

Mannington Township School District

495 Route 45

Salem, NJ 08079

www.manningtonschool.org

School Office:

Superintendent: Dr. Loren Thomas

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Principal: John R. Swain

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

School Day 1: A Mannington employee suspects that an incidence of HIB has occurred or a student reports a possible HIB incident to a staff member. Staff member verbally reports this possible incident to the principal. Principal informs parents or guardians.

School Day 2: Principal reports the incident to the Anti-Bullying Specialist within one school day of the verbal report. The Anti-Bullying specialist begins an investigation. The principal may also appoint others to assist in investigation.

School Day 3: The staff member who made the initial verbal report must submit a written report within 2 days.

School Day 11: Investigation completed by the Anti-Bullying specialist within 10 school days of the initial verbal report.

School Day 13: Results of investigation are given to superintendent within 2 school days of the completed investigation. Superintendent decides which (if any) additional actions are appropriate (e.g., intervention services, training, discipline, counseling, etc.).

Report to the Board: Superintendent will report the incident to the Board of Education at **next board meeting** following completion of investigation.

Report to Parent/Guardian: District will provide information to parent of alleged bully(ies) and victim(s) about the investigation and findings within 5 school days after the report to the Board of Education.

Board Hearing: Parents may request confidential hearing before the Board of Education. If requested, this hearing 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. The 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 any complaint of violation by the school district when the complaint is not adequately addressed on the local level.