Farmingdale Public School

Anti-Bullying Training

September 2026

HIB Team

Anti-Bullying Coordinator: Kristeena Conklin

Anti-Bullying Specialist: Elise Dressel

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Introduction

In order to comply with the state laws regarding bullying, it is necessary to follow certain procedures and adhere to a specific timeline.

In this presentation, we will clarify the procedures and expectations regarding staff/volunteer responsibilities in reporting incidents of Harassment, Intimidation, and Bullying (HIB).

We will also present information regarding building a positive school climate and bullying prevention.

⭐ **Whether you have actually observed a situation or have been informed of one verbally or in writing, you must do the following as soon as you are made aware:**

- **Staff/Volunteer *or* Parent/Guardian reports concern/situation to the Superintendent/Principal, Anti-Bullying Specialist (Elise Dressel), or Anti-Bullying Coordinator (Kristeena Conklin)**
- **Anti-Bullying Specialist or Superintendent/Principal contacts the parent(s)/guardian(s) of the victim(s) and the student(s) accused of HIB; preferably prior to the student(s) arriving home**
- **Staff/Volunteer *or* Parent/Guardian must submit written report (*HIB 338 Form*) to Superintendent/Principal, Anti-Bullying Specialist, or Anti-Bullying Coordinator within 2 school days of being made aware of or witnessing any alleged acts of HIB. *The link to this form is on the school website (www.farmingdaleschool.com) → About Our School→ HIB Info→HIB 338 Form via HIBster**

How I want People To Treat Me - Students Tell Us

- I want people to smile at me and have nice faces.
- I want friends who do not gossip.
- I want friends who like me for who I am.
- I want to be treated like I matter.

- I want to be nice to people because I don't want it to come back & haunt me.
- I want everyone to have the chance they deserve to be treated nicely.
- I want people to love and care for me.

Farmingdale's Harassment, Intimidation, and Bullying Policy

- Click this link to view Farmingdale School's policy in its entirety

Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students 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.

Harassment, Intimidation, and Bullying Definition

"*Harassment, intimidation, or bullying*" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;

3. 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, that the act(s) 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/her person or damage to his/her property; or

    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.

HIB Policy: Student Expectations

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

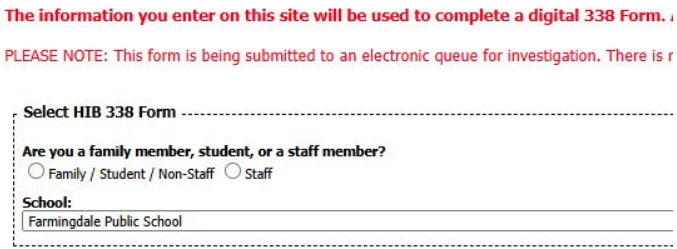
1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

HIB Policy: School Personnel Requirements

All Farmingdale School personnel must:

- Report incidents of HIB to the Anti-Bullying Specialist (Elise Dressel), Superintendent/Principal (Edith Conroy), or Anti-Bullying Coordinator (Kristeena Conklin), as soon as possible.
- The Anti-Bullying Specialist or Superintendent/Principal will contact the parent(s)/guardian(s) of the victim(s) and the student(s) accused of HIB; preferably prior to the student(s) arriving home.
- Complete the HIB 338 Form within 2 school days of the allegation. **Refer to the school website for the link to the form**
- Report any new information regarding an open HIB investigation as it becomes known, as soon as possible.

Reporting Documentation



Top: The discipline tracker can be used in OnCourse for documenting behavior incident(s) related to a student(s)

Left: HIB 338 Reporting Form process via the link on our website (for schools); also used to report a possible HIB anonymously

Follow-Up: Target

Our work is not done once a HIB incident has been reported, investigated, and concluded.

Either the Superintendent/Principal, Anti-Bullying Specialist, Anti-Bullying Coordinator, or teacher must conduct a Target Follow-Up three times within a month of the incident to ensure the victim(s) feels safe and comfortable in school.

HIB Investigation/Process Timeline Page 1

_____ Allegation Made by Affected Party to School Personnel *or* Parent/Guardian: Verbal, Written, Observed (Immediately)

_____ Superintendent/Principal Notified (Immediately)

_____ Anti-Bullying Specialist or Superintendent/Principal contacts all parent(s)/guardian(s) of victim(s) and student(s) accused of HIB violations: Do not identify any other students involved -ASAP (within 24 hours)

_____ ABS Investigation Begins (within 24 hours)

_____ School Personnel *or* Parent/Guardian must submit HIB 338 form online within 2 school days of being made aware of or witnessing any alleged acts of HIB

_____ ABS Investigation Concluded (10 school days from allegation) *HIB report may be amended after this date if new information regarding the investigation arises*

