

NORTHERN VALLEY REGIONAL HIGH SCHOOL
Demarest, New Jersey

FILE CODE: 5131.1

Monitored

Mandated

Other Reasons

Policy

Anti-Bullying Policy

As per N.J.S.A. 18A:37-15(b) (1)

Effective 9/1/2011

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Introduction

As per N.J.S.A. 18A:37-15(b) (1) any compliance with Anti-Bullying Bill of Rights, P.L. 2010, c.122.

The Northern Valley RHS Board of Education prohibits acts of harassment, intimidation or bullying (HIB) of a student. The NVRHS Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; HIB, 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.

The NVRHS Board of Education believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

Students are expected to behave in a way that creates a supportive learning environment. The NVRHS Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The NVRHS Board of Education expects that students will act in accordance with the student behavioral expectations described below:

The NVRHS Board of Education prohibits active or passive support for acts of HIB. We encourage students to support students who:

- Do not participate in acts of HIB when they see them;
- Constructively attempt to stop acts of HIB;
- Provide support to students who have been subjected to HIB; and
- Report acts of HIB to the designated school staff.

Definition

"Harassment, intimidation or bullying" (HIB) means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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 [handicap] disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

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 person or damage to his property; [or] has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with the orderly operation of the school or creates a hostile education environment at school for the student or infringes on the rights of the student at school by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Professional Development

The Northern Valley school district will provide training on the school district’s HIB policies to school employees and volunteers who have significant contact with students. This will include best practices designed to prevent inappropriate student conduct and foster student growth and self discipline.

Training will include instruction on the prevention of bullying on the basis of categories as defined by (C.18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Professional Development includes training for: Superintendent of Schools, Building Principals, Subject Supervisors, Faculty, Staff, Students, Coaches, Vendors, Cafeteria Staff, Bus staff, and Volunteers

Administration/Faculty/Staff/Coaches Educational Training	Student Educational Training	Parent Educational Training
<ul style="list-style-type: none"> • Faculty Meetings • Clinics/Regional Based Training • Online Courses • Distance Learning/Webinar • Published Resources in First Class 	<ul style="list-style-type: none"> • 9th Grade Orientation • Conflict resolution • Peer Mediation • Health Curriculum • Health Lab Anti-Bullying Presentation • Student Assemblies 	<ul style="list-style-type: none"> • Website • PTSO meetings • Back to School Night • Parent Orientation Programs • Special Education Parent Advisory Committee

Staff Training will include two hours of suicide prevention as outlined in the policy.

BOE – Members Professional Development

Training on HIB in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies (cf: P.L.2007.c.53, s.17). (As quoted in the state guidelines)

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program on HIB in schools, including a school district’s responsibilities under P.L.2002. c.83 (C.18A:37-13 et seq.). A board member shall be required to complete the program only once.

Within one year after each re-election or re-appointment to the board of education, the board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to school board members through alternative methods such as on-line or other distance learning media or through regional-based training.

State Report Card

1. Once during each semester of the school year between September 1 and January 1, and January 1 and June 30 at a public hearing, the Superintendent of Schools shall report to the board of education all acts of violence [and], vandalism, and HIB which occurred during the previous [school year] [semester] reporting period. The report shall include the number of reports of HIB, the status of all investigations, the nature of the bullying based on one of the protected categories [identified in section 2 of P.L.2002, c.83 (C.18A:37-14)], the names of the investigators, the type and nature of any discipline imposed on any student engaged in HIB, and any other measures imposed, training conducted, or programs implemented, to reduce HIB. The information shall also be reported once during each [semester of the school year] reporting period to the Department of Education. The report must include data broken down by the enumerated categories [as listed in section 2 of P.L.2002, c.83 (C.18A:37-14)], and data broken down by each school in the district, in addition to district-wide data. It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.
2. The report will be used to grade the NVRHS district for the purpose of assessing its effort in identifying harassment, intimidation, or bullying (HIB) implementing policies and programs consistent with the provisions of P.L. 2002. C.83 (C.18A:37-13 et seq.). The NVRHS district shall receive a grade determined by averaging the grades of both schools. The commissioner shall promulgate guidelines for a program to grade schools for the purpose of assessing their efforts to identify HIB.
3. The NVRHS district shall receive a grade and will post it on the NV homepage. A link to the state report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by each high school and district.
4. A link to the policy will be prominently posted on the home page of the NVRHS district's website and distributed annually to parents and guardians who have children enrolled in the NVRHS school district. In addition, information about the policy will be included in the Principals' mailing in August of each calendar year, in quarterly newsletters and Powerschool.
5. The name, school phone number, school address and email address of the district anti-bullying coordinator(s) are listed on the home page of our school district's website and that on the home page of each school's website.
6. The name, school phone number, school address and school email address of the school anti-bullying specialist(s) and the district anti-bullying coordinator(s) are listed on the home page of our school district's website and that on the home page of each school's website.
7. The information concerning the district anti-bullying coordinator and the school anti bullying specialists will also be maintained on the department's website.

