

Harassment, Intimidation, & Bullying

Policy Updates & Information Session

[Updated HIB Policy](#)

Goals

1. To inform students and families of the latest updates to our HIB Policy
2. To educate students and families on the law and how it defines our investigation procedure
3. To provide a quick resource guide should you need to re-watch or reference this material at a later date

Springfield Public Schools
Cultivating compassionate and extraordinary learners!

Definition of Harassment, Intimidation, and Bullying

The district board of education establishes that "HIB" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in *N.J.S.A. 18A:37-14*, whether it be a single incident or a series of incidents, that is:

- ✓ 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**
- ✓ takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in *N.J.S.A. 18A:37-15.3*, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; **and that**
 - a reasonable person should know, under the circumstances, that the act(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; **or**
 - ✓ has the effect of insulting or demeaning any student or group of students; **or**
 - creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The district board of education recognizes that bullying is unwanted, aggressive behavior that may involve **a real or perceived power imbalance**.

CONFLICT VS HIB

<u>Normal Conflict</u>	<u>vs</u>	<u>Bullying</u>
Equal power		Unequal power
Unintentional		Intentional
Everyone gets upset		Only the target gets upset
Feels bad about situation		Does not feel bad about situation
Everyone is willing to solve the problem		Aggressor is NOT willing to solve the problem
Not seeking power		The aggressor seeks power, control or attention
Part of building relationships		Part of harmful situation

2022 Updates & Policy Language

- If an alleged incident of HIB is later founded as a verified incident of HIB, copies of the results of the investigation shall be placed in the student's record.
 - a. SPS will place a copy in a student's file of the letter that is sent to parents after the Board of Education votes to affirm that an act of HIB occurred. Letters regarding unfounded HIBs are not added.
- If a student is founded to have **committed three incidents of HIB**, then a principal, in consultation with appropriate school staff, **shall develop an individual student intervention plan** which shall be approved by the superintendent of schools or the superintendent's designee.
- Each subsequent act of verified HIB would also require a principal, in consultation with appropriate school staff, to develop an individual student intervention plan which would be approved by the superintendent of schools or the superintendent's designee.
- When submitting a written report of HIB to the principal, the written report shall be on the HIB 338 Form.
- The LEA shall provide a means for a parent or guardian to complete the HIB 338 Form, specified for Families and Caregivers, online and confidentially to report an incident of harassment, intimidation, or bullying.

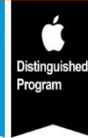
District Website Information

Home | Board of Education | Administration | Departments | Schools | **Anti-Bullying Information (HIB)** | Staff Resources | Community Updates

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SPRINGFIELD PUBLIC SCHOOLS



HIB Reporting Forms

- [Families/Caregivers](#)
- [LEA Personnel](#)

Information

- ✓ [HIB Grades \(for previous school year\)](#)
- ✓ [Resources & Links](#)
- ✓ [District & Building-level contact information](#)
- ✓ [HIB Definition](#)
- ✓ [NJDOE Guidance for Parents on ABR](#)
- ✓ [Policy Language](#)

ANTI-BULLYING INFORMATION (HIB)

District Anti-Bullying Coordinator

Dan Cocco
dcocco@springfieldschools.com
(973) 376-1025 ext. 5295
139 Mountain Avenue
Springfield, NJ 07081

NJ School Climate State Coordinator

hib@doe.nj.gov

[Current HIB Policy](#)

Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act

Reporting Procedure

The school principal is responsible for receiving **all** complaints alleging HIB committed by an adult or youth against a student.

BoE Employees & CSP

All board of education members, school employees, and volunteers and contracted service providers who have contact with students, are **required to verbally report alleged acts of HIB to the principal or the principal's designee on the same day** when the individual witnessed or received reliable information regarding any such incident.

Students, families, & caregivers

Students, parents, and visitors are encouraged to **report alleged acts of HIB to the principal on the same day** when the individual witnessed or received reliable information regarding any such incident.

Reporting Procedure

How do I make a report if I am aware that a potential act of HIB occurred?

1. Contact the principal or school counselor for the school where the child attends.
2. Complete the HIB 338 Form completely and with as much detail as possible
 - a. Email document to school principal, or
 - b. Drop off hard copy in person.
 - i. Best to call ahead to ensure the principal will be available.

All details of an alleged incident must be populated into the HIB 338 Form.

However, **completing the form shall not delay beginning the investigation** in accordance with the law.

Investigation Procedure

Once verbal report is received, it is SPS policy to investigate all potential acts of HIB the following HIB procedure.

