



## COMMERCIAL TOWNSHIP SCHOOL DISTRICT

*Kristin Schell*

Superintendent/Principal

*John Lavell*

Supervisor of CTS/Special Services

*Darren Harris*

Business Administrator

*Alysia Thomson*

Assistant Principal

**Commercial Township School District  
Harassment, Intimidation, and Bullying Reporting Procedure  
Commercial Township School Anti-Bullying Coordinator:  
John Lavell; [john.lavell@commercialschools.org](mailto:john.lavell@commercialschools.org) (856)785-2333 ext. 2142  
Commercial Township School Anti-Bullying Specialists  
Tarin Leech; [tarin.leech@commercialschools.org](mailto:tarin.leech@commercialschools.org) (856)785-2333  
Dana Crandall; [dana.crandall@commercialschools.org](mailto:dana.crandall@commercialschools.org) (856)785-2333**

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 within two school days of the incident. Incident reporting forms can be found on the District website at [commercialschools.org](http://commercialschools.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.
5. The Anti-Bullying Specialist provides the Anti-Bullying Coordinator and Superintendent within two days of completing the investigation.

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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: Parents may request confidential hearing before the Board of Education which occurs within ten (10) calendar days of request.

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 a decision, in writing, to affirm, reject or modify the Superintendent's decision at the next Board meeting following receipt of the 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 receipt of additional information.

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### COMMERCIAL TOWNSHIP SCHOOL DISTRICT STATEMENT OF ASSURANCE HARASSMENT, INTIMIDATION, AND BULLYING REQUIREMENTS

In accordance with state regulations, N.J.S.A. 18A:37-15 et seq, you are being provided with the Commercial Township School District's HIB reporting procedures and district policy as an approved volunteer within the District. This information is required to be shared with you, in addition to details regarding state requirements and legal obligations associated with the Anti-Bullying Bill of Rights. Please review each document from the links provided below to familiarize yourself with District policy, procedures, and bullying prevention information. Once you have reviewed all of the documents, submit the signed statement of assurance to your building office.

1. District Policy - 5131.9

<https://drive.google.com/file/d/0B2ZA6LfAU3mlcnVPOTVza1k5Rjd3dnI4STF5NTBBZ3BmbFU0/view?usp=sharing>

2. Commercial Township Harassment, Intimidation, and Bullying Reporting Procedures

<http://commercialschools.org/wp-content/uploads/2017/09/CTSD-HIB-Reporting-Procedure.pdf>

3. Commercial Township Schools HIB Incident Report Form

<http://commercialschools.org/wp-content/uploads/2017/09/CTSD-HIB-Incident-Report-Form-1-1.pdf>

4. Harassment, Intimidation, and Bullying - Online Parent Tutorial

<http://www.nj.gov/education/students/safety/behavior/hib/tutorials/ParentTut2.pdf>

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I have reviewed all of the documents provided to me, and understand my responsibilities as an approved employee/contractor/volunteer with the Commercial Township School District.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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