

# Alloway Township School District

43 Cedar Street  
Alloway, NJ 08001  
[www.allowayschool.org](http://www.allowayschool.org)

## **District Office:**

Superintendent: Mrs. Kristin Schell  
P: (856) 935-1622 (Ext. 108)/F: (856) 935-3017  
Board Secretary/Business Administrator: Rebecca Joyce  
P: (856) 935-1622 (Ext. 112)/F: (856) 935-3017

## **School Office:**

Assistant Principal: Mrs. Barbra Ledyard  
P: (856) 935-1622 (Ext. 109)/F: (856) 935-3017  
Guidance: Mrs. Lindsey Gioielli  
P: (856) 935-1622 (Ext. 412)/F: (856) 935-3017

## **Checklist for Investigation of Reports of Harassment, Intimidation, and Bullying (based on 2011 Anti-Bullying Bill of Rights Act)**

- School Day 1:** HIB occurs and/or employee learns or should have learned of HIB. Verbal report to-be made to principal. Principal informs parents or guardians.
- School Day 2:** Principal must initiate investigation by Anti-Bullying Specialist within one school day of report; may appoint others to assist.
- By School Day 3:** Written report to be made within 2 days of when employee witnesses or received reliable information that a student experienced HIB.
- School Day 11:** Investigation complete (no later than 10 school days from date of verbal report).
- By School Day 13:** Results of investigation must be given to superintendant within 2 school days of completing investigation. Superintendant decides which actions to take (e.g., intervention services, training, discipline, counseling, etc.)
- Report to the Board:** Superintendent must report to Board of Education at **next board meeting** following completion of investigation.
- Report to Parent/Guardian:** District must provide information to parent of alleged bully(ies) AND victim(s) about investigation and findings within 5 school days after investigation results given to board.
- Board Hearing:** Parent may request confidential hearing before Board of Education, which must occur within 10 calendar days of request.
- Board Decision:** Board must issue a 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 Commissioner of Education within 90 days.
- Civil Rights Complaint:** Parents may file a complaint with the NJ Division on 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 the complaint is not adequately addressed on the local level.