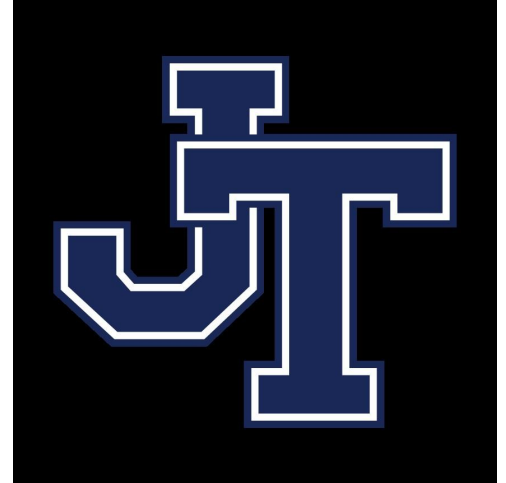


HARASSMENT, INTIMIDATION & BULLYING

Parent Presentation & HIB Grades / SSDS Report

**Jefferson Township BOE
Meeting - 8/17/2026**

NJ Anti-bullying Bill of Rights



MISSION STATEMENT

We strive to foster academic excellence by engaging students in meaningful learning experiences that meet the highest educational and ethical standards, while supporting every learning style – in a caring, inclusive, and collaborative learning environment, supported by the greater community.

THE CONDUCT MUST MEET ALL OF THE FOLLOWING CRITERIA TO CONSTITUTE "HIB"

1. Any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents reasonably perceived as being motivated either by any actual or perceived characteristic.
2. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students
3. One of the following:
 - (a) Causes physical or emotional harm, or (b) Is insulting or demeaning, or (c) Creates a hostile educational environment.

Jefferson HIB Policy 5512

ACTUAL / PERCEIVED CHARACTERISTICS

*Race, Color, Religion, Ancestry,
National origin, Gender, Sexual orientation,
Gender identity or expression,
A mental, physical or sensory disability,*

*Or any other distinguishing characteristic
(Physical appearance, new kid in town, perceived popularity,
academic ability, power imbalance, etc.)*

REPORTING REQUIREMENTS

- **Day 1** – Report incident to building principal, *if verbal*, written report must follow within 2 days.
 - Must be submitted on one of the the NJDOE HIB 338 Form
 - HIB 338 Form for District Employees
 - HIB 338 Form for Families and Caregivers
 - On the JTPS Website, [click HERE](#)
- **Principal contacts parents of students involved in the alleged incident.**

Note: If you are unsure if something rises to the level of HIB, contact the principal to discuss the matter before sending a 338.

REPORTING REQUIREMENTS (CONT.)

- **ASAP but no later than 2 days after the incident is reported** – The Principal in consultation with the Anti-Bullying Specialist may make a ***preliminary determination*** as to whether the reported incident is within the scope of the definition of HIB under the Anti-Bullying Bill of Rights Act and its Amendments.
 - If the preliminary determination is that it does not meet the scope of the HIB definition, the action may be treated as a Code of Conduct Violation under student conflict
 - If reported incident is within the scope of the definition of HIB, the Principal initiates an investigation with ABS or designee – HIB Initiation letter is sent to parents of alleged offender and alleged target

INVESTIGATION AND PARENT NOTIFICATION TIMELINE

- **Days 2-10** – The Anti-bullying Specialist reviews incident report and conducts an investigation
 - The ABS discusses/reviews investigation outcomes with Principal (ASAP but NLT 10 days from date of written report).
- At conclusion of the investigation after incident is reported:
 - If found to violate the ABR and Board HIB Policy, the Principal determines consequences and collaborates with ABS for remediation measures for offender and support for target.
 - If not found, Code of Conduct consequence/remediation is applied if applicable.
 - Principal notifies the families of the preliminary findings.

INVESTIGATION AND PARENT NOTIFICATION TIMELINE CONT.

- Results of Investigation/findings are reported to the Superintendent
- The Superintendent presents summary of allegations/results of investigations or preliminary determinations to the BOE at the BOE meeting immediately following the conclusion of the investigation.
- After the BOE meeting during which the summary of the investigation was presented, the district notifies parents of accused and alleged target of the investigations and findings, letter includes parental rights to appeal to the Board of Education.

