



Haleyville Mauricetown School
1308 North Avenue • Port Norris, NJ 08349
856.785.2333



Port Norris Middle School
6812 Brown Street • Port Norris, NJ 08349
856.785.1611

Dr. Daniel J. Dooley, Ed.D.
Superintendent/Principal

Trish Birmingham
School Business Administrator

Alysia R. Thomson, M.Ed
District Assistant Principal

Lindsay Reed, Ed.S.
Director of Special Services

Commercial Township 2017-2018 Harassment, Intimidation, and Bullying Reporting Procedure

District Anti-Bullying Coordinator
Lindsay Reed
Lindsay.Reed@commercialschools.org
(856) 785-0840 ext. 2142

<p>Haleyville Mauricetown School Anti-Bullying Specialist Allison Kilbride Allison.Kilbride@commercialschools.org (856) 785-2333 ext 2115</p>	<p>Port Norris Middle School Anti-Bullying Specialist Tarin Leech Tarin.Leech@commercialschools.org (856) 785-1611 ext.3143</p>
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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 www.commercial.k12.nj.us **
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
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: Parent may request confidential hearing before 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 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 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 the receipt of additional information.