

REPORTING INCIDENTS OF BULLYING

The NJ Anti-Bullying Bill of Rights contains specific timeframes for reporting incidences of potential bullying. To better help you understand the “flow” a time line has been summarized below. This information is intended as a summary only and you should refer to the New Jersey Department of Education for specific and actual wording.

1. All acts of HIB (Harassment, Intimidation and Bullying) shall be **reported to the Principal same day** as witnessed or reliable information is received.
2. All acts of HIB shall be reported **in writing to the Principal within 2 school days** of when the incident was witnessed or reliable information was received.
3. Within **1 school day of the report, an investigation** shall be initiated by the Principal and conducted by the Anti-Bullying Specialist and additional personnel as needed.
4. The **investigation shall be completed no later than 10 school days from the date of the written report or the incident.** Note: if there is information that is anticipated but not received by the ten-day period, the Anti-Bullying Specialist may amend the original report to reflect the results of the investigation.
5. The results of the investigation shall be reported to the **Superintendent within 2 school days of the completion of the investigation.**
6. The results of the investigation are reported to the **Board of Education no later than the date of the next Board meeting following the completion of the investigation.**
7. Parents/Guardians of the students in the investigation shall be entitled to receive information about the investigation in accordance with Federal and State law and regulation including the nature of the investigation, whether the district found evidence of HIB or whether discipline was imposed or services were provided to address the incident of HIB. **The information shall be provided in writing within 5 school days after the results of the investigation are reported to the Board.**
8. **Parents/Guardians may request a hearing before the Board after receiving the information and if the hearing is granted, it shall be held within ten days of the request.** The Board shall meet in executive session for the hearing at which time the Board will hear from the Anti-Bullying Specialist about the incident, recommendation for discipline or services, and any programs instituted to reduce future incidents.
9. At the **next Board of Ed meeting following its receipt of the report, the Board shall issue a decision** in writing to affirm, reject or modify the Superintendent’s decision. The Board’s decision may be **appealed** to the Commissioner of Education in accordance with the procedures set forth by law and regulation, **no later than 90 days after the issuance of the Board’s decision.**
10. A parent, student guardian or organization **may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of HIB** based on membership in a protected group.