

HARASSMENT, INTIMIDATION, AND BULLYING

A. Policy Statement

The Wildwood 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.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. 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:

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
2. By any other distinguishing characteristic; and that
3. 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, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; 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 pupil

- 1 or damaging the pupil’s property, or placing a pupil in reasonable fear
 2 of physical or emotional harm to his/her person or damage to his/her
 3 property; or
 4 b. Has the effect of insulting or demeaning any pupil or group of pupils;
 5 or
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 7 c. Creates a hostile educational environment for the pupil by interfering
 8 with a pupil’s education or by severely or pervasively causing physical
 9 or emotional harm to the pupil.
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11 “Electronic communication” means a communication transmitted by means of an
 12 electronic device, including, but not limited to, a telephone, cellular phone,
 13 computer, or pager.
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15 **C. Pupil Expectations**

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 17 The Board expects pupils to conduct themselves in keeping with their levels of
 18 development, maturity and demonstrated capabilities with proper regard for the
 19 rights and welfare of other pupils and school staff, the educational purpose
 20 underlying all school activities and the care of school facilities and equipment
 21 consistent with the Student Code of Conduct.
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23 The Board believes that standards for pupil behavior must be set cooperatively
 24 through interaction among the pupils, parents, school employees, school
 25 administrators, school volunteers, and community representatives, producing an
 26 atmosphere that encourages pupils to grow in self-discipline. The development of
 27 this atmosphere requires respect for self and others, as well as for school district
 28 and community property on the part of pupils, staff, and community members.
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30 Pupils are expected to behave in a way that creates a supportive learning
 31 environment. The Board believes the best discipline is self-imposed, and it is the
 32 responsibility of staff to use instances of violations of the Student Code of
 33 Conduct as opportunities to help pupils learn to assume and accept responsibility
 34 for their behavior and the consequences of their behavior. Staff members who
 35 interact with pupils shall apply best practices designed to prevent pupil conduct
 36 problems and foster pupils’ abilities to grow in self-discipline.
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38 The Board expects that pupils will act in accordance with the pupil behavioral
 39 expectations and standards regarding harassment, intimidation, and bullying,
 40 including:
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- 42 1. Pupil responsibilities (e.g., requirements for pupils to conform to
 43 reasonable standards of socially accepted behavior; respect the person,
 44 property and rights of others; obey constituted authority; and respond to
 45 those who hold that authority);
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- 2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
- 3. Pupil rights; and
- 4. Sanctions and due process for violations of the Student Code of Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils’ histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils 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 pupils who have been subjected to harassment, intimidation, or bullying; and
- 4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

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D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Student Code of Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils’ histories of inappropriate behaviors, per the Student Code of Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

- 1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
- 2. Degrees of harm;
- 3. Surrounding circumstances;
- 4. Nature and severity of the behavior(s);
- 5. Incidences of past or continuing patterns of behavior;
- 6. Relationships between the parties involved; and
- 7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

- 1. Life skill deficiencies;
- 2. Social relationships;
- 3. Strengths;
- 4. Talents;
- 5. Traits;
- 6. Interests;
- 7. Hobbies;
- 8. Extra-curricular activities;
- 9. Classroom participation;
- 10. Academic; and
- 11. Relationship to pupils and the school district.

Environmental

- 1. School culture;
- 2. School climate;

- 1 3. Pupil-staff relationships and staff behavior toward the pupil;
- 2 4. General staff management of classrooms or other educational
- 3 environments;
- 4 5. Staff ability to prevent and manage difficult or inflammatory situations;
- 5 6. Social-emotional and behavioral supports;
- 6 7. Social relationships;
- 7 8. Community activities;
- 8 9. Neighborhood situation; and
- 9 10. Family situation.

