

New Jersey Anti-Bullying Bill of Rights Act

Draft Forms and Letters

Presented to the Montgomery Township Board of Education

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DRAFT LETTER

[Date]

[Name]
[Address]
[City, State, Zip Code]

Dear [insert name]:

In accordance with the provisions of New Jersey's Anti-Bullying Bill of Rights Act and the Montgomery Township Board of Education Policy 5512 – Harassment, Intimidation, and Bullying, it has been reported to me that your child, [insert name], may have been the target of an act of harassment, intimidation or bullying on [insert date]. The allegations will be investigated by our school's Anti-Bullying Specialist, [insert name]. This investigation will be completed no later than ten school days from the date of the written report.

The Anti-Bullying Specialist may be meeting with your child and other students and staff members during the investigation process. In accordance with Board Policy 5512, the Principal, may take measures to ensure the safety, health, and welfare of all parties during the investigation process. The school's administration shall proceed in accordance with the Student Code of Conduct, as appropriate. Upon completion of the investigation findings, additional actions may be taken by the Superintendent.

In accordance with New Jersey's Anti-Bullying Bill of Rights Act and Board Policy 5512, parents of pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information will be provided to you in writing by the Superintendent within five days after the results of the investigation are reported to the Board of Education, which shall be no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation.

After receiving this information, parents or guardians may request a hearing before the Board of Education. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision. A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L. 1945, c.169 (C.10:5-1 et seq.).

Please do not hesitate to contact my office with any questions or concerns you may have regarding this matter.

Sincerely,

[insert name]
Principal

DRAFT LETTER

[Date]

[Name]
[Address]
[City, State, Zip Code]

Dear [insert name]:

In accordance with the provisions of New Jersey's Anti-Bullying Bill of Rights Act and the Montgomery Township Board of Education Policy 5512 – Harassment, Intimidation, and Bullying, it has been reported to me that your child, [insert name], may have committed an act of harassment, intimidation or bullying on [insert date]. The allegations will be investigated by our school's Anti-Bullying Specialist, [insert name]. This investigation will be completed no later than ten school days from the date of the written report.

The Anti-Bullying Specialist may be meeting with your child and other students and staff members during the investigation process. In accordance with Board Policy 5512, the Principal, may take measures to ensure the safety, health, and welfare of all parties during the investigation process. The school's administration shall proceed in accordance with the Student Code of Conduct, as appropriate. Upon completion of the investigation findings, additional actions may be taken by the Superintendent.

In accordance with New Jersey's Anti-Bullying Bill of Rights Act and Board Policy 5512, parents of pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information will be provided to you in writing by the Superintendent within five days after the results of the investigation are reported to the Board of Education, which shall be no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation.

After receiving this information, parents or guardians may request a hearing before the Board of Education. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision. A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L. 1945, c.169 (C.10:5-1 et seq.).

Please do not hesitate to contact my office with any questions or concerns you may have regarding this matter.

Sincerely,

[insert name]
Principal

Written Report of Alleged HIB

(Must be submitted to the school principal within two (2) school days of witnessing or receiving reliable information that a student has been subject to harassment, intimidation, or bullying)

Today's Date: _____ Date of verbal report: _____

Prepared by: _____

- | | |
|--|--|
| <input type="checkbox"/> Alleged Victim | <input type="checkbox"/> Parent/Guardian of Student (not victim) |
| <input type="checkbox"/> Student | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Parent/Guardian of Alleged Victim | <input type="checkbox"/> Administrator |

Date and Time of Incident: _____ School: _____

Alleged victim: _____

Grade of the alleged Victim: _____ Age of alleged Victim: _____

Alleged Victim's race:

- | | | |
|--|---|---|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> African American | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> White (non-Hispanic) |

Alleged Victim's education status:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> General Education | <input type="checkbox"/> Student with Disabilities/IEP | <input type="checkbox"/> Non-Student |
| <input type="checkbox"/> Section 504 | | |

Location where the alleged HIB occurred *(more than one can be selected)*:

- | | | |
|--|---|---|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> School Entrance | <input type="checkbox"/> Off Site |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Other-School Grounds | <input type="checkbox"/> (School Sponsored) |
| <input type="checkbox"/> Corridor | <input type="checkbox"/> Other-Inside School | <input type="checkbox"/> Off School Grounds |
| <input type="checkbox"/> Building Entrance | <input type="checkbox"/> Bus | |

