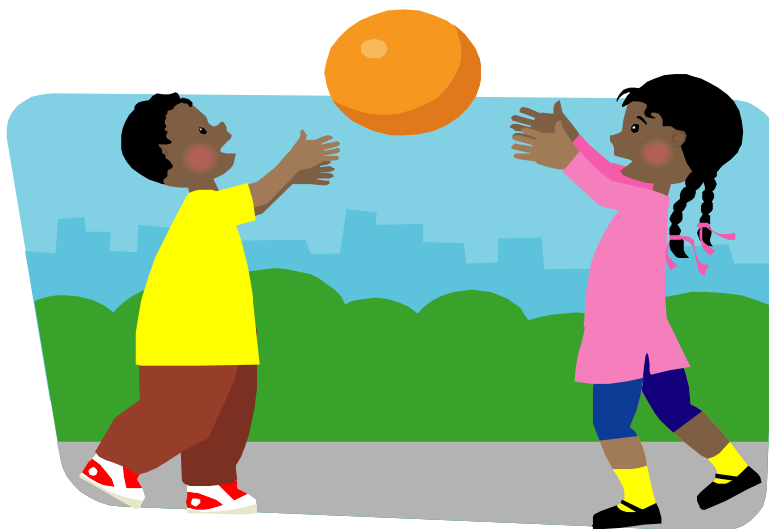


# ***Delaware Township School District***



## Harassment, Intimidation and Bullying Protocols and Procedures

***Dr. R. Wiener, Superintendent***  
***Kathleen Racile, Supervisor***  
***Patricia Pillon, Supervisor***

## **Delaware Township School Harassment, Intimidation and Bullying Investigation Process**

*A suspected "bullying" situation may be reported to the administration by anyone including parents, teachers and students.*

1. All acts of harassment, intimidation, or bullying shall be reported verbally to a supervisor on the same day the incident occurs. The incident shall be reported in writing to the supervisor within two school days of when the incident was witnessed using the DTS HIB Reporting Form.
2. At the onset of the investigation, the parents or guardians of all students involved in the alleged incident are notified via email.
3. The administrator **may** determine disciplinary action if needed simultaneously and the referral is forwarded to the Anti-Bullying Specialist(s) (school counselor and school psychologist) within one school day. The Anti-Bullying Coordinator may assist in the investigation.
4. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident. Extension may be requested if intense investigation occurs.
5. The results of the investigation shall be reported to the superintendent of schools within two school days of the completion of the investigation. All stakeholders are notified via email about the outcome of the investigation.
6. If bullying did not occur, the misconduct is handled by the appropriate administrator, if not done already, using the District Discipline policy. If the situation is substantiated as HIB then recommendations are made by the Specialist(s) and Coordinator and implemented by the administration.
7. The results of each investigation shall be reported to the board of education no later than the date of the next board of education meeting following the completion of the investigation.

## **CONTACT INFORMATION**

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HIB Anonymous Reporting  
(609) 397-3179 ext. 419

# District Implementation of HIB Law

## Character Education Programs

- Character Education Program
- Monthly themes based on the Pillars of Character – activities throughout the school year that specifically address the six pillars of character (with additional traits).
  - September – CARING
  - October – RESPECT As required by ABR, we celebrate a *Week of Respect* and a week of *School Anti-Violence Awareness* with special assemblies.
  - November – CITIZENSHIP
  - December – COMPASSION
  - January – RESPONSIBILITY
  - February – TRUSTWORTHINESS
  - March – COMMITMENT
  - April – HUMILITY
  - May – FAIRNESS
  - June – HONOR
- Developmental Guidance Lessons (Grades K-8) – School counselor provides classroom lessons on anti-bullying strategies on-going throughout the school year.
- Connecting with Local Law Enforcement (Grades 3-5) – Officer Gray addresses traits associated with the Pillars of Character which are the foundation of the district character education program.
- Footprints for Life (Grades 2 and 3) – Teaching children conflict resolution, making good decisions, friendship skills, and anti-bullying strategies.
- Life Skills by Hunterdon Prevention Resources (Grades 2, 3, and 5) – Teaching students skills for life such as resiliency, making good choices, anger management, conflict resolution, and assertiveness.
- Child Assault Prevention (Grades 4, 6, and 8) – Classroom lessons on personal safety, a parent meeting component is included in this lesson.
- Student assemblies

## Legal Definition of Harassment, Intimidation and Bullying

HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it is be a **single incident** or a **series of incidents**, that:

- Is reasonably **perceived as being motivated** either by an **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**;
- Takes place on school property, at any school-sponsored function, or on a school bus; or **off school grounds**, as provided for in *NJSA 18A:37-15.3*,
- 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, 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 education environment** for the student by interfering with a student's education or by **severely or pervasively** causing physical or emotional harm to the student.

(NJSA 18A:37-14)

# **Delaware Township School School Climate Team**

The purpose of the School Climate Team is to develop, foster and maintain a positive school climate by focusing on the ongoing, systematic operational procedures and educational practices in the school and address issues, such as HIB, that affect school climate and culture.

The responsibilities of the team include the following:

- Receiving records of all complaints of HIB of students that have been reported to the supervisor\*;
- Receiving copies of all reports prepared after an investigation of an HIB incident\*;
- Identifying and addressing patterns of HIB of students in the school\*;
- Reviewing and strengthening school climate and the policies of the school in order to prevent HIB of students;
- Educating the community, including students, teachers, administrative staff and parents, to prevent and address HIB of students;
- Participating in the training required under the ABR and other training which the principal or the Anti-Bullying Coordinator may request. Additionally, the team must be provided professional development opportunities that may address effective practices of successful school climate programs or approaches;
- Meeting, at minimum, twice each school year; and
- Executing other duties related to HIB as requested by the principal or Anti-Bullying Coordinator.

*\* A parent who is a member of the School Climate Team is not permitted to participate in the first three activities identified above or in any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act, NJAC 6A:32-7, Student Records and NJAC 6A:14-2.9, Student Records.*

## **School Safety Team Members**

Eileen Quinn, Anti-Bullying Specialist, Chairperson  
Joanna Strauch, Anti-Bullying Specialist  
Kathleen Racile, Anti-Bullying Coordinator  
Officer Elliot Gray, School Resource Police Officer  
Teachers  
Parents  
Board of Education Members