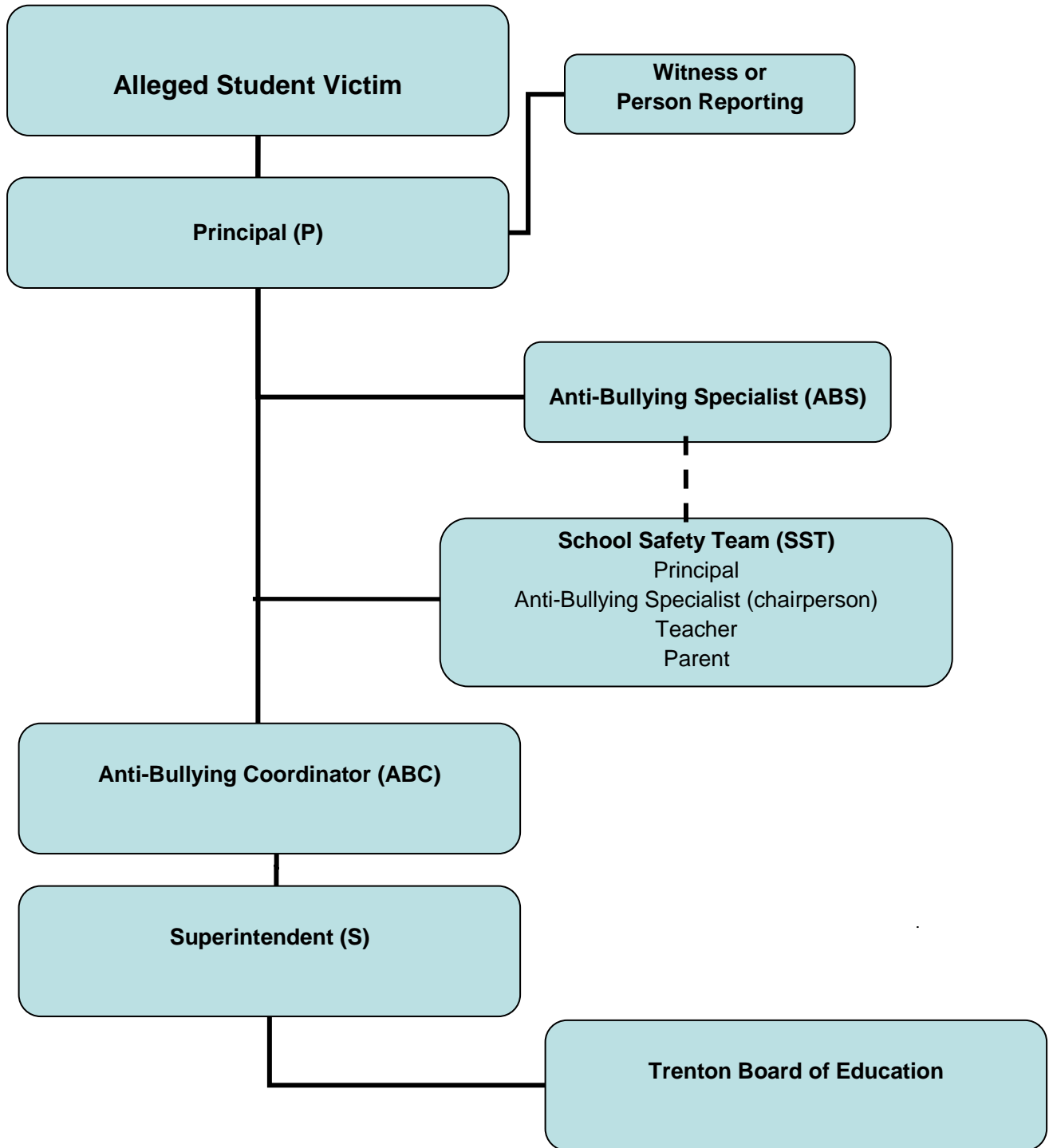
Parents of all parties involved have the right to receive information – includes parents of alleged victim and alleged bully. HIB Parent Report includes allegations and findings.