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 11 Consequences and appropriate remedial action for a pupils or staff member who
 12 commits one or more acts of harassment, intimidation, or bullying may range
 13 from positive behavioral interventions up to and including suspension or
 14 expulsion of pupils, as set forth in the Board’s approved Student Code of
 15 Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits
 16 an act of harassment, intimidation, or bullying shall be varied and graded
 17 according to the nature of the behavior, the developmental age of the pupil and
 18 the pupil’s history of problem behaviors and performance, and must be consistent
 19 with the Board’s approved Student Code of Conduct and N.J.A.C. 6A:16-7,
 20 Student Conduct. Remedial measures shall be designed to correct the problem
 21 behavior, prevent another occurrence of the problem, protect and provide support
 22 for the victim of the act, and take corrective action for documented systemic
 23 problems related to harassment, intimidation, or ~~and~~ bullying. The consequences
 24 and remedial measures may include, but are not limited to, the examples listed
 25 below:

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 27 Examples of Consequences

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- 29 1. Admonishment;
- 30 2. Temporary removal from the classroom;
- 31 3. Deprivation of privileges;
- 32 4. Classroom or administrative detention;
- 33 5. Silent lunch
- 34 6. Referral to disciplinarian;
- 35 7. In-school suspension during the school week or the weekend;
- 36 8. Out-of-school suspension (short-term or long-term);
- 37 9. Reports to law enforcement or other legal action;
- 38 10. Expulsion; and
- 39 11. Bans from providing services, participating in school-district-sponsored
- 40 programs, or being in school buildings or on school grounds.

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 42 Examples of Remedial Measures – Personal

- 43
- 44 1. Restitution and restoration;

- 1 2. Peer support group;
- 2 3. Recommendations of a pupil behavior or ethics council;
- 3 4. Corrective instruction or other relevant learning or service experience;
- 4 5. Supportive pupil interventions, including participation of the Intervention
- 5 and Referral Services Team, pursuant to *N.J.A.C. 6A:16-8*;
- 6 6. Behavioral assessment or evaluation, including, but not limited to, a
- 7 referral to the Child Study Team, as appropriate;
- 8 7. Behavioral management plan, with benchmarks that are closely
- 9 monitored;
- 10 8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- 11 9. Involvement of school disciplinarian;
- 12 10. Pupil counseling;
- 13 11. Parent conferences;
- 14 12. Alternative placements (e.g., alternative education programs);

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16 Examples of Remedial Measures – Environmental (Classroom, School Building

17 or School District)

- 18
- 19 1. School and community surveys or other strategies for determining the
- 20 conditions contributing to harassment, intimidation, or bullying;
- 21 2. School culture change;
- 22 3. School climate improvement;
- 23 4. Adoption of research-based, systemic bullying prevention programs;
- 24 5. School policy and procedures revisions;
- 25 6. Modifications of schedules;
- 26 7. Adjustments in hallway traffic;
- 27 8. Modifications in pupil routes or patterns traveling to and from school;
- 28 9. Supervision of pupil before and after school:
- 29 10. Targeted use of monitors (e.g., hallway, cafeteria, locker room,
- 30 playground, school perimeter, bus);
- 31 11. Teacher aides;
- 32 12. Small or large group presentations for fully addressing the behaviors and
- 33 the responses to the behaviors;
- 34 13. General professional development programs for certificated and non-
- 35 certificated staff;
- 36 14. Professional development plans for involved staff;
- 37 15. Disciplinary action for school staff who contributed to the problem;
- 38 16. Supportive institutional interventions, including participation of the
- 39 Intervention and Referral Services Team, pursuant to *N.J.A.C. 6A:16-8*;
- 40 17. Parent conferences;
- 41 18. Recommending family counseling;
- 42 19. Involvement of parent-teacher organizations;
- 43 20. Involvement of community-based organizations (Cape Counseling, Crisis
- 44 Intervention, PerformCare, Cape Assist);

- 1 21. Development of a general bullying response plan;
- 2 22. Peer support groups
- 3 23. Alternative placements (e.g., alternative education programs); and
- 4 24. Law enforcement (e.g., safe schools resource officer, juvenile officer)
- 5 involvement or other legal action.
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7 N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial
 8 actions for any staff member who commits an act of harassment, intimidation, or
 9 bullying of a pupil. The consequences may include, but not be limited to, verbal
 10 or written reprimand, increment withholding, legal action, disciplinary action,
 11 and/or termination. Remedial measures may include, but not be limited to, in or
 12 out-of-school counseling, professional development programs, and work
 13 environment modifications.

