

DISTRICT/SCHOOL ANTI-BULLYING SPECIALISTS

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If you witness or are told of any possible instances of Harassment, Intimidation of Bullying (HIB), **report it!**

You can access Reporting “Form 388” on the District website – or see a Principal to make a verbal report and obtain a copy of the Reporting Form.

It is our shared responsibility!

Union County Educational Services Commission

Harassment, Intimidation and Bullying Information: *An Overview for all Stakeholders*



2025-2026



We ALL play a role in keeping our students safe!

What is Harassment, Intimidation or Bullying?

“Harassment, intimidation, or bullying’ 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:

1. Is reasonably perceived as being motivated by either 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
2. By any other distinguishing characteristic; and that
3. 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 pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

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

The Board of Directors prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that 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.

You may access our Policy, HIB Manual, and Form 338 Reporting on our District website at UCESC.org.

Frequently Asked Questions

What is the statutory definition of HIB as per the law? HIB is a single or repeated act/communication motivated by a protected characteristic, occurring on/off school grounds as specified, that substantially disrupts school/students’ rights and causes harm, insults, or a hostile environment.

What if a student commits an act of HIB but didn’t mean to hurt anyone? Intent to harm isn’t necessary; the key is whether the victim/witnesses reasonably perceived targeting based on a protected characteristic.

How does the school determine if a substantial disruption or interference has occurred? UCESC investigates by gathering witness information on the act’s impact.

If an incident occurs off school grounds, can the school discipline the offender(s) if HIB is found? Yes, if necessary for safety/well-being and the conduct substantially interferes with school discipline, per Board policy.

Are all reported claims of HIB investigated? No, the UCESC Principal makes a preliminary determination; if it doesn’t meet the HIB definition, no investigation may occur.

How long does the school have to conduct an investigation? Schools must start within one school day of a verbal report and finish within ten school days of the written HIB 338 Form report.

When are parents/guardians notified of a HIB investigation? What information is shared at that time? UCESC schools will notify parents on day one of the investigation if their child is involved, providing general allegation details without naming others.

When are the parents/guardians notified of the findings? What information is shared at that time? Within five days of report to the Board, UCESC informs parents of the investigation’s nature, HIB finding, and if any remediation or consequences will be imposed. The Superintendent notifies via mail after Board review. Hearings can be requested within 60 days.