



## Anti-Bullying Bill of Rights

### Procedure Manual

Mount Holly Township Public Schools

2018-2019

## **HIB – Harassment, Intimidation, and Bullying**

### **1. Anti-Bullying Coordinator**

Every school district shall appoint a district Anti-Bullying Coordinator.

The Anti-Bullying Coordinator shall:

- Be responsible for coordinating and strengthening the district's policies to prevent, identify, and address HIB
- Collaborate with Anti-Bullying Specialists, Board of Education, and Superintendent, to prevent, identify, and respond to HIB in districts
- Provide data in collaboration with the Superintendent to the Department of Education regarding HIB of pupils
- Execute other duties related to school HIB as requested by the Superintendent
- Meet at least twice a school year with Anti-Bullying Specialists and at least three times a school year with building principals to discuss and strengthen procedures and policies to prevent, identify, and address HIB in the district (Place detailed agendas under Admin Share)
  - Meetings will include detailed agendas and signatures of attendees  
**(Documentation in Appendix)**
- Mount Holly Township Public Schools Anti-Bullying Coordinator will be **Mr. Dan Finn**; he was appointed at the August 22 Board of Education meeting.

### **2. Anti-Bullying Specialist Appointments**

- The principals at each school will appoint an Anti-Bullying Specialist.
- The Anti-Bullying Specialists will be the guidance counselors at each school.
  - F.W. Holbein – Mrs. Terry Convery
  - Gertrude Folwell – Ms. Ellen Turro
  - John Brainerd – Mr. Joseph Hammell
- These individuals were appointed at the May 2, 2018 Board of Education meeting.

### **3. Duties of the Anti-Bullying Specialist**

- Chair the School Safety Team
- Lead the investigation of incidents of HIB in the school
- Act as the school official responsible for preventing, identifying, and addressing incidents of HIB in the school

### **4. School Safety Team** (Place detailed agendas under Admin Share)

- Each school will have a School Safety Team.
- The School Safety Team shall consist of the following:
  - Principal
  - Teacher from the school
  - Parent of a pupil in the school
  - Other members to be determined by the building principal
  - Anti-Bullying Specialist, who shall serve as the chair of the School Safety Team
- The team shall receive any complaints of HIB that have been reported to the principal.
- The team shall receive copies of summary results of the investigation report prepared after an investigation of an incident of HIB; and copies will be returned at the end of each meeting.
- The team shall identify and address patterns of HIB in the school.
- The team shall meet at least three times annually (dates scheduled by building principals).
- The team will review and strengthen school climate and the policies of the school in order to prevent and address HIB.
- The team will educate the community, including pupils, teachers, administrative staff and parents, to prevent and address HIB.
- The team will participate in the training required pursuant to N.J.S.A. 18A:37-13 and other training, which the Principal or the Anti-Bullying Coordinator may request.
- The team will collaborate with the Anti-Bullying Coordinator in the collection of the district-wide data and in the development of district policies to prevent and address HIB.
- The team will execute other duties related to HIB as requested by the Principal or Anti-Bullying Coordinator.

## **5. Reporting Procedures**

- All Board members, school employees, volunteers, and contracted service providers who have contact with pupils are required to:
  - Verbally report alleged violations to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident.
  - Submit a report in writing to the Principal within two school days of the incident.
- Principal will inform parents of all pupils involved in alleged incidents and may discuss availability of counseling and/or intervention services.
- Principal may take interim measures to ensure safety, health, and welfare of all parties pending the outcome of the investigation.
- A Board member or school employee is immune from a cause of action for damages arising from any failure to remedy the reported incident.
- A school administrator, who receives a report of HIB from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident or HIB and fails to take sufficient action to minimize or eliminate the HIB, may be subject to disciplinary action.
- Pupils, parents, and visitors are encouraged to report alleged violations to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.
- Alleged violations may be reported anonymously. F.W. Holbein Middle School and Gertrude Folwell Elementary School have "Safe Boxes" where students can leave anonymous letters or information about HIB occurrences. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.



## 6. Investigation Procedures

- An investigation shall be:
  - Initiated by the Principal or designee within one school day of the report of the incident
  - Conducted by the Anti-Bullying Specialist
  - Completed as soon as possible, but not later than ten school days from the date of the written report of the incident of HIB
- The Principal may appoint additional personnel to assist in the investigation.
- In the event that there is information relative to the investigation that is anticipated, but not yet received by the end of the ten-day period, the Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.
- The results of the investigation shall be reported to the Superintendent within two days of its completion.
- The Principal will also deliver to the Superintendent a recommendation to resolve the HIB incident.
- The decision will then be made that may include one or more of the following:
  - Intervention services
  - Establish training programs to reduce HIB and enhance school climate
  - Impose discipline
  - Establishing counseling
  - Take or recommend other course of action
- The results of each investigation shall be reported to the Board no later than the date of the next Board meeting following the completion of the investigation, along with information on:
  - Services provided
  - Training established
  - Discipline imposed
  - Other action taken or recommended (**Documentation in Appendix**)

