

REGULATION

FREEHOLD TOWNSHIP BOARD OF EDUCATION

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Harassment, Intimidation, or Bullying Investigation Procedure (M)

R 5512 Harassment, Intimidation, or Bullying Investigation Procedure (M)

The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident and shall be conducted by a school's Anti-Bullying Specialist, in coordination with the Principal.
 - a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.
2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
 - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.
3. The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).
4. The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.



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5. The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.
6. Parents of individual student offenders and targets/victimsshall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.
7. A parent may request a hearing before the Board of Education after receiving the information.
 - a. This hearing shall be held within ten school days of the request;
 - b. The Board shall meet in executive session for the hearing to protect the confidentiality of the students; and
 - c. At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.
8. At the next regularly scheduledBoard of Education meeting following its receipt of the Superintendent'sreport on theresults of each investigation to the Board or following ahearing 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 the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.



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9. A parent, student 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.).

(Abolished July 31, 2018)

(Alert 216)



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R 5320.6 PEDICULOSIS

Research supports it is unlikely that all pediculosis cases in the school setting can be prevented. Parents/caregivers will benefit from receiving support from the school nurse about the importance of regular surveillance at home, choosing and adhering to the protocols of evidence-based treatment recommendations, and educating to dispel head lice myths. The school district and school nurse implement practices based on CDC and American Academy of Pediatrics research and guidelines. The burden of unnecessary absenteeism to the students, families, and communities far outweighs the perceived risks associated with head lice.

Detection and Prevention

- A. Communication with parents/guardians shall be established
 1. The District Pediculosis Information sheet is located in the FTS School Handbook. District Policy is available on the District Web page.
 2. The District Pediculosis Brochure will be available to parents/guardians in the health office. Pediculosis tip sheets may be included in communication forms such as PTO Newsletters
 3. Educate parents upon notification their child has a positive case of pediculosis
- B. Use of common head gear in school, such as hats, wigs or hair ornaments should be avoided
- C. Student noted to be itching scalp or reporting itching hair, neck or scalp will be sent to nurse for evaluation of pediculosis
- D. Positive cases over 10% in grade level shall be reported to school physician, administration, and local health department

Procedure

- A. Student's head's will be checked in good light. Confidentiality maintained to best of staff ability.



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1. Nurse will wear gloves when checking heads.
 2. A single applicator stick is used for each student and disposed in plastic bag.
- B. If live louse /lice is found the nurse will
1. Notify parent/guardian. If near end of day, at nurse's discretion child may or may not remain in school. Siblings will be checked by the nurse. If siblings are in other district schools, that nurse will be notified to do a confidential head check.
 2. At nurse's discretion a grade level letter may be sent home, while maintaining student anonymity.
 3. Parent will be given district pediculosis brochure or other reputable information (such as CDC, AAP, or NASN publications) on lice facts, treatments, preventive measures, etc.
 4. Child may return to school upon completed treatment and removal of nits. Child will report to nurse upon return for healthy head check. If live lice are noted, the building administrator will be consulted for having child taken home for removal of lice/nits. RN has discretion in consult with building administrator to exclude child based on quantity of nits found.
 5. After treatment in the home, RN may ask parent for type of treatment used, or empty product container, whether prescription or over-the-counter.
 6. The student's head should be rechecked per the District Nurses' Procedure Book

General Considerations

- A. Reassurance of the child, parents and staff – pediculosis is not a life threatening, nor generally considered disease causing.
- B. If child is found to have live lice during school day, they have already made contact with other students. If parent/guardian cannot be reached, by



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best-practice, it is considered not to be catastrophic if the child remains in school a few more hours.

- C. Parent and students should be educated at every opportunity, such as Kindergarten Welcome Day, PTO Newsletter, building nurse district web page, etc.
- D. Staff Education
 - 1. Although head to head contact is most likely the mode of transmission of lice, staff are discouraged from students using shared head gear
 - 2. Wash hands immediately after contact with any student's head and avoid head to head contact with others
 - 3. Remind staff pediculosis is not limited to any particular social or economic group
 - 4. Staff will maintain in confidence knowledge of student screened for pediculosis. If parent informs staff a child was treated for head lice, teacher will privately notify school nurse.
- E. Any concerns should be discussed with the building nurse, building administrator, Assistant Superintendent and/or school physician.
- F. If parent/guardian is resistant to guidelines or fail to return child to school in reasonable time (1-2 school days), notify the building principal
- G. Continued case of pediculosis in same student may constitute consult with local health department, if neglect is suspected it may be reported to child protective services.
- H. District procedure subject to change with evolving research from reputable sources, namely CDC, AAP and NASN.

(Abolished July 31, 2018)