_____ ABS submits Reporting Form Results to CSA -Chief School Administrator (13 days)

HIB Investigation/Process Timeline Page 2

_____ CSA completes Report, Prints Evidence to Add to Report (3 days)

_____ Reported by CSA to BOE (Next scheduled BOE Meeting)

_____ Parent Receive Investigation Results (5 days following BOE Meeting)

_____ *OPTIONAL*: Parent Request for Confidential Hearing before BOE (10 calendar days)

_____ BOE Issues Decision on Parent Appeal (Next scheduled BOE meeting)

_____ Parental Appeal to Commissioner (90 calendar Days)

_____ Civil Rights (180 calendar days)

Key Facts/Statistics About Bullying In Schools

- Among students ages 12-18 in grades 6-12 who reported being bullied, the following percentages of them had experienced bullying in these places at school:
    - Classroom (39%)
    - Hallway or stairwell (37.5%)
    - Cafeteria (25.1%)
    - Outside on school grounds (24.4%)
    - Online or by text (21.6%)
    - Bathroom or locker room (11.9%)
    - In a gymnasium or weight room (10.8%)
    - School bus (9.8%)
- Approximately 44.2% of students ages 12-18 in grades 6-12 who were bullied during the school year notified an adult at school about the bullying.

Cyberbullying

- Among students ages 12-18 in grades 6-12 who reported being bullied at school during the school year, 21.6% were bullied online or by text.
    - Among those who were bullied, nearly twice as many female students reported being bullied online or by text (27.7%) as compared with male students (14.1%).

*Source: https://www.stopbullying.gov/resources/facts#fast-facts

Ways to Promote Cooperation and Caring

Send an anti-bullying message to your students by reinforcing acts of kindness and communicating values of tolerance, respect, and responsibility. Some specific strategies to follow:

- Avoid sarcasm or put-downs of any kind.
- Greet each student at the door when they enter your room.
- Incorporate activities that promote an understanding and acceptance of those who are different.
- Use cooperative learning projects in which students must work together.
- Give out "courtesy awards" to younger students for such actions as comforting someone who is upset or inviting a new student to play a game.
- Have a class meeting in which students gather in a circle and compliment or express appreciation to a classmate. Only allow positive comments and make sure all students are acknowledged at least once every other meeting.
- Put up a courtesy display on the bulletin board. Describe acts of kindness by your students on an index cards.

Supervise Areas Where Bullying Is Likely

Bullying often takes place in areas where there is minimal supervision such as the:

- Playground
- Lunchroom
- Bathroom
- Back of the classroom
- Hallways

While some of these areas are outside of your control, you can:

- Make yourself visible and interact with students, when appropriate
- Always scan for possible peer issues

⭐ **If you learn that a student is being harassed, intimidated, or bullied, take immediate action!**

Normal Conflict vs. Bullying

Normal Conflict	Bullying
Equal power; friends	Imbalance of powers; not friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful
Not serious	Serious- threat of physical harm or emotional or psychological hurt
Equal emotional reaction	Strong emotional reaction on part of the victim
Not seeking power or attention	Seeking power, control
Not trying to get something	Trying to gain material things or power
Remorse- takes responsibility	No remorse- blames victim
Effort to solve the problem	No effort to solve problem

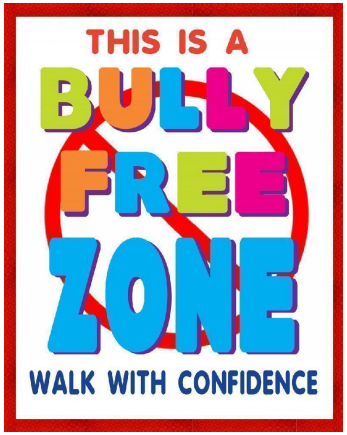
Friendly Teasing vs. Hurtful Teasing

Friendly Teasing	Hurtful Teasing
Equal power, friends	Imbalance of friends power, not friends
Neutral topic	Sensitive topic
Playful purpose	Purpose is to upset
Purpose is to include	Purpose is to exclude
Funny	Sarcastic

Ways to Report

- Contact Elise Dressel or Kristeena Conklin

- Students can anonymously report a possible HIB through the school website:
  - Go to www.farmingdaleschool.com
  - Click on "About Our School" → HIB Info
  - Click the link below to report a HIB incident.
    - https://reporting.hibster.com/Pages/Home.aspx?id=492



Signature Page: Farmingdale Anti-Bullying Training

By signing below, I, _____, ensure that I have read and understood all the information presented in the “Farmingdale Anti-Bullying Training” presentation.

Please initial next to each line.

I understand the definition of HIB as defined in Farmingdale’s HIB policy. _____

I understand my responsibilities on reporting incidences of HIB. _____

I understand ways in which I can reduce incidences of HIB and encourage compassion and caring within Farmingdale School. _____

_____	_____	_____
Staff/Volunteer Name (Printed)	Staff/Volunteer Signature	Date

Note: Please print, sign, and turn this page into the main office as soon as possible. When printing, select to print page 20 then scale “fit to paper.”