14 **E. Harassment, Intimidation, and Bullying Off School Grounds**

15 This Policy and the Student Code of Conduct shall apply to instances when a
 16 school employee is made aware of alleged harassment, intimidation, or bullying
 17 occurring off school grounds when:
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- 19 1. The alleged harassment, intimidation, or bullying has substantially
 20 disrupted or interfered with the orderly operation of the school or the
 21 rights of other pupils; and either
- 22 2. A reasonable person should know, under the circumstances, that the
 23 alleged behavior will have the effect of physically or emotionally harming
 24 a pupil or damaging the pupil's property, or placing a pupil in reasonable
 25 fear of physical or emotional harm to his/her person or damage to his/her
 26 property; or
- 27 3. The alleged behavior has the effect of insulting or demeaning any pupil or
 28 group of pupils; or
- 29 4. The alleged behavior creates a hostile educational environment for the
 30 pupil by interfering with a pupil's education or by severely or pervasively
 31 causing physical or emotional harm to the pupil.
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1 **F. Harassment, Intimidation, and Bullying Reporting Procedure**

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The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal’s designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Student Code of Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

1 **G. Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety**
 2 **Team(s)**

- 3 1. The Superintendent shall appoint a district Anti-Bullying Coordinator.
 4 The Superintendent shall make every effort to appoint an employee of the
 5 school district to this position.

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 7 The district Anti-Bullying Coordinator shall:

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 9 a. Be responsible for coordinating and strengthening the school
 10 district's policies to prevent, identify, and address harassment,
 11 intimidation, or bullying of pupils;
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 13 b. Collaborate with school Anti-Bullying Specialists in the district,
 14 the Board of Education, and the Superintendent to prevent,
 15 identify, and respond to harassment, intimidation, or bullying of
 16 pupils in the district;
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 18 c. Provide data, in collaboration with the Superintendent, to the
 19 Department of Education regarding harassment, intimidation, or
 20 bullying of pupils;
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 22 d. Execute such other duties related to school harassment,
 23 intimidation, or bullying as requested by the Superintendent; and
 24
 25 e. Meet at least twice a school year with the school Anti-Bullying
 26 Specialist(s) to discuss and strengthen procedures and policies to
 27 prevent, identify, and address harassment, intimidation, and
 28 bullying in the district.

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 30 2. The Principal in each school shall appoint a school Anti-Bullying
 31 Specialist. When a school guidance counselor, school psychologist, or
 32 another individual similarly trained is currently employed in the school,
 33 the Principal shall appoint that individual to be the school Anti-Bullying
 34 Specialist. If no individual meeting this criteria is currently employed in
 35 the school, the Principal shall appoint a school Anti-Bullying Specialist
 36 from currently employed school personnel.

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 38 The school Anti-Bullying Specialist shall:

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 40 a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-
 41 21;
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 43 b. Lead the investigation of incidents of harassment, intimidation, or
 44 bullying in the school; and