- The Principal will provide Parent Report to both parties within **five (5) school days** after the results of the investigation and Comprehensive Report Parts I – V are submitted to the Superintendent and ABC.
- Parents may submit to the ABC a written request for an appeal hearing after the meeting of the Board; TBOE must provide a hearing within **ten (10) school days** of the request.
- Board must issue a decision in writing at the **first board meeting** following the appeal hearing
- The Board's decision may be appealed to the **Commissioner of Education** within 90 days pursuant to law and regulation.
- 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



TRENTON BOARD OF EDUCATION
Harassment, Intimidation, and Bullying (HIB)
HIB Process Chart

Key: S-Superintendent P-Principal ABC-Anti-Bullying Coordinator
ABS-Anti-Bullying Specialist SST-School Safety Team





TRENTON BOARD OF EDUCATION
Harassment, Intimidation, and Bullying (HIB)

Anti-Bullying Coordinator Responsibilities

The District Anti-Bullying Coordinator (ABC) shall: (DISTRICT LEVEL)

- A. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils.
 - 1. Meet at least annually with school and district leaders to review policy and regulations.
 - 2. Disseminate HIB reporting, investigation, and response guidelines and forms.
 - 3. Develop a budget to carry out district HIB training, interventions, and coordination
- B. Collaborate with district HIB team and school level Anti-Bullying Specialists, and the Superintendent to prevent, identify, and respond to incidents of harassment, intimidation, or bullying of students in the district.
 - 1. Disseminate list of Anti-Bullying Specialists at each school and post on the district web page.
 - 2. Disseminate any HIB policy and procedures updates.
 - 3. Provide professional development workshops relating to HIB policy, programs, and suicide prevention.
- C. Report data, as submitted from each building principal, in collaboration with the Superintendent, to the Trenton Board of Education and NJ Department of Education regarding harassment, intimidation, or bullying of pupils.
 - 1. Utilize PowerSchool (district student data system) when accessible to report, maintain and retrieve HIB incident data.
 - 2. Conduct analysis of HIB data and develop recommendations with District Safety Team for HIB.
 - 3. Report data to superintendent each semester.
 - 4. Report data to NJDOE annually.
- D. Execute such other duties related to student harassment, intimidation, or bullying as requested by the Superintendent; and
- E. Meet at least quarterly during the school year as a group 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.
 - 1. Disseminate annual meeting schedule.
 - 2. Review policies and procedures to ensure compliance and bully-free schools and classrooms.
 - 3. Develop programs and budget to address requirements of ABR and district policy and regulations.



TRENTON BOARD OF EDUCATION
Harassment, Intimidation, and Bullying (HIB)

Principal Responsibilities

The principal of each school shall:

1. Appoint at least one to two Anti-Bullying Specialists (ABS) for the school who will carry out the duties of lead investigator;
Appoint a minimum of two Anti-Bullying Specialists (ABS) who will carry out the duties of lead investigator in schools housing grades K-8, 6-8, and 9-12
2. Take sufficient action to minimize or eliminate the harassment, intimidation, or bullying of students
3. Receive initial verbal report of incident and written follow-up
4. Review written report and HIB definition with ABS to initiate investigation
5. Submit to Superintendent written reports of and response to incidents of HIB
6. Document contact all contacts related to HIB incident
7. Contact parent(s)/guardian(s), of victim and offender, and inform them of the alleged incident
8. Keep abreast of the situation and be responsible for reporting, investigation, and response
9. Keep in close contact with the Anti-Bullying Specialist
10. Appoint others to assist the Anti-Bullying Specialist
11. 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, disciplinary actions, counseling or intervention programs, and allocation of corresponding budget
12. Attend and participate during each School Safety Team meeting and training
13. The Principal shall follow District Code of Student Conduct and report Student Suspensions and incidents of Violence, Vandalism, Substance Abuse, and HIB using established procedures
14. Submit VV-SA Incident Reports to the Superintendent and Anti-Bullying Coordinator
15. Maintain copies of any report prepared during an investigation of an incident of harassment, intimidation, or bullying on file in the principal's office for 360 days from the date of the initial report
16. Provide HIB policy training to employees, contracted service providers, and volunteers who have significant contact with pupils, including suicide prevention, HIB prevention and district HIB policy
17. Shall annually conduct a reevaluation, reassessment, and review of the implementation 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.
18. Post prominently in the school and on the school website the name, school phone number, address and school email address of each Anti-Bullying Specialist
19. Submit all data and reports to district Anti-Bullying Coordinator
20. Distribute Code of Student Conduct, Student HIB Contract and Parent/Guardian HIB Agreement to all students each year during the first marking period and ongoing as appropriate



