

Irvington School District  
Florence Avenue Elementary School  
1324 Springfield Avenue  
Irvington, New Jersey 07111

Harassment, Intimidation or Bullying, (HIB) Procedures  
2016-2017

I. Definition of HIB:  
(Harassment, Intimidation or Bullying)

“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single act or a series of incidents, that is reasonably perceived as being motivated wither by any actual or perceived characteristic, such as race, color religion, ancestry, national origin, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds 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 emotional harm to his/her person or damage to his/her property; b) has the effect of insulting or demeaning any student or group of students; or c) creates a hostile educational environment at school for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

II. How to Report Incident of HIB

Call a School Counselor/Anti-Bullying Specialist – Ms. Sharon Zadlock  
(973) 399-6862 ext. 1906

Email School Counselor/Anti Bullying Specialist – [szadlock@irvington.k12.nj.us](mailto:szadlock@irvington.k12.nj.us)

Submit a letter to the School Counselor/Anti Bullying Specialist describing the incident(s)

Harassment, Intimidation or Bullying, (HIB), reporting can be done anonymously.  
(Call, email, or submit a letter)

III. The Investigation Process:

The School Counselor will:

1. Consult with an Administrator.
2. Collect and review all statements related to the incident.
3. Interview victim/offender/witnesses. (separately)
4. Call parents of victim and offender.
5. Set-up conferences with victim or offender and always have parents and administrators present.
6. Make notation in PowerSchool under victim and offender of all actions taken. (meeting/phone calls/e-mails)
7. Document all anonymous reports and investigate.
8. Submit all complaints against a staff member to the Principal and log into PowerSchool.
9. Offer counseling to victim and offender. (Health & Social Services Coordinator (HSSC) or Child Study Team (CST)

Note: HSSC must see victim within 48 hours.

IV. Consequence:

An Administrator will:

1. Assign appropriate level of suspension –  
1<sup>st</sup> Offense: HFP/Parent Conference  
2<sup>nd</sup> Offense: 1 day Out of School Suspension  
3<sup>rd</sup> Offense: 2-3 days Out of School Suspension  
4<sup>th</sup> Offense: 5 days Out of School Suspension  
(possible Central Office intervention)
2. Notify CST if applicable
3. Set-up reentry meeting with parents, students, teacher, counselor, HSSC and CST, if applicable
4. If necessary, begin process for Intervention & Referral Services. (R&S)
5. Follow-up with counseling for victim and offender.

V. Bystanders:

A student may be found to have committed an Act of bullying without being the individual who performed the overt act. Examples of this enabling type of behavior may include encouraging a bully to physically attack a student, spreading rumors, or shunning a student who has been ostracized by a group. Bystanders will be subject to disciplinary action. Principals will consider the nature of the behavior before determining a remedial action and/or disciplinary consequence.

VI. Retaliation:

A person who commits an act of retaliation or Reprisal against the individual who reported the original act of harassment, intimidation or bullying, or an individual who falsely accuses someone of harassment, intimidation or bullying is subject to the same disciplinary consequences as the original aggressor. The level of disciplinary consequences may match the level of the original consequences given to the aggressor or may increase to the next level of consequences as outlined in the Student Code of Conduct. All disciplinary sanctions will be implemented with consideration of the individual's due process rights.

Question or concerns related to these procedures should be directed to:

Ms. Magee, Principal (973) 399-6862 ext. 1903