Mode of the alleged HIB *(more than one can be selected)*:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Verbal Communication | <input type="checkbox"/> Electronic Communication | <input type="checkbox"/> Physical Act |
| <input type="checkbox"/> Written Communication | | <input type="checkbox"/> Gesture |

Alleged Offender: _____ School: _____

Grade of the alleged Offender: _____ Age of the alleged Offender: _____

Alleged Offender's race:

- | | | |
|--|---|---|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> African American | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> White (non-Hispanic) |

Alleged Offender's education status:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> General Education | <input type="checkbox"/> Student with Disabilities/IEP | <input type="checkbox"/> Non-Student |
| <input type="checkbox"/> Section 504 | | |

Complainant: _____

Statement of Complainant *(attach separate pages if necessary)*:

Did a physical injury result from the incident? Yes No. If yes, please describe the injury and if medical attention was necessary *(attach separate pages if necessary)*:

Was the target student absent from school as a result of the incident? Yes No. If yes, please list dates:

Identify what harm you believe was or may have been caused by the incident. *Check all that apply:*

- Substantially disrupts or interferes with the orderly operation of the school;
- Substantially disrupts or interferes with the rights of other students;
- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the students property;
- A reasonable person should know, under the circumstances, will have the effect of placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- Has the effect of insulting or demeaning any student or group of students;
- Creates a hostile educational environment for the student by interfering with the student's education;
- Creates a hostile educational environment for the student by severely or pervasively causing physical or emotional harm to the student.

If selected, describe the impact(s):

Were there any witnesses? Yes No. If yes, please provide their name(s) and summarize any statements provided to you *(attach separate pages if necessary):*

Are there any other individuals who may have relevant information regarding the alleged incident? Yes No. If yes, please provide their name(s) *(attach separate pages if necessary):*

Anti-Bullying Specialist Investigation Report

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. 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 person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Dates/Timeline

Incident	Verbal Report	Parents Notified	Written Report	Investigation Began

Summary of Allegations

Person who completed the HIB written report:

- Alleged Victim
- Student
- Parent/Guardian of Alleged Victim
- Parent/Guardian of Student (not victim)
- Teacher
- Administrator

Alleged Victim: _____ School: _____

Grade of the alleged Victim: _____ Age of the alleged Victim: _____

Alleged Victim’s race:

- American Indian
- Asian
- African American
- Pacific Islander
- Hispanic
- White (non-Hispanic)

Alleged Victim’s education status:

- General Education
- Section 504
- Student with Disabilities/IEP
- Non-Student

Location where the alleged HIB occurred (*more than one can be selected*):

- Classroom
- Cafeteria
- Corridor
- Building Entrance
- School Entrance
- Other-School Grounds
- Other-Inside School
- Bus
- Off Site (School Sponsored)
- Off School Grounds

Mode of the alleged HIB (*more than one can be selected*):

- Verbal Communication
- Written Communication
- Electronic Communication
- Physical Act
- Gesture

Alleged Offender: _____ **School:** _____

Grade of the alleged Offender: _____ **Age of the alleged Offender:** _____

Alleged Offender's race:

- | | | |
|--|---|---|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> African American | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> White (non-Hispanic) |

Alleged Offender's education status:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> General Education | <input type="checkbox"/> Student with Disabilities/IEP | <input type="checkbox"/> Non-Student |
| <input type="checkbox"/> Section 504 | | |

Complainant:

Allegations *(attach separate pages if necessary):*

Summary of Investigation

(The investigation must be completed within ten (10) school days of receipt of the Written Report of Alleged HIB Form).

Person(s) appointed to assist ABS:

Interview with alleged victim *(attach separate pages if necessary):*

Witnesses interviewed: _____

Summary of interview(s) *(attach separate pages if necessary)*:

Documents reviewed *(attach if necessary)*: _____

Other evidence reviewed: *(attach if necessary)*: _____

Do you anticipate receiving any additional information relative to this investigation? Yes
 No. If yes, please describe the additional information that is anticipated to be received:

Summary of Investigation Findings (Facts)

attach separate pages if necessary

Identify *where* the alleged HIB occurred:

- | | | |
|--|---|---|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> School Entrance | <input type="checkbox"/> Off Site |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Other-School Grounds | (School Sponsored) |
| <input type="checkbox"/> Corridor | <input type="checkbox"/> Other-Inside School | <input type="checkbox"/> Off School Grounds |
| <input type="checkbox"/> Building Entrance | <input type="checkbox"/> Bus | (must also satisfy
N.J.A.C. 6A:16-7.5) |