TRENTON BOARD OF EDUCATION
Harassment, Intimidation, and Bullying (HIB)

Anti-Bullying Specialist Responsibilities

The School Anti-Bullying Specialist shall:

1. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21 and appoint a recorder for each meeting.
2. Lead the investigation of incidents of harassment, intimidation, or bullying in the school as initiated and supported by the building principal
3. Collaborate with school principal to support efforts for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school
4. Participate in professional development including suicide prevention, HIB prevention, and knowledge and understanding of ABR and district policy
5. Execute other duties related to school harassment, intimidation or bullying as requested by the principal and/or the Anti-Bully Coordinator, including school level training coordination, program development including corresponding annual budget allocation
6. Meet not less than quarterly during a school year with the district 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 (SST) Responsibilities

School Safety Team shall:

1. Receive during SST meetings outcomes, pursuant to regulations, of any allegations of harassment, intimidation, or bullying of pupils that have been reported to the Principal
2. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school during reevaluation and review of the implementation procedures
3. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils through promoting implementation of character education and school-wide behavior support
4. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils (parent liaison, PTO/PTA meetings) and report annually
5. 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
6. 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
7. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.
8. Shall meet quarterly during the school year.



TRENTON BOARD OF EDUCATION
Trenton, New Jersey

Harassment, Intimidation, and Bullying (HIB)

HIB Student Contract and HIB Parent/Guardian Agreement

Student's Name _____ Grade _____
(print)

Parent/Guardian Name _____
(print)

Home Address _____ Phone _____
(print)

Please read the Student Code of Conduct and the District Harassment, Intimidation and Bullying Policy. Discuss the contents with your child. District policy and regulation can be found on the school district's home page under Board Policies (www.trenton.k12.nj.us).

Parent/Guardian:

By signing below, I certify that:

- I have read the Harassment, Intimidation and Bullying Student Contract and Parent/Guardian Agreement.
- I have discussed the agreement and definition of Harassment, Intimidation and Bullying with my child.
- I understand the Harassment, Intimidation, and Bullying Policy will be fully enforced in all schools in the district.
- I understand that an incident of Harassment, Intimidation and Bullying is to be reported to the school building principal.
- I understand the Due Process Rights for Victim(s) and Offenders (s).

Parent Name (please print)

Signature

Date

Student:

By signing below I certify that:

- I have read and/or listened to the Harassment, Intimidation and Bullying Student Contract and Parent/Guardian Agreement.
- I have discussed the Harassment, Intimidation and Bullying Student Contract and Parent/Guardian Agreement with my parents/guardians.
- I have reviewed and understand the definition of Harassment, Intimidation and Bullying.
- I understand and agree to refrain from behaviors that represent incidents of Harassment, Intimidation and/or Bullying.
- I understand that behaviors of Harassment, Intimidation and Bullying are unacceptable and if such behavior is demonstrated a consequence will be imposed.