PARENT RIGHTS / APPEAL PROCESS

- Parents may request a Board hearing within 60 calendar days of receipt of findings letter.
 - The Board conducts a confidential hearing within 10 calendar days of parent appeal request. The Board hearing allows parents to present evidence and review the rationale leading to the determination of HIB finding.
- The Board issues a decision to affirm, reject or modify the Superintendent's decision at the next meeting of the Board of Education
- Parents may appeal BOE decision to the Commissioner of Education NLT 90 days after BOE appeal
- Parents may file a complaint with the NJ Division of Civil Rights within 180 days of Commissioner appeal (Targeted Student).

Note: Parents are NOT entitled to information such as discipline, meetings, or actions pertaining to other students per privacy laws such as FERPA.

WHO PARTICIPATES IN THE HIB INVESTIGATION?

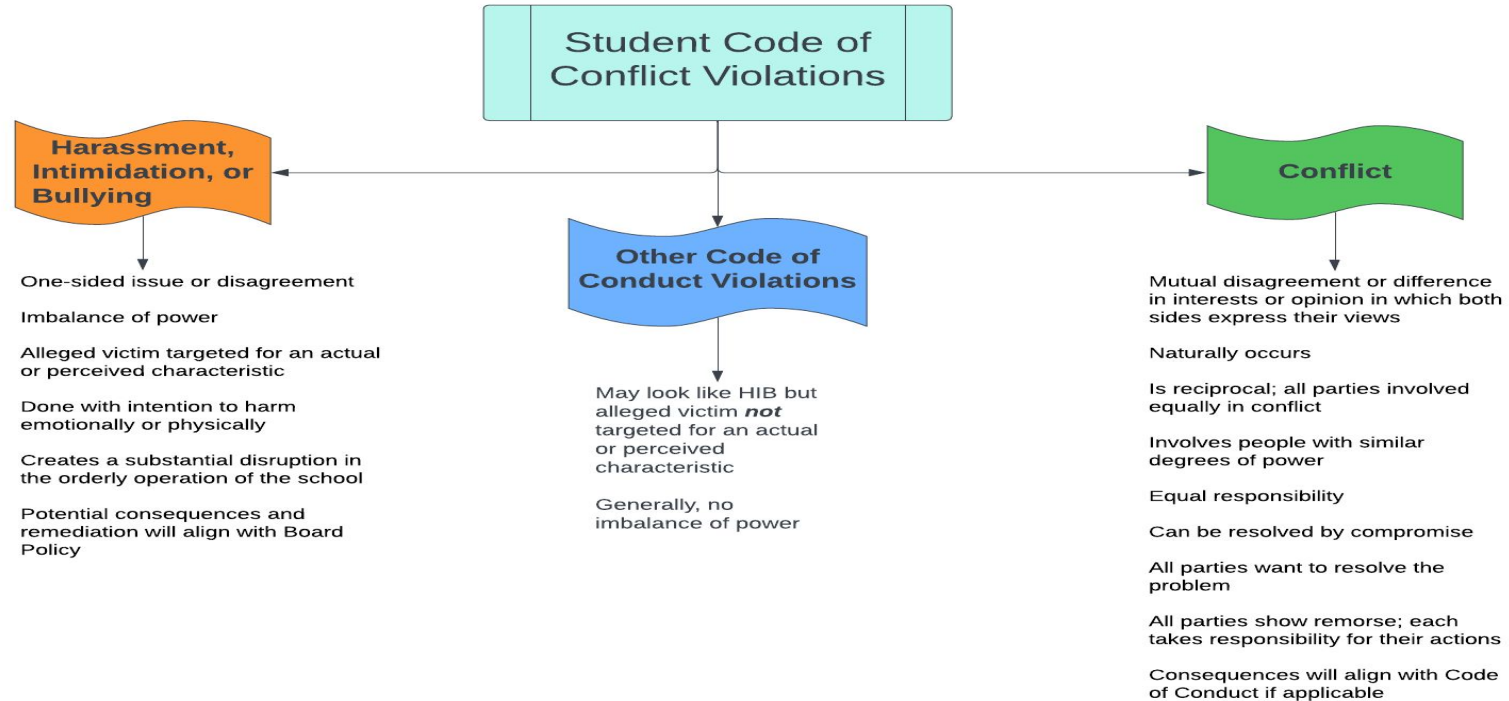
Anti-Bullying Specialist - Conducts the HIB investigation and reviews relevant factors, while also considering the wellbeing of students involved. Also runs the school's climate team.