Determination/Analysis

An allegation can *only* be determined HIB when the statutory requirements of N.J.S.A. 18A:37-14 are met. The following are *required*:

1. HIB can occur from a single incident or a series of incidents. Choose *one*:

- Single Series

2. Mode of HIB (*at least one* must be selected to find HIB):

- | | | |
|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Verbal Communication | <input type="checkbox"/> Electronic | <input type="checkbox"/> Physical Act |
| <input type="checkbox"/> Written Communication | Communication | <input type="checkbox"/> Gesture |

3. Actual or Perceived Characteristic (*at least one* must be selected to find HIB):

- | | | |
|-----------------------------------|---|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> National Origin | <input type="checkbox"/> Gender Identity and |
| <input type="checkbox"/> Color | <input type="checkbox"/> Gender | Expression |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Mental, Physical, or |
| <input type="checkbox"/> Ancestry | | Sensory Disability |

–and/or–

- Other distinguishing characteristic: _____

4. Impact of Incident(s) (*at least one* must be selected to find HIB):

- Substantially disrupts or interferes with the orderly operation of the school
- and/or–
- Substantially disrupts or interferes with the rights of other students

If selected, describe the impact(s):

5. **Impact of Incident(s)** (*at least one* must be selected to find HIB):

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the students property; **-and/or-**
- A reasonable person should know, under the circumstances, will have the effect of placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; **-and/or-**
- Has the effect of insulting or demeaning any student or group of students; **-and/or-**
- Creates a hostile educational environment for the student by interfering with the student's education; **-and/or-**
- Creates a hostile educational environment for the student by severely or pervasively causing physical or emotional harm to the student.

If selected, describe the impact(s):

Conclusion

- HIB (*at least one check in each of 1-5 above*) Not HIB

Report Prepared By: _____ Position: _____
(Print Name)

Report Prepared By: _____ Date: _____
(Signature)

All supporting documentation including, but not limited to, incident reports, correspondence, and interview notes, **must be attached** to this form.

New Jersey Anti-Bullying Bill of Rights Act Report to the Montgomery Township Board of Education

Date: *[insert date of BOE meeting here]*

1. Finding HIB

[Incident Number]. On *[insert date here]*, a report was made to the principal wherein Student A alleged that Student B committed a HIB because *[insert facts here]*. The investigation revealed that Student B did *[insert facts here]*, that it was motivated by *[insert actual and/or perceived characteristic]*, and that the impact of *[insert actual or perceived impact]* met the standard set forth in the law. Therefore, it was determined to be HIB. Student B was *[insert consequence here, including, but not limited to, counseling, support services, intervention, and/or discipline]*.

2. Finding Not HIB *(no actual and/or perceived characteristic)*

[Incident Number]. On *[insert date here]*, a report was made to the principal wherein Student A alleged that Student B committed a HIB because *[insert facts here]*. The investigation revealed that Student B did *[insert facts here]*, that it was not motivated by an actual or perceived characteristic and, therefore, did not meet the standard set forth in the law. Therefore, it was determined to not be HIB.

3. Finding Not HIB *(no impact that meets the law)*

[Incident Number]. On *[insert date here]*, a report was made to the principal wherein Student A alleged that Student B committed a HIB because *[insert facts here]*. The investigation revealed that Student B did *[insert facts here]* and that it was motivated by *[insert actual and/or perceived characteristic]*; however, the incident did not meet the standard set forth in the law with regard to the impact. Therefore, it was determined to be HIB.

DRAFT LETTER

[Date]

[Name]

[Address]

[City, State, Zip Code]

Dear [insert name]:

This letter shall serve as notice that your [son/daughter], [insert name], was involved in an investigation conducted by the School Anti-Bullying Specialist into an alleged incident of harassment, intimidation, or bullying (“HIB”). I am writing to inform you that the investigation has been completed, and that the results of this investigation were reported to the Board of Education in executive session at the Board meeting held on [insert Board meeting date].

The Nature of the Investigation

The School Anti-Bullying Specialist received a report that [insert name], was engaging in conduct that potentially constitutes HIB. As a result, the School Anti-Bullying Specialist conducted an investigation, which included [insert investigation procedures, such as interviewing name of student, the victim, and witnesses, including teachers that witnessed some of the incidents]. Based upon the results of the investigation, the School Anti-Bullying Specialist determined that [insert name] [insert brief statement of incident such as what was said or done].

