

# ***Harassment, Intimidation, & Bullying***

***A Handbook for Parents and Students  
2021-2022***



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## Harassment, Intimidation and Bullying

### Policy Statement

The Clayton Public Schools 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 student'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.**

## Harassment, Intimidation and Bullying

Types of Behaviors include:

- Any gestures, or
- Any written, verbal, or physical act or any electronic communication
- Can be a SINGLE incident or a SERIES of incidents

Motivation for HIB Behavior:

- Any actual or perceived characteristic
- Examples: race, color, religion, ancestry, gender, sexual orientation, gender identity and expression, or mental/physical/sensory disability, or any other distinguishing characteristic(s)

Location of Incident:

- On school property
- At school sponsored function
- On a school bus
- Off school grounds (including cyberspace)

Must meet one of the following conditions in addition to causing substantial disruption and interference:

- Has effect of insulting or demeaning student or groups of students or
- Creates hostile educational environment for students by interfering with student education or
- Severely or pervasively causing physical or emotional harm to students

## Implementation of the HIB Legislation

### How has the Clayton School District implemented the HIB legislation?

#### Anti-Bullying Assignments

- Establishment of Anti-Bullying Coordinator
- Establishment of Anti-Bullying Specialist in each school
- Establishment of School Safety Team

#### New Investigation Procedures

- Detailed, specific timelines
- Verbal reports must be made to the **PRINCIPAL on the same day incident occurs**
- Follow-up written report must be completed within **two (2) days of verbal report**
- **PRINCIPAL** must initiate an investigation within **one (1) school day of receiving verbal report**
- **PRINCIPAL/DESIGNEE** must contact parents/guardians and inform them about the incident within **one (1) school day of receiving verbal report**
- Investigation must be conducted by the **ANTI-BULLYING SPECIALIST. The PRINCIPAL may appoint others to assist**
- Investigation must be completed as soon as possible; no later than **ten (10) school days from the date of the written report**
- **PRINCIPAL** must give report to the **SUPERINTENDENT OF SCHOOLS** within **two (2) school days of completing the investigation**
- **SUPERINTENDENT OF SCHOOLS** reports the results of the investigation to the BOE at the first board meeting following the completion of the investigation



## Due Process Rights for Alleged Accused and Alleged Victim(s)

- Parents/Guardians of all parties involved have the right to receive information--includes parents of alleged victim(s) and alleged bully. The report includes allegations and findings. Pursuant to the **Family Rights and Educational Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99)**, **parents are only entitled to information on their own child.**
- The school district must provide information to both parties within **five (5) school days after the results of the investigation were reported to the BOE.**
- Parents may request a hearing of the board after receiving information; hearing of the board must be provided within **ten (10) calendar days of the request.**
- The BOE must issue a decision in writing at the **first board meeting** following the receipt of the report.
- Parents of alleged victim may separately file a complaint with the New Jersey Division on Civil Rights within **180 calendar days** of alleged incident.
- Parents may also file in Superior Court.

## Parent/Guardian Role in Preventing Bullying

Parents and guardians can play a pivotal role in assisting us in preventing bullying. There are certain behaviors a child may exhibit at home that may be a warning sign that they may have experienced bullying at school. Some examples may be:

### Possible signs and symptoms of a bullied child:

- Is the child afraid to walk to or from school?
- Does the child not want to ride the school bus?
- Does the child appear apprehensive about going to school, complain of headaches or feeling ill prior to leaving for school in the morning?
- Does the child appear sad or depressed about going to school?
- Does the child seem socially isolated with few, if any, friends?
- Does it appear the child is sleeping more than usual, or does the child appear tired as if they have not gotten enough sleep?

### Warning signs that a child may be bullying at school:

- Does the child have a strong need to dominate others?
- Is the child intimidating his/her siblings or children in the neighborhood?
- Does the child brag about his actual or imagined superiority over other children?
- Is the child hot-tempered, easily angered and impulsive?
- Does the child have difficulty conforming to rules and tolerating adversity or delays?
- Is the child defiant or aggressive towards adults, including parents and teachers?
- Is the child anti-social?

## **Anti-Bullying Coordinator Responsibilities**

The District Anti-Bullying Coordinator shall:

- Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
- Collaborate with the school Anti-Bullying specialists in the district, the board of Education, and the Superintendent of Schools to prevent, identify, and respond to harassment, intimidation or bullying of students in the district;
- Provide data, in collaboration with the Superintendent of Schools, to the NJ Department of Education regarding harassment, intimidation or bullying of pupils;
- Execute such other duties related to school harassment, intimidation or bullying as requested by the Superintendent of Schools; and
- Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation and bullying in the district.

## **Principal's Responsibilities**

The Principal shall:

- Initiate the investigation by the Anti-Bullying Specialist
- Contact parents/guardians and inform them of the incident (designee may contact as well)
- Keep abreast of the situation
- Keep in close contact with the Anti-Bullying Specialist. Update them with current information
- May appoint others to assist the Anti-Bullying Specialist as needed'
- In conjunction with the Anti-Bullying Specialist shall determine the "range" of ways to address the incidents of harassing and/or bullying behavior. These may include: training, disciplinary actions, counseling, or intervention programs
- Be an active part of the School Safety Team
- Proceed in accordance with the Code of Student Conduct
- Submit the report to the Superintendent of Schools

## **Anti-Bullying Specialist Responsibilities**

The Anti-Bullying Specialist shall:

- Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
- Lead the investigation of incidents of harassment, intimidation or bullying in the school;
- Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation or bullying in the school;
- Execute other duties related to school harassment, intimidation or bullying as requested by the principal and/or the Anti-Bullying Coordinator;
- Meet at least twice a school year with the Anti-Bullying Coordinator to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation and bullying in the district.

## School Safety Team Responsibilities

The School Safety Team shall:

- Receive any complaints of harassment, intimidation or bullying of students that have been reported to the principal;
- Receive copies of any report prepared after an investigation of an incident;
- Identify and address patterns of harassment, intimidation or bullying of students in the school;
- Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation or bullying of students;
- Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation or bullying of pupils;
- Participate in required training;
- Collaborate with the Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation or bullying of students; and
- Execute such other duties related to harassment, intimidation or bullying as requested by the principal or Anti-Bullying Coordinator.