Student Name (please print)

Signature

Date



Harassment, Intimidation, and Bullying (HIB) REPORTING, INVESTIGATING, AND RESPONDING TIMELINES

STEP	DESCRIPTION	TIMELINE	STEP	DESCRIPTION	TIMELINE
1	Act of alleged HIB reported verbally to Principal on the same day witnessed OR Principal receives report in other mode	Begin	2	By telephone, Principal informs parents/guardians of all students alleged to be involved, both victim (s) and offenders (s)	Same day allegation received OR next school day
3	Principal initiates investigation by: -reviewing initial report and assigning ID# -assigns Anti-Bullying Specialist (ABS) . When classified student contact case manager to consider manifestation of disability conference; however investigation continues.	Within 1 day of initial report	4	Principal receives HIB Initial Report from original reporter OR Principal develops written report based on verbal report. Principal maintains a HIB School Log of the initial report and progress of the investigation	Within 2 days of the verbal report or report in other mode
5	Principal provides letter to parents/guardians of all students involved	Upon receipt of written report	6	Investigation completed ASAP; consequences and remedial measures implemented in a timely manner by principal, as per existing district policies	Day 12 or 10 days from written report
7	Anti-Bullying Specialist issues and signs the HIB Investigation Report. Principal reviews and signs the report. ABS may issue an amended report if pending information is gathered after the 10-day period.	Day 13	8	Principal completes HIB Intervention, Administrative Response and Parent Report to be submitted to the ABC and Superintendent of Schools	Within 2 days of completion of investigation
9	Principal issues post-investigation Parent Report to parent/guardian of all students involved. This letter pursuant to ABR includes the motivation of HIB behavior, finding of evidence, any corrective action, and services provided to address HIB.	Within 2 days of completion of investigation	10	Principal signs Administrative Response ; completes Principal's HIB School Log; and submits to ABC the Comprehensive HIB Report: Part 1, Part II, Part III, Part IV, and Part V.	According to Board Agenda Timelines
11	Anti-Bullying Coordinator reviews Comprehensive HIB Report for compliance with TBOE Policy and NJ ABR. ABC meets with Superintendent and prepares Presentation Report for the Board of Education (included in agenda packet)	According to Board Agenda Timelines	12	Superintendent approves and signs the Superintendent's HIB Report ; may decide to modify Administrative Response. Anti-Bullying Coordinator reports to the Board of Education any updates including services, training, HIB trend data or other recommendations of the Superintendent	According to Board Agenda Timelines At NEXT Board Meeting
13	Upon receipt of parent/guardian written request for a hearing before the Board of Education, a Board meeting will be convened.	Within 10 days of receipt of the written request for a hearing	14	The Board shall meet in executive session with testimony from School ABS and principal as appropriate about the Comprehensive HIB Report	At the requested Board hearing
15	The Board President issues and signs the Board of Education Hearing Decision ; following Board approval, the decision is provided to the parent/guardian. The Board's decision may be appealed to the Commissioner of Education within 90 days pursuant to law and regulation. A parent/guardian, student, or organization may file a complaint with the Div. on Civil Rights within 180 days based on membership in a protected group (P.L. 1945,c.169(C.10:5-1et seq.).	At NEXT Board Meeting after hearing	16	Two times a year, the Anti-bullying Coordinator reports to the Board of Education also using the Semi-Annual Report (EVVRS)- on all acts of harassment, intimidation, or bullying which occurred during the previous (i.e., September 1 to January 1; January 1 to June 30 as recorded in EVVRS) reporting period.	At the February or October Board meeting.



Harassment, Intimidation and Bullying (HIB) Definition Checklist

Bullying, harassment, and intimidation means intentional behavior that is verbal, physical, or written (including electronic) and that creates a hostile environment and substantially interferes with educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is motivated by an orientation, gender identity, religion or disability, or is threatening or seriously intimidating.