Whether the District Found Evidence of HIB

I have concluded that, based upon the information provided to me by the School Anti-Bullying Specialist, that this incident does meet the definition of HIB as set forth in the District’s Policy. Specifically, I have found that [insert name] actions were motivated by bias against the student’s [insert actual or perceived category] that [insert impact].

Whether or Not Discipline Was Imposed or Services Provided

In conjunction with my findings set forth above, I have determined that a consequence should be imposed, which shall be [insert consequence].

Further Action

You may request a hearing with the Board of Education, which must be held within ten days of this request. This hearing will be held in executive session to protect the confidentiality of the students involved. If you wish to have such a hearing, you must notify me in writing on or before [3-5 days before next Board meeting]. If you request a hearing, it shall take place on [next Board meeting date]. Additional information regarding the hearing, should you request one, shall be provided under separate cover.

Please be advised that the Board of Education will issue a decision affirming, rejecting, or modifying my decision at its next regularly scheduled meeting, which will be held on [next Board meeting date]. You will receive a copy of the decision shortly thereafter. Any appeal of the Board’s decision must be made to the Commissioner of Education of the State of New Jersey within ninety days of your receipt of the Board’s decision.

Please do not hesitate to contact my office with any questions or concerns you may have regarding this matter.

Sincerely,

[insert name]

Superintendent of Schools

DRAFT LETTER

[Date]

[Name]

[Address]

[City, State, Zip Code]

Dear [insert name]:

This letter shall serve as notice that your [son/daughter], [insert name], was involved in an investigation conducted by the School Anti-Bullying Specialist into an alleged incident of harassment, intimidation, or bullying (“HIB”). I am writing to inform you that the investigation has been completed, and that the results of this investigation were reported to the Board of Education in executive session at the Board meeting held on [Board meeting date].

The Nature of the Investigation

The School Anti-Bullying Specialist received a report that [insert name] was engaging in conduct that potentially constitutes HIB. As a result, the School Anti-Bullying Specialist conducted an investigation, which included [insert investigation information, such as: interviewing name of alleged offender, the alleged victim, and witnesses, including teachers that witnessed some of the incidents]. Based upon the results of the investigation, the School Anti-Bullying Specialist determined that [insert name] [insert events].

Whether the District Found Evidence of HIB

I have concluded that, based upon the information provided to me by the School Anti-Bullying Specialist, that this incident does not meet the definition of HIB as set forth in the District’s Policy. Specifically, I have found that while [insert actions] were inappropriate, and in violation of the student code of conduct, they were not [select appropriate determination: motivated by bias against any distinguishing characteristic (real or perceived), and/or such conduct did not substantially interfere with that student’s rights within the meaning of the Anti-Bullying Bill of Rights Act].

Whether or Not Discipline Was Imposed or Services Provided

In conjunction with my findings set forth above, I have determined that no additional discipline should be imposed with respect to [insert name] above and beyond the discipline already received for [insert act]. I have also determined that no additional services and/or resources shall be provided as a result of this incident.

Further Action

You may request a hearing with the Board of Education, which must be held within ten days of this request. This hearing will be held in executive session to protect the confidentiality of the students involved. If you wish to have such a hearing, you must notify me in writing on or before [3-5 days before next Board meeting]. If you request a hearing, it shall take place on [next Board meeting date]. Additional information regarding the hearing, should you request one, shall be provided under separate cover.

Please be advised that the Board of Education will issue a decision affirming, rejecting, or modifying my decision at its next regularly scheduled meeting, which will be held on [next Board meeting date]. You will receive a copy of the decision shortly thereafter. Any appeal of the Board’s decision must be made to the Commissioner of Education of the State of New Jersey within ninety days of your receipt of the Board’s decision.

Please do not hesitate to contact my office with any questions or concerns you may have regarding this matter.

Sincerely,

[insert name]

Superintendent of Schools

DRAFT LETTER

[Date]

[Name]

[Address]

[City, State, Zip Code]

Dear [insert name]:

This letter shall serve as notice that your [son/daughter], [insert name], was involved in an investigation conducted by the School Anti-Bullying Specialist into an alleged incident of harassment, intimidation, or bullying (“HIB”). I am writing to inform you that the investigation has been completed, and that the results of this investigation were reported to the Board of Education in executive session at the Board meeting held on [Board meeting date].