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2 c. Act as the primary school official responsible for preventing,
3 identifying, and addressing incidents of harassment, intimidation,
4 or bullying in the school.
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- 6 3. A School Safety Team shall be formed in each school in the district to
7 develop, foster, and maintain a positive school climate by focusing on the
8 on-going, systemic process and practices in the school, and to address
9 school climate issues such as harassment, intimidation, or bullying. Each
10 School Safety Team shall meet at least two times per school year. The
11 School Safety Team shall consist of the Principal or the Principal's
12 designee who, if possible, shall be a senior administrator in the school and
13 the following appointees of the Principal: a teacher in the school; a school
14 Anti-Bullying Specialist; a parent of a pupil in the school; and other
15 members to be determined by the Principal. The school Anti-Bullying
16 Specialist shall serve as the chair of the School Safety Team.
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18 The School Safety Team shall:
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- 20 a. Receive any complaints of harassment, intimidation, or bullying of
21 pupils that have been reported to the Principal;
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23 b. Receive copies of any report prepared after an investigation of an
24 incident of harassment, intimidation, or bullying;
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26 c. Identify and address patterns of harassment, intimidation, or
27 bullying of pupils in the school;
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29 d. Review and strengthen school climate and the policies of the
30 school in order to prevent and address harassment, intimidation, or
31 bullying of pupils;
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33 e. Educate the community, including pupils, teachers, administrative
34 staff, and parents, to prevent and address harassment, intimidation,
35 or bullying of pupils;
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37 f. Participate in the training required pursuant to the provisions of
38 N.J.S.A. 18A:37-13 et seq. and other training which the Principal
39 or the district Anti-Bullying Coordinator may request;
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41 g. Collaborate with the district Anti-Bullying Coordinator in the
42 collection of district-wide data and in the development of district
43 policies to prevent and address harassment, intimidation, or
44 bullying of pupils; and

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- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a pupil.

H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal’s designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Student Code of Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Student Code of Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

1 The Superintendent shall report the results of each investigation to the Board of
2 Education no later than the date of the regularly scheduled Board of Education
3 meeting following the completion of the investigation. The Superintendent's
4 report also shall include information on any consequences imposed under the
5 Student Code of Conduct, intervention services provided, counseling ordered,
6 training established or other action taken or recommended by the Superintendent.
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8 Parents of the pupils who are parties to the investigation shall be provided with
9 information about the investigation, in accordance with Federal and State law and
10 regulation. The information to be provided to parents or guardians shall include
11 the nature of the investigation, whether the district found evidence of harassment,
12 intimidation, or bullying, or whether consequences were imposed or services
13 provided to address the incident of harassment, intimidation, or bullying. This
14 information shall be provided in writing within five school days after the results
15 of the investigation are reported to the Board of Education.
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17 A parent or guardian may request a hearing before the Board of Education after
18 receiving the information. When a request for a hearing is granted, the hearing
19 shall be held within ten school days of the request. The Board of Education shall
20 conduct the hearing in executive session, pursuant to the Open Public Meetings
21 Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. At the
22 hearing, the Board may hear testimony from and consider information provided
23 by the school Anti-Bullying Specialist and others, as appropriate, regarding the
24 alleged incident, the findings from the investigation of the alleged incident,
25 recommendations for consequences or services, and any programs instituted to
26 reduce such incidents, prior to rendering a determination.
27

28 At the regularly scheduled Board of Education meeting following its receipt of the
29 report or following a hearing in executive session, the Board shall issue a
30 decision, in writing, to affirm, reject, or modify the Superintendent's decision.
31 The Board's decision may be appealed to the Commissioner of Education, in
32 accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety
33 days after issuance of the Board of Education's decision.
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35 A parent, pupil, legal guardian, or organization may file a complaint with the
36 Division on Civil Rights within one hundred eighty days of the occurrence of any
37 incident of harassment, intimidation, or bullying based on membership in a
38 protected group as enumerated in the "Law Against Discrimination," P.L.1945,
39 c.169 (C.10:5-1 et seq.).
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1 **I. Range of Responses to an Incident of Harassment, Intimidation, or Bullying**

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3 The Board authorizes the Principal of each school, in conjunction with the Anti-
4 Bullying Specialist, to define the range of ways in which school staff will respond
5 once an incident of harassment, intimidation, or bullying is confirmed, and the
6 Superintendent shall respond to confirmed harassment, intimidation, and bullying,
7 according to the parameters described in this Policy. The Board recognizes that
8 some acts of harassment, intimidation, or bullying may be isolated incidents
9 requiring the school officials respond appropriately to the individual(s)
10 committing the acts. Other acts may be so serious or parts of a larger pattern of
11 harassment, intimidation, or bullying that they require a response either at the
12 classroom, school building or school district level or by law enforcement officials.

