

*NAVESINK ELEMENTARY
SCHOOL*

HIB

Volunteer

Manual

*ALL VOLUNTEERS MUST READ THIS MANUAL AND THEN SIGN AND RETURN THE
BACK PAGE TO THE MAIN OFFICE @ NAVESINK SCHOOL*

HARASSMENT – INTIMIDATION – BULLYING IN SCHOOLS

WHAT IS HARASSMENT – INTIMIDATION – BULLYING?

According to NJSA 18A:37-14, NJSA 18A:37-15(b)(2) and NJSA 18A:37-15.3:

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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 by any other distinguishing characteristic, **that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided in section 16 of P.L.2010, c.122 (C.18A:37-15.3)**, that 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;
- has the effect of insulting or demeaning any student or group of students; or
- creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

WHAT ARE OFF SCHOOL GROUNDS AND HOW DOES IT IMPACT US?

* The term "school grounds," pursuant to N.J.A.C. 6A:16-1.3, means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School property also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion or all of said land.

*For school staff to address HIB that occurs off school grounds there must be reason to believe, at a minimum, that the alleged HIB has substantially disrupted or interfered with the orderly operation of the school or the rights of other students. Once this determination has been made, school staff must implement the district board of education's HIB policy and code of student conduct.

WHAT ARE OUR RESPONSIBILITIES FOR REPORTING INCIDENTS?

All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal **on the same day** when the school employee or contracted service provider witnessed or received reliable information regarding any such incident. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying. N.J.S.A. 18A:37-15(b)(5)

A member of a board of education, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall **report the incident to the appropriate school official** designated by the school district's policy, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying. N.J.S.A. 18A:37-16(b)

A member of a board of education or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in the district's policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident. N.J.S.A. 18A:37-16(c)

WHO DO WE REPORT INCIDENTS TO?

Navesink Elementary School HIB Team:

- Dr. Altobello – School Principal: altobelloj@middletownk12.org
- Ms. Bragen – SBSS: bragenj@middletownk12.org

All Volunteers After Reviewing This Document Must Sign and Return This Form to the Main Office @ Navesink School

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| Volunteer Name: | |
| Volunteer Signature | |
| Date: | |