- Parents or legal guardians of the pupils who are parties to the investigation shall be entitled to receive information about the investigation including:
  - The nature of the investigation
  - Whether the district found evidence of HIB
  - Whether discipline was imposed or services provided to address the incident of HIB
- This information will be delivered to the parent or legal guardians in both oral and written form. **(Documentation in Appendix)**
- A parent or legal guardian may request a hearing before the Board after receiving the information.
  - The hearing shall be held within ten days of the request
  - The Board shall meet in executive session for the hearing to protect the confidentiality of the pupils.
  - At the next Board meeting following its receipt of the report, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. **(Documentation in Appendix)**

## **7. Responses, Reprisal, Retaliation, and False Accusation**

- Range of Responses - The Principal, in conjunction with Anti-Bullying Specialist, will define range of ways to respond to incidents of HIB.
- Reprisal, Retaliation, and False Accusation – A Board member, school employee, pupil, volunteer, or contracted service provider shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of HIB.
- Consequences and appropriate remedial action shall be determined by administration.

## **8. Re- Evaluation, Re-Assessment, and Review**

- We will annually conduct a re-evaluation, reassessment, and review of HIB policy, making any necessary revisions and additions. Input will be gathered from the Anti-Bullying Coordinator and Anti-Bullying Specialists.
  - **We will let parents know about our annual re-evaluation, reassessment, and review of HIB policy and welcome input from our community. You will receive a letter and a phone call regarding the event.**

- If a policy is revised, it will be transmitted to the Executive County Superintendent within thirty school days of the revision.

## **9. Publication and Dissemination**

- The HIB policy will be disseminated annually to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parents who have children enrolled in the school district.
- It shall also be posted on the homepage of the Mount Holly District's website ([www.mtholly.k12.nj.us](http://www.mtholly.k12.nj.us)).
- The name, school phone number, address, and school email address of the Anti-Bullying Coordinator will be listed on the home page of the district's website ([www.mtholly.k12.nj.us](http://www.mtholly.k12.nj.us)).
- The name, school phone number, address, and school email address of the Anti-Bullying Specialists will be listed on the school's webpage.
  - F.W. Holbein
  - Gertrude Folwell
  - John Brainerd

## **10. Other Requirements**

- Procedures will be developed by school to discuss the HIB policy with students.
- Ongoing age-appropriate instruction on preventing HIB will be delivered to students.
- The Mount Holly School District will annually establish, implement, document, and assess HIB prevention programs.
- The Mount Holly School District will observe a Week of Respect beginning with the first Monday in October.

## **11. Training Requirements**

- HIB policy training is required for full time part time school employees, contracted service providers, and volunteers who have contact with pupils.
- Two hours of instruction in HIB prevention is required for all teachers as part of professional development.
- Suicide prevention instruction shall now include information on relationship between risk of suicide and incidents of HIB.
- Board members are required to have training on HIB.

## District School Safety Team Agenda

Date of Meeting:	
School:	

Signatures of Members in Attendance:

Anti-Bullying Coordinator:	
School Anti-Bullying Specialist:	
School Anti-Bullying Specialist:	
School Anti-Bullying Specialist:	
Other:	
Other:	
Other:	
Other:	

Topics of Discussion:




## Individual School Safety Team Agenda

Date of Meeting:	
School:	

Signatures of Members in Attendance:

Principal:	
Teacher:	
Parent of Pupil in District:	
Anti-Bullying Specialist:	
Other:	
Other:	
Other:	
Other:	

Topics of Discussion:	



**Mount Holly Township Public Schools**

Office of the Superintendent

331 Levis Drive

Mount Holly, NJ 08060

Phone: (609) 267-7108

Fax: (609) 702-9082

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Date:

Dear:

This letter is written to acknowledge your request to have a formal executive session to discuss an issue of Harassment, Intimidation, and Bullying. We received your request on **(insert date)**. We have scheduled a meeting for **(insert date and time)** to discuss the matter. After the executive session, the Board will issue a decision in writing that will be mailed to you.

Sincerely,

Mr. James E. DiDonato  
Superintendent



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Office of the Superintendent

331 Levis Drive

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Fax: (609) 702-9082

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Date:

Dear,

This is the formal letter that will address your concerns about an HIB incident in the Mount Holly Township School District. On **(insert date)** you formally requested a Board hearing regarding the issue, and on **(insert date and time)** you were granted this hearing.

After careful reflection, **(insert decision to affirm, reject, or modify the Superintendent's decision).**

Sincerely,

James E. DiDonato  
Superintendent