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 causes physical or emotional harm to students

Motivation for HIB behavior was:

- An actual characteristic, or
- A perceived characteristic that targeted at least one of the following protected categories
 - race color religion ancestry national origin
 - gender sexual orientation gender identity and expression
 - disability – (check one): mental physical sensory
 - other distinguishing characteristic (specify): _____

Type of behavior that was intentional:

- A gesture
- A written statement
- A verbal act
- A physical act
- An electronic communication

Location of Incident:

- On school property
- At school sponsored function
- On a school bus
- Off school grounds (specify) _____
- Cyberspace

Incident was:

- A single incident, or
- A series of incidents

TIP TO DETERMINE DIFFERENCE BETWEEN CONFLICT AND HIB

CONFLICT IS:

- Mutually competitive, opposing action or engagement
- Includes disagreements, arguments, and fights
- A normal part of growing up and of life

HIB IS:

- HIB is one-sided
- One or more students are victims of aggression
- The intent is to physically or emotionally hurt



5210 - _____ - _____ - _____ - _____
District- School Code - Month - Year Report Number

PART I: Harassment, Intimidation, and Bullying (HIB) INITIAL REPORT

This form is to be confidentially maintained in accordance with the Family Education Rights and Privacy Act

(Person Reporting or Principal To Complete All blanks)

Directions: Bullying, harassment, or intimidation are serious and are unacceptable behavior. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus, or on the way to and/or from school*, in the current school year. If you are a student victim, the parent/guardian of a student, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

SECTION I: GENERAL INFORMATION

TODAY'S DATE _____ SCHOOL _____

DATE OF ALLEGED INCIDENT _____ TIME OF ALLEGED INCIDENT _____

NAME OF PERSON REPORTING INCIDENT _____

ROLE OF PERSON REPORTING: _____ Student Victim _____ Student Witness or Bystander _____ Parent _____ Staff

Name of Student Victim _____ **Age** _____ **Grade** _____

SECTION II: Name (s) of alleged offenders(s)

NAME OF STUDENT (S) OR PERSON (S) IDENTIFIED AS EXHIBITING HIB BEHAVIOR:

1. _____ Grade or Classroom _____
2. _____ Grade or Classroom _____
3. _____ Grade or Classroom _____

SECTION III: THE ACTUAL OR PERCEIVED CHARACTERISTICS THAT YOU IDENTIFY AS MOTIVATIONAL FACTORS IN THE ALLEGED BULLYING INCIDENT (choose all that apply)

- Race Color Religion Ancestry National Origin Gender
- Sexual Orientation Gender Identity and Expression Mental or Physical or Sensory Disability
- Other Distinguishing Characteristic (identify) _____

SECTION IV: LOCATION OF THE ALLEGED INCIDENT OR HIB BEHAVIOR

- School Property—Specify _____
- School Bus—Specify _____
- School Sponsored Function—Specify _____
- Off School Grounds—Specify _____
- Cyberspace, Electronic Communications —Specify _____

SECTION V: MODE OF THE ALLEGED INCIDENT OR HIB BEHAVIOR

- Gesture Written Physical act Verbal Electronic communication

What did the alleged offender (s) say or do?

Attach a separate sheet if necessary



5210 - _____ - _____ - _____ - _____

District- School Code - Month - Year Report Number

PART I: Harassment, Intimidation, and Bullying (HIB) INITIAL REPORT

SECTION VII: IDENTIFY HARM THAT WAS OR MAY HAVE BEEN CAUSED

- Substantial disruption of orderly operation of school or
- Substantial interference with rights of others; and
- Physical or emotional harm to a student
- Insulting or demeaning to a student
- Damage to a student's property
- Hostile educational environment created for the student by interfering with learning and study
- Severely and pervasively interferes with a student's education

SECTION VIII: WHY DID THE HIB INCIDENT OCCUR?