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14 Consequences and appropriate remedial actions for a pupils who commits an act
15 of harassment, intimidation, or bullying may range from positive behavioral
16 interventions up to and including suspension or expulsion, as permitted under
17 N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2,
18 Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and
19 N.J.A.C. 6A:16-7.5, Expulsions.

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21 In considering whether a response beyond the individual level is appropriate,
22 school officials shall consider the nature and circumstances of the act, the degree
23 of harm, the nature and severity of the behavior, past incidences or past or
24 continuing patterns of behavior, and the context in which the alleged incident(s)
25 occurred. Institutional (i.e., classroom, school building, school district) responses
26 can range from school and community surveys, to mailings, to focus groups, to
27 adoption of research-based harassment, intimidation or bullying prevention
28 program models, to training for certificated and non-certificated staff to
29 participation of parent(s) and other community members and organizations, to
30 small or large group presentations for fully addressing the actions and the school's
31 response to the actions, in the context of the acceptable pupil and staff member
32 behavior and the consequences of such actions, and to the involvement of law
33 enforcement officers, including safe schools resource officers.

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35 For every incident of harassment, intimidation, or bullying, the school officials
36 must respond appropriately to the individual who committed the act. The Board
37 is encouraged to set the parameters for the range of responses to be established by
38 the Principal and for the Superintendent to follow. The range of responses to
39 confirmed harassment, intimidation, or bullying acts should include individual,
40 classroom, school, or district responses, as appropriate to the findings from each
41 incident. Examples of responses that apply to each of these categories are
42 provided below:

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- 1 1. Individual responses can include positive behavioral interventions (e.g.,
2 peer mentoring, short-term counseling, life skills groups) and punitive
3 actions (e.g., detention, in-school or out-of-school suspension, expulsion,
4 law enforcement report, or other legal action).
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- 6 2. Classroom responses can include class discussions about an incident of
7 harassment, intimidation or bullying, role plays, research projects,
8 observing and discussing audio-visual materials on these subjects, and
9 skill-building lessons in courtesy, tolerance, assertiveness, and conflict
10 management.
11
- 12 3. School responses can include theme days, learning station programs,
13 parent programs, and information disseminated to pupils and parents or
14 guardians, such as fact sheets or newsletters explaining acceptable uses of
15 electronic and wireless communication devices or strategies for fostering
16 expected pupil behavior.
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- 18 4. District-wide responses can include community involvement in policy
19 review and development, professional development programs, adoption of
20 curricula and school-wide programs, coordination with community-based
21 organizations (e.g., mental health, health services, health facilities, law
22 enforcement officials, faith-based organizations), and disseminating
23 information on the core ethical values adopted by the district Board of
24 Education's Student Code of Conduct, per N.J.A.C. 6A:16-7.1(a)2.
25

26 The district will identify a range of strategies and resources, which could include,
27 but not be limited to, the following actions for individual victims: counseling;
28 teacher aides; hallway and playground monitors; schedule changes; before and
29 after school supervision; school transportation supervision; school transfers; and
30 therapy.
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32 **J. Reprisal or Retaliation Prohibited**

33
34 The Board prohibits a Board member, school employee, contracted service
35 provider who has contact with pupils, school volunteer, or pupil from engaging in
36 reprisal, ~~or~~ retaliation, or false accusation against a victim, witness, one with
37 reliable information, or any other person who has reliable information about an
38 act of harassment, intimidation, or bullying or who reports an act of harassment,
39 intimidation, or bullying. The consequence and appropriate remedial action for a
40 person who engages in reprisal or retaliation shall be determined by the
41 administrator after consideration of the nature, severity and circumstances of the
42 act, in accordance with case law, Federal and State statutes and regulations and
43 district policies and procedures.
44