Principal / AP - Oversees the code of conduct portion of the incident and is the primary contact for the families/parents of students involved.

District Anti-Bullying Coordinator - Reviews the HIB report when it comes in and provides guidance during the process.

Superintendent - Makes the final determination and ensures all legal parameters are followed. Reports cases to the board of education at each meeting and yearly data to the NJDOE.

CODE OF CONDUCT VIOLATIONS: HIB VS OTHER VIOLATIONS



CONFLICT VS. BULLYING?

Conflict is a mutually competitive or opposing action or engagement, including a disagreement, an argument or a fight which is a normal part of human development.

Bullying is one-sided, where one or more students are *victims* of one or more person's aggression, which is intended to physically or emotionally hurt the victim(s).

****Parents are encouraged to discuss concerns with the school principal prior to an HIB filing to evaluate support, hold peer mediation, and de-escalate where possible.**

SO, IS IT HIB OR IS IT A CONFLICT / CONDUCT INCIDENT?

Review the HIB definition and all of its parts:

- Motivated by an actual or perceived distinguishing characteristic;
- Substantial disruption or interference with either the orderly operation of the school or the rights of other students; including infringing on the rights of other students wellbeing or education.
- The result: (a) causes physical or emotional harm, or (b) is insulting or demeaning, or (c) creates a hostile educational environment.

Other Factors:

Age of Reason / Reasonable Person - Does the student, based on a similar aged student, understand the conduct/consequences?

REGARDLESS OF THE FINDING, WHAT DOES THE SCHOOL DO TO HELP STUDENTS INVOLVED IN HIB CASES?

- Student conferences
- Behavioral Interventions
- Counseling
- Discipline / Code of Conduct
- School Bus Plan
- Parent Meetings
- Class Lessons
- School Wide Response
- CST Review (IEP)
- Policy Review
- Bullying Prevention Plan
- I&RS Support Services
- Unstructured Areas Safety Plan
- Teacher or Staff Notification
- Mentoring / Peer Mediation
- Follow-up Monitoring
- JTPD / SRO Consultation
- Coordinate with Community Organizations

HOW ELSE CAN PARENTS GET INVOLVED PROACTIVELY?

Consider joining the School Safety/Climate Team

Formed to develop, foster and maintain positive school climate, and to address issues, including HIB.

- Meets at least twice each year per code (*Typically 4 meetings per year here*)

Consists of Principal (or designee), and principal appoints:

- At least one teacher in the school
- Anti-Bullying Specialist (chair)
- Parent of student in the school (receives overview - not actual HIB cases)
- Other members as Principal determines

N.J.S.A. 18A:37-21

CONSIDERATIONS IN HIB INVESTIGATIONS / STUDENT SUPPORT

All Students:

- Due Process - Statements from all students involved / witness reviews
- Student confidentiality rights respected - FERPA followed.
- Dual track obligation: HIB investigation alongside Student Code of Conduct Expectations
- Review - are there patterns of behavior or concerns to address outside of the HIB case?

Students with Disabilities

- Case Manager needs to be involved to ensure IEP/communication is followed.
- Possibly convene IEP Team Meeting if student with HIB is being target in confirmed HIB
- If student named the alleged aggressor is found to have violated the code of conduct or HIB policy, consider a CST review to determine if additional support is necessary.
- IEP/Behavior Plan's **DO NOT** prevent an HIB finding as the behavior still impacts the alleged target.

PRELIMINARY DETERMINATION - WHAT IS IT AND HOW OFTEN IS IT USED?

The number of times during the 2025-2026 school year a preliminary determination was made that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB.

