

REGULATION

FLORHAM PARK BOARD OF EDUCATION

STUDENTS
R5512/page 1 of 4
Harassment, Intimidation, and Bullying
Investigation Procedure
M

R5512 HARASSMENT, INTIMIDATION, AND BULLYING INVESTIGATION PROCEDURE

The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

1. Upon receipt of a reported incident or complaint of harassment, intimidation or bullying by an adult or youth against a student, including student who attend approved private schools for students with disabilities, the Principal, in consultation with the anti-bullying specialist, may make a preliminary determination as to whether a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14.
 - a. If additional information is required to verify whether information reported by a staff member or parent concerns HIB or constitutes a request for HIB investigations, the Principal or his/her designee shall contact the reporting staff member/parent for clarification and/or additional information, as needed.
2. If the Principal's preliminary determination is that the incident or complaint reported is outside the scope of N.J.S.A. 18A:37-14, the individual reporting the incident will be notified within a reasonable period of time and the Principals' determination may be appealed to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3. The Board's Pupil Grievance Policy 5710 shall govern.
3. If the Principal determines that the reported incident or complaint is within the scope of N.J.S.A. 18A:37-14, then he/she will inform the parents of all students involved in the alleged incidents, and, as appropriate, may discuss the availability of counseling and other interventions services.
 - a. The Principal shall take into account the circumstances of the incident when provided notification to parents and guardians of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense.

REGULATION

FLORHAM PARK BOARD OF EDUCATION

STUDENTS
R5512/page 2 of 4
Harassment, Intimidation, and Bullying
Investigation Procedure

4. Within one (1) school day of the verbal report the Principal or the Principal's designee shall initiate an investigation that shall be conducted by the school Anti-Bullying Specialist, in coordination with the Principal.
 - a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialist to assist in the investigation.
 - b. For investigations concerning students who attend approved private schools for students with disabilities, the anti-bullying specialist shall conduct his/her investigation in consultation with the anti-bullying specialist of the approved private school.
 - c. Investigations of complaints concerning staff member shall not be conducted by a member of the of the same collective bargaining unit as is the individual who is the subject of the investigation.
5. The investigation shall be completed as soon as possible, but not later than ten (10) school days from the date of the written report of the incident of harassment, intimidation, or bullying.
 - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.
6. The results of the investigation shall be reported to the Superintendent within two (2) school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).
7. The Superintendent may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
8. 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, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.

REGULATION

FLORHAM PARK BOARD OF EDUCATION

STUDENTS
R5512/page 3 of 4
Harassment, Intimidation, and Bullying
Investigation Procedure

9. Within five (5) days of reporting the investigation findings to the Board of Education, the District shall provide parents of involved student offenders and targets/victims with 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 harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education and shall explain the reason(s) for the District's determination.
10. A parent may request a hearing before the Board of Education after receiving the information. Any request for a hearing shall be filled with the Board of Education Secretary.
 - a. Parents have sixty (60) days; from the date they receive written information regarding the investigation and findings, to request a hearing before the Board of Education.
 - b. Parents will have the opportunity to participate in such hearings either in person or by submitting a written statement with accompanying documents. During the hearing, the Board will consider all information presented by the parents and the school district.
 - c. This hearing shall be held within ten (10) business days of the request;
 - d. If a parent request a hearing before the Board of Education, the Superintendent or his/her designee shall notify the parent(s) of the other students parties of the opportunity to participate in the hearing as well.
 1. If parents of multiple students choose to participate in a hearing before the Board of Education, their presentations shall be sequestered.

REGULATION

FLORHAM PARK BOARD OF EDUCATION

STUDENTS
R5512/page 4 of 4
Harassment, Intimidation, and Bullying
Investigation Procedure

- e. The Board shall meet in executive session for the hearing to protect the confidentiality of the students; and
 - f. At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.
11. At the next regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of each investigation to the Board or following a hearing in executive session, 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 in law and regulation, no later than ninety days after the issuance of the Board's decision.
12. A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty (180) days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

Issued: 21 July 2016

Revised: 07 June 2018