Additional sheets attached for nature of allegation (circle one) YES or NO

Did a physical injury result from this incident? Check appropriate blank

_____ No _____ Yes, but injury did not require medical attention _____ Yes, injury did require medical attention

Was victim absent from school as a result of the incident? _____ No _____ Yes If Yes, how many days? _____

Did a psychological injury result from this incident? Check appropriate blank

_____ No _____ Yes, but services have not been sought _____ Yes, and services have not been sought

Is there any additional information you would like to provide? _____



5210 - _____
District- School Code - Month - Year Report Number

PARTII: Harassment, Intimidation, and Bullying (HIB) INITIAL REPORT

SECTION IX: WITNESS INFORMATION

A. Indicate how you learned that a student may have been the victim of harassment, intimidation, or bullying:

_____ Witnessed incident _____ Informed by alleged victim

_____ Informed by other person (identify if student, parent, other and list below or attach list)

_____ student parent staff other role (_____)

_____ student parent staff other role (_____)

_____ student parent staff other role (_____)

B. List below any person who you know or have reason to believe may have relevant information and indicate if student, parent, staff member or other:

_____ student parent staff other role (_____)

_____ student parent staff other role (_____)

_____ student parent staff other role (_____)

SECTION X: CERTIFICATION OF INFORMATION (ABR imposes consequences and remedial action for a person found to have falsely accused another as a means of retaliation or as a means of harassment, intimidation or bullying)

I certify the information contained in this report is accurate and true to the best of my knowledge.

Person Reporting HIB (Please Print)	Signature	Date Submitted
-------------------------------------	-----------	----------------

DO NOT WRITE BELOW THIS LINE.

HIB INCIDENT SCHOOL NUMBER (assigned by principal): _____

Receiving Principal Name (Please Print)	Principal's Signature	Date Received
---	-----------------------	---------------

Receiving ABS Name (Please Print)	ABS Signature	Date Received
-----------------------------------	---------------	---------------

PART II: Harassment, Intimidation, and Bullying (HIB) SCHOOL INVESTIGATION
This form is to be confidentially maintained in accordance with the Family Education Rights and Privacy Act
ABS or Principal To Complete All Blanks

SECTION I:
School Personnel Completing Form _____ Position _____

Today's date ____/____/____ **Trenton Public School District** School _____

PERSON WHO MADE INITIAL REPORT (Name/Title) _____
 Telephone _____ - _____ - _____ Email _____
 Check on the appropriate line: _____ Student _____ Bystander _____ Parent/Guardian _____ School staff member

Name of student victim _____ Student ID# _____ Age _____
 Days absent due to incident _____ Date of Birth _____ Grade _____

Name of alleged offender (Please print)	Age	School	Is he/she a student?	Days suspended due to incident
			___ Yes ___ No	
			___ Yes ___ No	
			___ Yes ___ No	
			___ Yes ___ No	
Total Number of Alleged Offenders				

SECTION II:
 Where did incident happen (check all that apply)? Date of Incident ____/____/____
 ___ On school property ___ At a school-sponsored activity or event off school property ___ On school property
 ___ Other _____

SECTION III: MODE OF HIB OFFENSE (check all that apply)
 ___ Gesture ___ Verbal ___ Written ___ Electronic ___ Physical

SECTION IV: MOTIVATING FACTORS OR PROTECTED CATEGORIES
 Check all actual or perceived characteristics that you identify as motivational factors in the alleged bullying incident
 ___ Race ___ Color ___ Religion ___ Ancestry ___ Gender
 ___ National Origin ___ Sexual Orientation ___ Gender Identity and Expression
 ___ Mental or Physical or Sensory Disability ___ Other Distinguishing Characteristic (list below)

PART II: Harassment, Intimidation, and Bullying (HIB) SCHOOL INVESTIGATION

SECTION V: HARM CAUSED BY OFFENDER-Check all that apply.