1 All suspected acts of reprisal or retaliation will be taken seriously and appropriate
 2 responses will be made in accordance with the totality of the circumstances.
 3 Examples of consequences and remedial measures are listed in the Consequences
 4 and Appropriate Remedial Actions section of this policy.
 5
 6

7 **K. Consequences and Appropriate Remedial Action for False Accusation**
 8

9 The Board prohibits any person from falsely accusing another as a means of
 10 harassment, intimidation, or bullying.
 11

12 1. Pupils - Consequences and appropriate remedial action for a pupil found
 13 to have falsely accused another as a means of harassment, intimidation, or
 14 bullying or as a means of retaliation may range from positive behavioral
 15 interventions up to and including suspension or expulsion, as permitted
 16 under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in
 17 N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-
 18 term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
 19

20 2. School Employees - Consequences and appropriate remedial action for a
 21 school employee or contracted service provider who has contact with
 22 pupils found to have falsely accused another as a means of harassment,
 23 intimidation, or bullying or as a means of retaliation could entail discipline
 24 in accordance with district policies, procedures, and agreements which
 25 may include, but not be limited to, reprimand, suspension, increment
 26 withholding, or termination.
 27

28 3. Visitors or Volunteers - Consequences and appropriate remedial action for
 29 a visitor or volunteer found to have falsely accused another as a means of
 30 harassment, intimidation, or bullying or as a means of retaliation could be
 31 determined by the school administrator after consideration of the nature,
 32 severity, and circumstances of the act, including law enforcement reports
 33 or other legal actions, removal of buildings or grounds privileges, or
 34 prohibiting contact with pupils or the provision of pupil services.
 35
 36

37 **L. Harassment, Intimidation, and Bullying Policy Publication and**
 38 **Dissemination**
 39

40 This Policy will be disseminated annually by the Superintendent to all school
 41 employees, contracted service providers who have contact with pupils, school
 42 volunteers, pupils, and parent(s) who have children enrolled in a school in the
 43 district, along with a statement explaining the Policy applies to all acts of
 44 harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur
 45 on school property, at school-sponsored functions, or on a school bus and, as

1 appropriate, acts that occur off school grounds.

2
3 The Superintendent shall ensure that notice of this Policy appears in the pupil
4 handbook and all other publications of the school district that sets forth the
5 comprehensive rules, procedures, and standards for schools within the school
6 district.

7
8
9 The Superintendent shall post a link to the district’s Harassment, Intimidation,
10 and Bullying Policy that is prominently displayed on the homepage of the school
11 district’s website. The district will notify pupils and parents this Harassment,
12 Intimidation, and Bullying Policy is available on the school district’s website.

13
14 The Superintendent shall post the name, school phone number, school address,
15 and school email address of the district Anti-Bullying Coordinator on the home
16 page of the school district’s website. Each Principal shall post the name, school
17 phone number, address, and school email address of both the Anti-Bullying
18 Specialist and the district Anti-Bullying Coordinator on the home page of each
19 school’s website.

20
21

22 **M. Harassment, Intimidation, and Bullying Training and Prevention Programs**

23
24 The Superintendent and Principal(s) shall provide training on the school district’s
25 Harassment, Intimidation, and Bullying Policy a school employees, contracted
26 service providers, and volunteers who have significant contact with pupils. The
27 training shall include instruction on preventing bullying on the basis of the
28 protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing
29 characteristics that may incite incidents of discrimination, harassment,
30 intimidation, or bullying. The school district’s employee training program shall
31 include information regarding the school district’s Policy against harassment,
32 intimidation, or bullying, which shall be provided to full-time and part-time staff
33 members, contracted service providers, and school volunteers who have
34 significant contact with pupils.

