

## FREQUENTLY ASKED QUESTIONS

### Whom do I contact with a concern about HIB?

Parents, students and staff should contact the CSA, Mr. Robert Magnuson, or Ms. Dachisen with any questions or concerns about potential HIB.

### What happens when a concern is reported?

A verbal report may be made, but must be followed by a written report. A school employee, BOE member, volunteer, or contracted service provider must report verbally to the CSA on the day he/she becomes aware of the occurrence and must complete a written report within 2 days. The CSA reviews the report and asks the Anti-bullying Specialist, Mr. Baran, to investigate.

### How are the reports of HIB investigated?

Mr. Baran or Ms. Dachisen, will gather information and conduct interviews. This process could include those who engaged in the alleged HIB, those who were affected by the alleged HIB, bystanders, staff, and others who may have knowledge of the incident.

### What actions are taken if HIB is found?

The CSA determines the actions. Actions considered depend upon the specific circumstances and may include individual consequences or actions for the person who allegedly engaged in the behavior as well as support from staff for the person who received the behavior. Classroom, school or district actions may also be taken if necessary, *i.e. detention, loss of privileges, suspension.*

### Will I be notified as a parent?

If your child is spoken to as part of an investigation, whether your child is a bystander, another with knowledge, the person who was affected, or the person who allegedly engaged in the behavior, you will be contacted by the CSA or Ms. Dachisen. After the investigation and a report to the Board of Education, parents will be given a written report of the nature of the investigation, determination of HIB, as well as consequences imposed or support services provided.

### What is meant by “electronic communication”?

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cell phone, computer, or pager. This refers to cyber-bullying and can occur through emails, chat rooms, online social networks (Facebook, Google), gaming sites, messages/texts/images sent through cell phones and other methods.

### Can students, parents or others report potential HIB?

YES! Pupils, parents, and visitors are encouraged to report alleged violations to the CSA on the same day when they witness or receive reliable information regarding an incident. Pupils, parents and visitors may report an act of HIB anonymously via the hotline. Formal action might not be taken solely on the basis of an anonymous report.

### Why is the school concerned with what happens off school grounds?

It is the law and a part of school policy. The law and policy both state that if we become aware of an incident of HIB and it “substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and either a reasonable person should know, under the circumstances, that the alleged HIB will have the effect of physically or emotionally harming a pupil or damaging a pupil’s property; or placing a pupil in reasonable fear of the same or the alleged HIB has the effect of insulting or demeaning any student or groups of students; or the alleged HIB creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to a pupil.

### Still need more information?

Please consult our anti-bullying information link on our website. There you will find the policy, regulations, a video about bullying and other information.

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# THE ANTI-BULLYING BILL OF RIGHTS

## The Nuts and Bolts



17 KENT STREET  
OXFORD, NJ 07863  
908-453-4101

## What is HIB?

*Harassment, Intimidation, or Bullying means any gesture, any written, verbal or physical act, or any electronic communication, ...,single incident or a series of incidents that:*

1. Is reasonably perceived as being motivated by either actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. by any other distinguishing characteristic
3. that takes place on school grounds, 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
4. 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/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any student or group of students; or
6. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

## What is Oxford Central School Doing To Address HIB?

- ◆ Continuing to develop and implement our nationally recognized character education program.
- ◆ Provide weekly anti-bullying activities for staff to utilize in the classroom.
- ◆ Updated HIB policy and regulations adopted by the BOE
- ◆ Appointing & training staff to take on new roles to address HIB
- ◆ Implementing the annual Week of Respect in October
- ◆ Providing on-going instruction in the classroom & through special programs & events to prevent HIB
- ◆ Keeping updated information on our school website and maintaining an anti-bullying hotline 24 hours a day!
- ◆ Provide school climate surveys to students

## Key Points of the School Policy and Law

- ◆ School employees, contracted service providers, BOE members, or volunteers who have witnessed or have reliable information that HIB may have occurred shall report the incident to the CSA who shall initiate procedures.
- ◆ School employees must report potential HIB incidents they become aware of even if they occur OFF SCHOOL GROUNDS. "Off school grounds" would include club or scout meetings, internet/ email/ text interactions, and sporting events.
- ◆ A School Safety Team shall review reports of HIB twice per school year and make recommendations to the CSA and the BOE.
- ◆ Staff roles:
  - Ms. Milissa Dachisen:  
Anti-Bullying Coordinator
  - Mr. Richard Baran:  
Anti-Bullying Specialist
- ◆ Schools are required to report the nature and number of all HIB reports; this data will be used to assign a grade to the district and the school.