- Substantial disruption of orderly operation of school
- Substantial interference with rights of others
- Physical or emotional harm
- Insulting or demeaning
- Creates a hostile educational environment
- Interferes with student's education
- Other (specify) _____

STATEMENT (S) OF SUPPORTING DOCUMENTATION FOR ALL HARM CAUSED AS CHECKED ABOVE:

1. _____
2. _____
3. _____
4. _____
5. _____

SECTION VI: What actions were taken to investigate this incident? (check all that apply)

- Interviewed student victim
 Interviewed alleged offender (s)
 Interviewed witnesses
 Witness statements collected in writing
 Interviewed school nurse
 Reviewed medical information
 Interviewed teachers and/or school staff
 Interviewed student victim's parent/guardian
 Examined physical evidence
 Conducted student record review
 Obtained copy of police report
 Other (specify) _____

SECTION VII: SUMMARY OF INVESTIGATIVE PROCEDURES

Person(s) appointed to assist Anti-Bullying Specialist (Name and Position)

List each witness and indicate if Student, Parent, or Staff

_____	_____
_____	_____
_____	_____

Written Statement/s Reviewed and Attached - YES or NO Number of Statements _____

Other Evidence Reviewed and Documentation Attached: (check one) _____ Yes _____ No

**SECTION VIII:
 SUMMARY OF FACTUAL FINDINGS:**

NUMBER	STATEMENT	DISCIPLINARY CONSEQUENCE PURSUANT TO CODE OF CONDUCT WHEN APPROPRIATE

ADDITIONAL COMMENTS WHEN APPROPRIATE:

Signature of Anti-Bullying Specialist _____ Date Submitted _____

Signature of Principal _____ Date Submitted _____

Date Received By Anti-Bullying Coordinator: _____

Date Received By Superintendent: _____



5210 -	_____	_____	_____	_____
District-	School Code -	Month -	Year	Report Number

PART III: Harassment, Intimidation, and Bullying (HIB) INTERVENTION

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).

INTERVENTION SERVICES AND ACTIONS

Check all that apply	Corrective Action (select)	Person(s) Responsible	Implementation Timeline	
			<i>Beginning Date</i>	<i>Ending Date</i>
	Consequences			
	Admonishment			
	Temporary removal from the classroom			
	Deprivation of privileges			
	Classroom or administrative detention			
	In-school suspension (school work to be provided and graded)			
	After-school program (specify)			
	Out-of school suspension (school work to be provided and graded; application for home instruction when exceeding 5 days out of school)			
	Reports to law enforcement or other legal action			
	Recommendation for Legal Hearing and Exclusion			
	Remedial Measures-Personal			
	Ban from participating in school district-sponsored programs			
	Restitution and restoration			
	Peer support group			
	Intervention and Referral Services Team Referral as appropriate			
	Referral to the Child Study Team, as appropriate			
	Involvement of school disciplinarian			
	Individual and/or group counseling			
	Parent conference sessions			



5210 -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
District-	School Code -	Month -	Year	Report Number	

PART III: Harassment, Intimidation, and Bullying (HIB) INTERVENTION

INTERVENTION SERVICES AND ACTIONS

Check all that apply	Corrective Action (select)	Person(s) Responsible	Implementation Beginning Date	Timeline Ending Date
	Family therapy referral			
	Community resource referral/s (specify)			
	Alternative placements (e.g. alternative education programs)			
	<i>Other (specify)</i>			
	Remedial Measures- School Environment			
	Surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying			
	School climate improvement plan			
	School Safety Team review of current procedures for corrective action in specific area of concern. Please identify area _____			
	Modification in schedules			
	Adjustments in hallway traffic			
	Modification in pupil routes or traveling patterns for daily school entry and dismissal			
	Supervision of pupils before and after school programs, including school transportation			
	Targeted use of monitors (e.g. hallway, cafeteria, locker room, playground, school perimeter, bus)			
	Staff assignments posted for safety monitoring within school and school grounds			
	Small or large group presentations scheduled to review HIB behaviors and consequences			
	Professional development programs scheduled for employees and providers			
	Professional development sessions scheduled for involved staff groups and individuals			



5210 - _____ - _____ - _____ - _____
District- School Code - Month - Year Report Number