- Parent will receive a call on the day the incident was reported
 - The principal is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
 - The principal shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense.
- Investigation will be launched within 1 school day of verbal report to principal

Investigation Procedure

- Anti-Bullying Specialist (ABS) must complete investigation within 10 school days
 - Should information regarding the reported incident and the investigation be received after the end of the 10-day period, the school anti-bullying specialist or the principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.
- Written report and determination (founded, unfounded, or inconclusive) provided to principal and ABC

Documentation & Correspondence

Written report from ABS is provided to the SPS Superintendent within 2 days of the completed investigation.

The chief school administrator shall report the results of each investigation to the board of education no later than the date of the regularly scheduled board of education meeting following the completion of the investigation.

Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of HIB, or whether consequences were imposed or services provided to address the incident of HIB. This information shall be provided in writing within five school days after the results of the investigation are reported to the board of education.

Documentation & Correspondence

What to expect:

1. A phone call from the principal informing you that your child is involved in an HIB investigation.
2. A letter informing you that the investigation was founded, unfounded, or inconclusive, and if consequences were imposed or services provided, **within 5 days of the next board meeting following the completed investigation.**
3. A second letter, after the following board meeting, indicating whether the board voted to affirm, reject, or modify the determination.
 - a. **This letter is what will be placed into your child's record *only* if they were an offender in a founded case.**

Appeal Procedure

A parent or guardian may request a hearing before the board of education after receiving the information. Any request by the parents or guardians for a hearing before the district board of education concerning the written information about an HIB investigation, pursuant to N.J.S.A. 18A:37-15b(6)(d), **must be filed with the district board of education secretary no later than 60 calendar days after the written information is received by the parents or guardians.**

The hearing shall be held within 10 business days of the request. Prior to the hearing, the chief school administrator shall confidentially share a redacted copy of the official investigation form that removes all student identification information with the board of education.

Steps:

1. Email Dan Cocco (dcocco@springfieldschools.com) with case # provided in the letter mailed to you
2. Prepare to meet an hour prior to the very next Board meeting unless otherwise discussed
3. Obtain redacted investigation documents (338 Form & Board Report) from ABC (Dan Cocco)
4. Hearing will be held prior to the Board's vote

District-wide HIB Education & Social-Emotional Learning

Character Education Lessons

SEL infused into academic curriculum

Week of Respect

No Place For Hate (K-5)

Guest Speakers

Peer-to-peer lessons

Lunch SEL groups

After-School SEL groups

Upstander > Bystander

There are many things that bystanders to bullying can do to become upstanders:

- Question the bullying behavior. Simple things like changing the subject or questioning the behavior can shift the focus.
- Use humor to say something funny and redirect the conversation.
- There is strength in numbers too! Bystanders can intervene as a group to show there are several people who don't agree with the bullying.
- Walk with the person who is the target of bullying to help diffuse potential bullying interactions.
- Reach out privately to check in with the person who was bullied to let them know you do not agree with it and that you care. It makes a difference.
- “Be Someone’s Hero” video in English or Spanish for an example of how to be an upstander.

10 Ways Parents and Caregivers Can Help Kids Build Resilience

Here are ways that parents and caregivers can help their children and family become more resilient. Some of these may take some effort but are worth it in the long run. If you are a parent or caregiver, you can:

- Set family goals and have children play an important role in working towards them.
- When your child is defensive or aggressive, help them reflect on the situation to understand what is causing their behavior. Children may lack the skills to handle what's happening. They may need support. Help them build the skills they lack so they can respond in better ways in the future.
- Practice role playing how to handle different problems. This helps children develop ways of handling challenges.
- Model an attitude of grit and optimism in the face of family challenges.
- Work on solving problems together.
- Teach your child how to manage stress. Participating in wellness activities together, like exercise or healthy cooking, can be helpful.
- Find someone (like a tutor, mentor, or school counselor) to help your child improve specific academic or life skills.
- Volunteer together to help others in need.
- Talk to your child about past challenges and how they helped you grow.
- Help your child find practical solutions to problems as they come up.

School-based HIB Contacts - Principals, VPs, Counselors

Walton

Mike Plias, Principal
Christine Saliceti, ABS

Caldwell

Dave Rennie, Principal
Adrianna Oliveira, ABS

Sandmeier

Ron Slate, Principal
Christina Marchese-Velazquez, ABS

FMG

Tim Kielty, Principal
Matt Lynch, Assistant Principal
Maria Sista, ABS
Lillian Chou, ABS
Marnie Zambolla, ABS

JDHS

Dr. Norman Francis, Principal
Jonathan Telesca, Assistant Principal
Maria Sista, ABS
Darlene Hill, ABS
Stephanie Renelle, ABS
Jackie Ritter, ABS

Thank you!