

# Understanding and Applying the Anti-Bullying Bill of Rights

North Arlington Public Schools



# What is HIB

HIB means any gesture, any written , verbal or physical act, or electronic communication, whether it be a single incident or a series of incidents, that (must meet all 3 of the following conditions):

- \* Is reasonably perceived as being motivated 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;



# What is HIB (continued)

- \* Takes place on school property, at any school sponsored function, or off school grounds as provided by section 10 of P.L. 2010, c 122;
- \* Substantially disrupts or interferes with the orderly operation of the school or the rights of other students.



# What is HIB (continued)

*Must also meet 1 of the following 3 conditions:*

- \* 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/her person or damage to his/her property;
- \* Has the effect of insulting or demeaning any student or group of students;



# HIB (continued)

- \* 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.



# Role of the Anti-Bullying Specialist

- \* Chair the School Safety Team
- \* Lead, in coordination with the principal, the investigation of the reported HIB incidents
- \* Act as the primary school official responsible for preventing, identifying, and addressing incidents of HIB in the school
- \* Assist the principal in determining the responses to be implemented that have been established by the BOE
- \* Provide input to the BOE on the annual re-evaluation , reassessment, and review of the HIB policy
- \* Provide input at the BOE meeting, in executive session, on reported HIB incidents, recommendations for discipline or services and any programs instituted to reduce these incidents
- \* Engage colleagues and school committees in HIB prevention
- \* Set agenda for School Safety Team meetings
- \* Aid in data collection and reporting



# Responsibilities of the School Safety Team

*The School Safety Team will consist of the Anti-Bullying Specialist, Principal, teacher in the school, a parent of a student in the school, and any other member determined by the Principal*

- \* Meet at least 2 times per school year
- \* Receive complaints of HIB of students that have been reported to the principal\*\*\*
- \* Receive copies of the investigation reports of HIB of students\*\*\*
- \* Identify and address patterns of HIB of students in the school
- \* Develop, foster, and maintain a positive school climate by focusing on the ongoing, systematic practices in the school and addressing climate issues, such as HIB
- \* Review and strengthen the school climate and policies of the school in order to prevent HIB of students
- \* Educate the community, including students, teachers, administrators and parents to prevent and address HIB of students
- \* Based on data and input, discuss short and long term solutions to HIB problems
- \* Execute other HIB related duties as requested by the principal or Anti-Bullying Coordinator

*\*\*\* Parents are not to see specific investigation reports, investigation paperwork, etc.*



# Principal's Role in HIB

- \* Appoint the ABS (must be a guidance counselor, school psychologist or other current school employee trained to act as the ABS)
- \* Receive all HIB reports (after principal is notified verbally or through a written report, information is brought to the ABS to start the investigation)
- \* Contact parents of HIB victims and offenders immediately
- \* Coordinate and assist the ABS in investigating reported HIB incidents
- \* Assure investigations are completed ASAP, within 10 days of report
- \* Implement, in conjunction with the ABS, the range of responses to HIB established by BOE (consequences and remediations)
- \* Submit written report of HIB investigations to the superintendent within 2 days of the completion of the investigation
- \* Serve as a member of the SST
- \* Parents of HIB offenders and victims must be informed within 5 days of the end of the investigation (the nature of the investigation, whether there was evidence of HIB or not, and whether discipline was imposed or services provided). This comes from the superintendent's office.





# Difference Between Conflict and HIB

## Conflict

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

## HIB

- \* HIB is one-sided
- \* One or more students are victims of one or more person’s aggression, as it applies to HIB
- \* The intent is to physically or emotionally hurt someone



# Training

*All adults who work in your building in any capacity must be trained*

- \* Teachers (all new teachers and all teachers must complete training in a 5 year cycle)
- \* Cafeteria Staff
- \* Custodians
- \* Aides
- \* Substitutes
- \* Volunteers
- \* Etc.



# Staff Reporting Procedure

- \* Staff must report potential HIB to the principal/assistant principal IMMEDIATELY
- \* Principal/Assistant Principal will notify the Anti-Bullying Specialist
- \* Staff will file a report with the Anti-Bullying Specialist within 1 day of the initial notification
- \* Staff will not be permitted to report anonymously
- \* Investigation will start



# Student Reporting Procedure

- \* If a student is to report HIB to any staff member, it must be reported to the school administration (whether done so by the student or the staff member)
- \* After reported to the school administration, an investigation will be started by the anti-bullying specialist and a written report will be prepared
- \* Students (and parents) can report any potential HIB offense anonymously. In these cases, please seek out the school administration to file an anonymous report.



# Timeline of Investigation

- \* Day 1-HIB occurs and staff reports to principal/assistant principal. Parents/guardians are informed
- \* Day 2-Principal/Assistant Principal initiates investigation with Anti-Bullying Specialist within 1 day of verbal report
- \* Day 11-Investigation complete
- \* Day 13-Results of investigation given to superintendent (within 2 days of completion of investigation)



# Timeline of Investigation (continued)

- \* Report to Board –next board meeting, superintendent reviews with members
- \* Report to parent/guardian- District must provide information to parent of alleged “bullies” and “victims” about the investigation within 5 days of the board meeting
- \* Board hearing- Parent can request a confidential hearing (within 10 days of request)
- \* Board decision- Board to make a decision to affirm or reject (or also modify) by next Board meeting (Board’s decision may be appealed to the Commissioner of Education with 90 days)
- \* Civil Rights Complaint-Parent may file complaint to the NJ Division of Civil Rights within 180 days of incident (or in state or federal court-if HIB is based on characteristic protected under state or federal law)
- \* ECS Investigation- Executive County Superintendent shall investigate a complaint of a violation by a school district when the complaint is not adequately addressed on the local level



# Additional Resources

Please review the following resources:

- \* <http://www.scenariolearning.com/cares/>
- \* <http://bullyingnomore.com/>
- \* <http://www.state.nj.us/education/students/safety/behavior/hib/>
- \* <http://www.edtraining.org/abca-trainings.html>

Click [here](#) to respond to the HIB survey after going through the PowerPoint.