35
36 Each public school teacher shall be required to complete at least two hours of
37 instruction in harassment, intimidation, and bullying prevention in each
38 professional development period as part of the professional development
39 requirement pursuant to N.J.S.A. 18:37-22.d.

40
41 The required two hours of suicide prevention instruction for teaching staff
42 members shall include information on the relationship between the risk of suicide
43 and incidents of harassment, intimidation, or bullying in accordance with the
44 provisions of N.J.S.A. 18A:6-112.

1 Board members shall be required to complete a training program on harassment,
2 intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-
3 33.

4
5 The school district shall annually observe a “Week of Respect” beginning with
6 the first Monday in October. In order to recognize the importance of character
7 education, the school district will observe the week by providing age-appropriate
8 instruction focusing on the prevention of harassment, intimidation, and bullying
9 as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will
10 provide ongoing age-appropriate instruction on preventing harassment,
11 intimidation, or bullying, in accordance with the Core Curriculum Content
12 Standards, pursuant to N.J.S.A. 18A:37-29.

13
14 The school district will annually establish, implement, document, and assess
15 harassment, intimidation, and bullying prevention programs or approaches, and
16 other initiatives in consultation with school staff, pupils, administrators,
17 volunteers, parents or guardians, law enforcement, and community members in
18 accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

19
20
21 **N. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment**
22 **and Review**

23
24 The Superintendent shall develop and implement a process for annually
25 discussing the school district’s Harassment, Intimidation, and Bullying Policy
26 with pupils.

27
28 The Superintendent and the Principal(s) shall annually conduct a reevaluation,
29 reassessment, and review of the Harassment, Intimidation, and Bullying Policy,
30 with input from the schools’ Anti-Bullying Specialists, and recommend revisions
31 and additions to the Policy as well as to harassment, intimidation, and bullying
32 prevention programs and approaches based on the findings from the evaluation,
33 reassessment and review.

34
35
36 **O. Reports to Board of Education and New Jersey Department of Education**
37

38 The Superintendent shall report two times each school year at a public hearing all
39 acts of harassment, intimidation, and bullying in accordance with the provisions
40 of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey
41 Department of Education in accordance with N.J.S.A. 18A:17-46. The
42 information reported shall be used to grade each school and each district in
43 accordance with the provisions of N.J.S.A. 18A:17-46. The grade received by a
44 school and the district shall be posted on the homepage of the school’s website
45 and the district’s website in accordance with the provisions of N.J.S.A. 18A:17-
46 46. A link to the report that was submitted by the Superintendent to the

1 Department of Education shall also be available on the school district's website.
 2 This information shall be posted on the websites within ten days of receipt of the
 3 grade for each school and the district.
 4

5 **P. Reports to Law Enforcement**
 6

7 Some acts of harassment, intimidation, and bullying may be bias-related acts and
 8 potentially bias crimes and school officials must report to law enforcement
 9 officials either serious acts or those which may be part of a larger pattern in
 10 accordance with the provisions of the Memorandum of Agreement between
 11 Education and Law Enforcement Officials.

12 **Q. Collective Bargaining Agreements and Individual Contracts**
 13

14 Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the
 15 provisions of any collective bargaining agreement or individual contract of
 16 employment in effect on the Anti-Bullying Bill of Rights Act's effective date
 17 (January 5, 2011). N.J.S.A. 18A:37-30.
 18

19 **R. Pupils with Disabilities**
 20

21 Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights
 22 of a pupil with a disability with regard to disciplinary actions or to general or
 23 special education services and supports. N.J.S.A. 18A:37-32.
 24

25
 26
 27 The school district shall submit all subsequent amended Harassment, Intimidation, and
 28 Bullying Policies to the appropriate Executive County Superintendent of Schools within
 29 thirty days of Board adoption.
 30

31
 32
 33 N.J.S.A. 18A:37-13 through 18A:37-32

34 N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

35 Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on
 36 School Property, at School-Sponsored Functions and on School Buses – April 2011
 37