The Nature of the Investigation

The School Anti-Bullying Specialist received a report that [insert name] was subjected to conduct that potentially constitutes HIB. As a result, the School Anti-Bullying Specialist conducted an investigation, which included [insert investigation such as: interviewing name of victim, the offending student, and witnesses, including teachers that witnessed some of the incidents]. Based upon the results of the investigation, the School Anti-Bullying Specialist determined that another student [insert incident facts].

Whether the District Found Evidence of HIB

I have concluded that, based upon the information provided to me by the School Anti-Bullying Specialist, that this incident does meet the definition of HIB as set forth in the District’s Policy. Specifically, I have found that the offending student’s actions were motivated by bias against [insert actual and/or perceived category] that [insert effect].

Whether or Not Discipline Was Imposed or Services Provided

In conjunction with my findings set forth above, I have determined that [insert consequence, such as: discipline should be imposed with respect to the offending student. I have also determined that the District shall provide the offending student with appropriate services and/or resources as a result of this incident designed to remediate and prevent such conduct from occurring in the future]. [If additional services are offered to the victim or on a school-wide basis, insert them here].

Further Action

You may request a hearing with the Board of Education, which must be held within ten days of this request. This hearing will be held in executive session to protect the confidentiality of the students involved. If you wish to have such a hearing, you must notify me in writing on or before [3-5 days before next Board meeting]. If you request a hearing, it shall take place on [next Board meeting date]. Additional information regarding the hearing, should you request one, shall be provided under separate cover.

Please be advised that the Board of Education will issue a decision affirming, rejecting, or modifying my decision at its next regularly scheduled meeting, which will be held on [next Board meeting date]. You will receive a copy of the decision shortly thereafter. Any appeal of the Board’s decision must be made to the Commissioner of Education of the State of New Jersey within ninety days of your receipt of the Board’s decision.

Please do not hesitate to contact my office with any questions or concerns you may have regarding this matter.

Sincerely,

[insert name]

Superintendent of Schools

DRAFT LETTER

[Date]

[Name]

[Address]

[City, State, Zip Code]

Dear [insert name]:

This letter shall serve as notice that your [son/daughter], [insert name], was involved in an investigation conducted by the School Anti-Bullying Specialist into an alleged incident of harassment, intimidation, or bullying (“HIB”). I am writing to inform you that the investigation has been completed, and that the results of this investigation were reported to the Board of Education in executive session at the Board meeting held on [Board meeting date].

The Nature of the Investigation

The School Anti-Bullying Specialist received a report that [insert name] was allegedly the victim of conduct that potentially constitutes HIB. As a result, the School Anti-Bullying Specialist conducted an investigation, which included [insert investigation such as: interviewing name of victim, the offending student, and witnesses, including teachers that witnessed some of the incidents]. Based upon the results of the investigation, the School Anti-Bullying Specialist determined that another student [insert incident facts].

Whether the District Found Evidence of HIB

I have concluded that, based upon the information provided to me by the School Anti-Bullying Specialist, that this incident does not meet the definition of HIB as set forth in the District’s Policy. Specifically, I have found that while the other student’s actions were inappropriate, and in violation of the student code of conduct, they were not [select appropriate determination: motivated by bias against any distinguishing characteristic (real or perceived) and/or such conduct did not have the requisite impact required by the Anti-Bullying Bill of Rights Act].

Whether or Not Discipline Was Imposed or Services Provided

In conjunction with my findings set forth above, I have determined that no additional discipline should be imposed with respect to the other student above and beyond the discipline [he/she] has already received for [insert incident]. I have also determined that no additional services and/or resources shall be provided as a result of this incident.

Further Action

You may request a hearing with the Board of Education, which must be held within ten days of this request. This hearing will be held in executive session to protect the confidentiality of the students involved. If you wish to have such a hearing, you must notify me in writing on or before [3-5 days before next Board meeting]. If you request a hearing, it shall take place on [next Board meeting date]. Additional information regarding the hearing, should you request one, shall be provided under separate cover.

Please be advised that the Board of Education will issue a decision affirming, rejecting, or modifying my decision at its next regularly scheduled meeting, which will be held on [next Board meeting date]. You will receive a copy of the decision shortly thereafter. Any appeal of the Board’s decision must be made to the Commissioner of Education of the State of New Jersey within ninety days of your receipt of the Board’s decision.

Please do not hesitate to contact my office with any questions or concerns you may have regarding this matter.

Sincerely,

[insert name]

Superintendent of Schools