



State of New Jersey
 DEPARTMENT OF EDUCATION
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Governor

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Acting Commissioner

August 19, 2011

TO: Chief School Administrators
 Charter School Lead Persons

FROM: Barbara Gantwerk, Assistant Commissioner
 Division of Programs and Operations

SUBJECT: Harassment, Intimidation and Bullying Training Guidance on the District
 Anti-Bullying Coordinator and School Anti-Bullying Specialist Roles

I am pleased to announce the New Jersey Department of Education’s (NJDOE) series of training sessions designed to provide guidance on the new roles and responsibilities of district anti-bullying coordinators and school anti-bullying specialists and other requirements under the new Anti-Bullying Bill of Rights Act (*P.L.2010, c.122*). A description of the training, the training schedule and registration and other logistical information are provided below.

Description

The NJDOE will provide seven, full-day regional sessions designed to orient **one representative** from each school district and charter school to the requirements of the new law, particularly as they relate to the responsibilities of the new roles of district anti-bullying coordinator and school anti-bullying specialist. The session will focus on the provisions of the law, including the requirements for board of education harassment, intimidation and bullying (HIB) policies, the new district and school roles, and the HIB reporting and investigation procedures, as well as HIB research on best practices, including for school climate improvement and action planning.

Schedule

The training sessions will be held according to the schedule provided below. All sessions will take place from 8:30 a.m. to 3:00 p.m.

Region	Location	Date	Capacity
North	Morris County Public Safety Training Academy, Parsippany, NJ	Wednesday, September 14, 2011	125
North	Morris County Public Safety Training Academy, Parsippany, NJ	Wednesday, September 21, 2011	125

North/Central	Public Service Electric and Gas Company (PSE&G), Edison, NJ	Monday, September 12, 2011	105
Central	Robert Wood Johnson, Hamilton, NJ	Tuesday, September 13, 2011	125
Central	Mercer County Community College, West Windsor, NJ	Monday, September 26, 2011	125
South	Wildwood Convention Center, Wildwood, NJ	Monday, September 19, 2011	125
South	Wildwood Convention Center, Wildwood, NJ	Tuesday, September 20, 2011	125

Registration and Other Logistics

The session is open to only **one staff member per school district or charter school, preferably the district anti-bullying coordinator**, who will be responsible for providing the information to the school anti-bullying specialists and other staff. This identical session will be offered seven times in September 2011. **One representative from each district or charter school should register for only one of the seven sessions** to ensure that a representative from each school district and charter school has the opportunity to attend one of the sessions. The district's representative may register for any one of the seven sessions. We regret that we can only accommodate one person per district at the training sessions; however, the training PowerPoint and related training and other guidance materials will be posted on the NJDOE's Website subsequent to the completion of the trainings to support local training activities.

Registration for one of these sessions titled *Harassment, Intimidation and Bullying Training on the District Anti-Bullying Coordinator and School Anti-Bullying Specialist Roles* may be made **only** at <http://education.state.nj.us/events/>. Directions to each event can be found at the registration Website. Should you have questions, please either email HIB@doe.state.nj.us or contact Ms. Christina Azzinaro-Rapolas at Christina.azzinaro-rapolas@doe.state.nj.us or (609) 292-5935.

We hope your staff will take advantage of this training opportunity designed to provide guidance to school districts and charter schools in fulfilling their responsibilities under the Anti-Bullying Bill of Rights Act and in maintaining safe and civil school environments.

BG/SM/glv

c: Christopher D. Cerf
 Andrew Smarick
 David Hesper
 Susan Martz
 Gary Vermeire
 LEE Group
 Garden State Coalition of Schools
 Executive County Superintendents
 Safe and Supportive Schools Advisory Committee

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