School	Number of Incidents Preliminary Determination was Utilized
Ellen T. Briggs Elementary School	1
Arthur Stanlick Elementary School	3
White Rock Elementary School	1
JTPS Intermediate School	4
JTPS High School	2

HIB GRADES 2025 - 2026 - ELLEN T. BRIGGS SCHOOL

Core Element	School Score
HIB Programs, Approaches, or Other Initiatives (Max = 15)	14
Training on the BOE-Approved HIB Policy (Max = 9)	6
Other Staff Instruction and Training Programs (Max = 15)	15
C&I on HIB and Related Information and Skills (Max = 6)	6
HIB Personnel (Max = 9)	9
School-Level HIB Incident Reporting Procedure (Max = 6)	6
HIB Investigation Procedure (Max = 12)	12
HIB Reporting (Max = 6)	6
School Total Grade (Max = 78)	74

HIB GRADES 2025 - 2026 - WHITE ROCK SCHOOL

Core Element	School Score
HIB Programs, Approaches, or Other Initiatives (Max = 15)	13
Training on the BOE-Approved HIB Policy (Max = 9)	6
Other Staff Instruction and Training Programs (Max = 15)	15
C&I on HIB and Related Information and Skills (Max = 6)	6
HIB Personnel (Max = 9)	9
School-Level HIB Incident Reporting Procedure (Max = 6)	5
HIB Investigation Procedure (Max = 12)	11
HIB Reporting (Max = 6)	6
School Total Grade (Max = 78)	71

HIB GRADES 2025 - 2026 - ARTHUR STANLICK SCHOOL

Core Element	School Score
HIB Programs, Approaches, or Other Initiatives (Max = 15)	15
Training on the BOE-Approved HIB Policy (Max = 9)	8
Other Staff Instruction and Training Programs (Max = 15)	12
C&I on HIB and Related Information and Skills (Max = 6)	6
HIB Personnel (Max = 9)	9
School-Level HIB Incident Reporting Procedure (Max = 6)	5
HIB Investigation Procedure (Max = 12)	12
HIB Reporting (Max = 6)	6
School Total Grade (Max = 78)	73

HIB GRADES 2025 - 2026 - JEFFERSON INTERMEDIATE SCHOOL

Core Element	School Score
HIB Programs, Approaches, or Other Initiatives (Max = 15)	15
Training on the BOE-Approved HIB Policy (Max = 9)	9
Other Staff Instruction and Training Programs (Max = 15)	15
C&I on HIB and Related Information and Skills (Max = 6)	6
HIB Personnel (Max = 9)	9
School-Level HIB Incident Reporting Procedure (Max = 6)	5
HIB Investigation Procedure (Max = 12)	11
HIB Reporting (Max = 6)	6
School Total Grade (Max = 78)	76

HIB GRADES 2025 - 2026 - JEFFERSON TWP HIGH SCHOOL

Core Element	School Score
HIB Programs, Approaches, or Other Initiatives (Max = 15)	13
Training on the BOE-Approved HIB Policy (Max = 9)	9
Other Staff Instruction and Training Programs (Max = 15)	14
C&I on HIB and Related Information and Skills (Max = 6)	6
HIB Personnel (Max = 9)	9
School-Level HIB Incident Reporting Procedure (Max = 6)	6
HIB Investigation Procedure (Max = 12)	12
HIB Reporting (Max = 6)	6
School Total Grade (Max = 78)	75

HIB SELF-ASSESSMENT GRADES - DISTRICT OVERVIEW

District Review:

- Overall District Score average: **73.8**
- Number of Anti-Bullying and Character Education Trainings in Jefferson (school level): **27**
- Number of Anti-Bullying and Character Education Programs in Jefferson (school level): **79**

Possible enhancements for 26-27:

- Review/Standardize Process/PD at all schools
- Enhance Training for non-instructional staff
- Provide Standard Climate Team Protocols/Templates for Training / Meetings.
- Provide increased parent/guardian information on JTPS and school websites.

SSDS REPORT - PERIOD 2 FOR THE 2025-26 SCHOOL YEAR

School	Incidents	Other Incidents Leading to Removal	Restraint / Seclusion	HIB Alleged	HIB Trainings	HIB Programs
Jefferson Twp. High School	26	51	0	11	11	28
Jefferson Twp. Intermediate School	46	92	1	21	4	12
Arthur Stanlick Elementary	2	0	12	5	4	13
Ellen T. Briggs Elementary	0	0	0	0	5	15
White Rock Elementary	4	0	0	0	3	11

QUESTIONS?



Last thought: Preventing bullying and working to improve conduct works better when families and the school work together!

***We are a team!** Thank you for your partnership!*