PART III: Harassment, Intimidation, and Bullying (HIB) INTERVENTION

INTERVENTION SERVICES AND ACTIONS

Check all that apply	Corrective Action (select)	Person(s) Responsible	Implementation Timeline	
			Beginning Date	Ending Date
	Proposal and budgets for interventions sponsored by agencies and organizations (specify)			
	Involvement of community-based partner programs			
	Implementation of a school bullying response plan			
	Special school transfer agreement coordinated with Central Registration Administration			
	Involvement of district resource consultation including administrators, support staff, partner agencies/organizations (specify)			

Provide descriptive information regarding implementation of district curriculum and programs including established school routines, procedures, and staff assignments and/or roles that address related HIB factors. Include connections to type of offense, location, motivation, incident description, and any developing incident trends.

Motivation/Protected Category:

Mode of HIB:

Harm Caused by HIB Incident:

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Name of Principal	Signature	Date Submitted
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Date Received By Anti-Bullying Coordinator: _____

Date Received By Superintendent Of Schools: _____



PART IV: Harassment, Intimidation, and Bullying (HIB) ADMINISTRATIVE RESPONSE

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).

REPORTING SCHOOL

State Protected Category: _____ **State Mode of HIB:** _____

Harm Caused: _____

Complete each category of actions. Write "NA" when a category is not applicable for this particular response.

SUMMARY OF ACTIONS (RESOURCES CURRENTLY AVAILABLE)

A. Student Intervention Services

Description of Intervention Service	Person (s) Responsible/Position	Timeline for Implementation (beginning and ending dates)

B. Staff Training Programs

Description of Training Program	Person (s) Responsible	Timeline for Implementation (beginning and ending dates)

C. Individual and/or Group Counseling

Description of Counseling Service	Person (s) Responsible	Timeline for Implementation (beginning and ending dates)

D. Student Consequence

Description of Consequence	Person (s) Responsible	Timeline for Implementation (beginning and ending dates)



5210 - _____ - _____ - _____ - _____
District- School Code - Month - Year Report Number

TRENTON BOARD OF EDUCATION
108 North Clinton Avenue
Trenton, NJ 08609

PART V: Harassment, Intimidation, and Bullying (HIB)

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).

PARENT REPORT

Choose one and complete a separate form for each student:

VICTIM

OFFENDER

SECTION I: GENERAL INFORMATION

Student _____ DOB _____ Grade _____

Address _____ Telephone Number _____

School _____ Date of Incident _____ Time of Incident _____

Motivation/Protected Category: _____ Mode: _____

STATUS OF INVESTIGATION: _____ Completed _____ In Progress and Completion Date is _____

SECTION II: CORRECTIVE ACTIONS

A. IF FINDING IS THAT HARASSMENT, INTIMIDATION, OR BULLYING OCCURRED, WERE INTERVENTION SERVICES AND/OR ACTIONS IMPLEMENTED BY SCHOOL PRINCIPAL?

_____ YES

_____ NO

B. IF FINDING IS THAT HARASSMENT, INTIMIDATION, OR BULLYING OCCURRED STATE BELOW THE SPECIFIC SERVICES AND ACTIONS BEING IMPLEMENTED BY SCHOOL PRINCIPAL TO ADDRESS INCIDENT

Remedial strategy/ies being implemented

Timeline

Name of School Principal

Signature

Date



TRENTON BOARD OF EDUCATION
Harassment, Intimidation, and Bullying (HIB)

Acknowledgments

In accordance with the updated 2011 Anti-Bullying Regulation this working document provides a framework for implementation of policy, procedures and practices at the district and school levels.

A review of Trenton Board of Education Policy and Regulation Number 5512.01 and implementation procedures and activities shall be conducted annually to make revisions as required.

Core Committee

Compilation of recent research and educational practice, NJ law and school code, district policy and regulation, and input from staff, parents, and community partners

Everene D. Downing, Director
Schaeffona Robinson Gentry, School Counselor, Franklin, E.S
Regine Pitts Ramsey, School Counselor, Grant E.S
Linda Wyatt Simpson, School Counselor, Cadwalader E.S