

Harassment  
Intimidation & Bullying  
Volunteer Training  
High Bridge School District



# Overview

Volunteers have an obligation to report any suspected HIB incidents.

Report any incidents the same day to the building principal.

Complete the district's HIB form found on the District's webpage.



# High Bridge HIB Policy 5512



The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A **safe and civil environment** in school is necessary for pupils to learn and achieve high academic standards. **Harassment, intimidation, or bullying**, like other disruptive or violent behaviors, is **conduct that disrupts both a pupil's ability to learn and a school's ability to educate** its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

## High Bridge District HIB Policy

# What is HIB?

“Harassment, intimidation, and 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 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** or, on a **school bus**, or **off school grounds** as provided for in section 16 of P.L. 2010, Chapter 122, **that substantially disrupts or interferes with the orderly operation of the school or the rights of other students** and that:



## HIB continued



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; or

Has the effect of insulting or demeaning any student or group of students in such a way as to cause **substantial disruption** in, or **substantial interference** with, the **orderly operation of the school**; or

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.

# Understanding the Difference Conflict vs. Bullying

## Peer Conflict

- Equal power in relationship
- Both children upset feel remorse and want to solve problem and restore relationship
- Happens occasionally
- Usually not emotionally damaging

## Bullying

- Imbalance of power
- Victim upset, bully is not
- Bully has no remorse
- Bully does not see need for resolution
- Is ongoing
- Can be serious emotional or physical threat



**Bullying is different  
from conflict.**

# How to intervene



1. Stop the behavior.
  - a. **Stand between the aggressor and the target.**
  - b. **Set ground rules for all participants (for example: “I want you each to stand here and listen and not talk”)**
2. Support the student who has been targeted in a way that allows them to regain control of his or her emotions.
  - a. **Stand close to the student who has been targeted. Don’t ask the student to tell you what happened. It might make them nervous to speak in front of the aggressor.**
3. Address the student who was targeted by naming the behavior.
  - a. **State what you saw or heard. “The words or actions that I witnessed are against the school’s rules.”**
4. Empower bystanders with appreciation or information on how to act in the future.
  - a. **Praise bystander with specific comments about things they did to help, if they were effective.**
5. Report the incident to the classroom teacher or principal.



# Reporting



- If you feel that you have witnessed a HIB incident, complete a **reporting form** which can be found on the district's website.
- This form should be submitted to the building principal the **day of the incident**.
- Because of **confidentiality**, reporters will not be informed of the outcome of the investigations unless their child is involved.

[HIB Incident Form](#)



# Personnel

- There is one district wide Anti-Bullying Coordinator. Each school building has an Anti-Bullying Specialist.
- The Anti-Bullying Specialist investigates the reports. The Anti-Bullying Coordinator determines the consequences and the appropriate remedial actions.
- **Mrs. Wheeler** is the Anti-Bullying Specialist at the Elementary School and **Ms. White** is the Anti-Bullying Specialist at the Middle School.
- **Dr. Hobaugh** is the Anti-Bullying Coordinator.

## HIB Personnel



# Conclusion

If you suspect a student was bullied, you have an **obligation** to report the incident.

Reports must be made on the **same day** to building principal.

*Thank you for volunteering  
and making our schools safe  
and special.*



Please go to [HBSD Volunteer HIB Questionnaire](#) to answer a few questions to complete your training.