

**Absecon School District 2018-2019  
Harassment, Intimidation, and Bullying Reporting Procedure**

**District Anti-Bullying Coordinator**

Lindsay Reed

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**H. Ashton Marsh Elementary School  
Anti-Bullying Specialist**

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**Emma C. Attales Middle School  
Anti-Bullying Specialist**

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1. If you (staff member, contracted employee, volunteer, Board Member) witness, or have reliable information that a pupil has been subject to harassment, intimidation, or bullying, it must be stopped immediately, you must ensure the safety of the victim, and report to the Principal or administrative designee on the date of incident
2. The investigation begins within one school day of receipt of the verbal report and notification to the parents/guardians of all students involved are notified
3. A written report of the incident must be submitted to the Anti-Bullying Specialist/Principal within two school days of the incident. Incident reporting forms can be found on the District website at [www.abseconschools.org](http://www.abseconschools.org)
4. Following receipt of the written report, an investigation to determine acts of Harassment, Intimidation, or Bullying is completed within ten school days by the Anti-Bullying Specialist, as deemed warranted.
5. The Anti-Bullying Specialist provides the Anti-Bullying Coordinator and Superintendent results of the investigation within two days of completing the investigation
6. The investigation results are submitted to the Board of Education for review at the next scheduled meeting, with parental notice of the findings sent out within five days of the Board of Education meeting
7. Board Hearing: Parent may request confidential hearing before Board of Education to appeal the decision within 60 calendar days of receiving the investigation findings notice.
8. The Board of Education issues a written decision to affirm, reject, or modify the Superintendent's decision at the subsequent Board of Education meeting
9. Board Decision: Board must issue decision, in writing, to affirm, reject or modify the Superintendent's decision at next Board meeting following receipt of report. Board's decision may be appealed to the Commissioner of Education within ninety (90) calendar days. Civil Rights Complaint: Parents may file a complaint with the New Jersey Division of Civil Rights within 180 calendar days of incident, or in State or Federal court, if HIB is based on a characteristic protected under State or Federal law. ECS Investigation: Executive County Superintendent shall investigate a complaint of a violation by a school district when a complaint is not adequately addressed at the local level.

\*\* If you (staff member, contracted employee, volunteer, Board Member) witness, or have reliable information that a pupil has been subject to harassment, intimidation, or bullying, following completion of a school investigation, a written report must be submitted to the Anti-Bullying Specialist outlining additional details of witnessed as it relates to the investigated incident. The Anti-Bullying Specialist holds the authority to amend an investigation upon the receipt of additional information.