Annual Policy Review

1. In June of each calendar year the two Northern Valley High Schools will conduct a re-evaluation, reassessment, and review of its policy, making any necessary revisions and additions. The board shall include input from the school anti-bullying specialist(s) in conducting its re evaluation, reassessment, and review.
2. The district shall transmit a copy of the revised policy to the executive county Superintendent of Schools within 30 school days of the revision.

3. Any revised policy following the effective date of 17 P.L. c. (C.) shall be transmitted to the executive county Superintendent of Schools by September 1, of each academic school year.

Procedures

Any school employee observing or having direct knowledge from a participant or victim of an act of violence shall, in accordance with standards established by the commissioner, file a report describing the incident to the school principal in a manner prescribed by the commissioner, and copy of same shall be forwarded to the District Superintendent.

A school leader [who holds a position that requires the possession of a chief school administrator, principal or supervisor endorsement] shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required pursuant to State Board of Education regulations. Information on the prevention of HIB shall also be included in the training. The training shall be offered through a collaborative training model as identified by the Commissioner of Education, in consultation with the State Advisory Committee on Professional Development for School Leaders. (cf: P.L.2007, c.53, s.13)

Investigation Procedures and Timelines

All acts of HIB shall be reported verbally by students, staff, volunteers, to the school principal or the principal's designee (teachers, staff member, coaches, child study team member, and guidance counselor) on the same day followed by a written report within two days when the school employee or contracted service provider witnessed or received reliable information regarding any such incident. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services.

A procedure for prompt investigation of reports of violations and complaints by the Anti-Bullying Specialist shall provide that:

- (a) The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of HIB. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information;
- (b) 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.), the Superintendent may decide to provide intervention services, establish training programs to reduce HIB and enhance school climate, impose discipline, [or] order counseling as a result of the findings of the investigation, or take or recommend other appropriate action;
- (c) The results of each investigation shall be reported to the NVRHS Board of Education no later than the date of the board of education meeting following the completion of the investigation, along with information on any services provided, training established, [or] discipline imposed, or other action taken or recommended by the Superintendent;
- (d) Parents or guardians of the students who are parties to the investigation shall 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 HIB, or whether discipline was imposed or services provided to address the incident of HIB.

This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board. A parent or guardian may request a hearing before the board after

receiving the information and the hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. 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

- (e) At the next board of education meeting following its receipt of the report, 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 the 90 days after the issuance of the board's decision; and
- (f) A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of HIB 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.) The range of ways in which a school will respond once an incident of HIB is identified, which shall be defined by the principal in conjunction with the school anti bullying specialist, but shall include an appropriate combination of counseling, support services, intervention services, and other programs, as defined by the commissioner.

Reprisal or Retaliation

Acts of reprisal or retaliation can have a chilling effect on a school environment, and can create an atmosphere where alleged violations of this policy are not reported. It is important to establish and maintain a school culture that supports the norm that all suspected acts of reprisal or retaliation are taken seriously and appropriate responses are made in accordance with the totality of the circumstances. Inconsistent applications of appropriate responses to acts of reprisal or retaliation can contribute to the culture of violence and abuse that this policy is intended to prevent.

The NVRHS Board of Education prohibits a board of education member, school employee, contracted service provider who has contact with students, school volunteer or student from engaging in reprisal, retaliation or false accusation against a victim, witness, one with reliable information or any other person who has reliable information about an act of HIB or who reports an act of HIB. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. N.J.S.A. (18A:37-16(a))

The policy shall contain the consequences and appropriate remedial action for a person found to have falsely accused another as a means of HIB. N.J.S.A. 18A:37-15(b) (9)

The NVRHS Board of Education prohibits any person from falsely accusing another as a means of HIB.

Examples of consequences and remedial actions regarding any person found to have falsely accused another as a means of HIB are as follows:

1) Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7., Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions, in accordance with the Student Hand book and BOE policy.

2) School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures and agreements; and

- 3) Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

**The consequences and appropriate remedial action for a person who commits an act of HIB.
N.J.S.A. 18A:37-15(b) (4)**

The NVRHS Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of HIB, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of HIB. 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 HIB by students.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

- Age, developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred. • Evaluation of students determined to be eligible for Special Education and related services

**Factors for Determining Remedial Measures
Personal**

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance; and

- Relationship to students and the school district.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- 504 Accommodation plans;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation

Examples of Consequences and Remedial Measures

Consequences for a student who commits an act of HIB shall be varied and graded according to the nature of the behavior whether the student is eligible for Special Education and related services, the developmental age of the student and the student's history of problem behaviors and performance, and consistent with the NVRHS Board of Education's approved code of student conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to HIB. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences:

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- After-school programs;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from providing services, participating in school-district-sponsored programs or being in school buildings or on school grounds.
- The administration reserves the right to utilize the above-mentioned consequences for violation of the school code of conduct whether in person or online.

Examples of Remedial Measures:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school “disciplinarian;”
- Student counseling;
- Parent conferences;
- Alternative placements (e.g., alternative education programs);
- Student treatment; or
- Student therapy.

Actions for failure to report/act on an incident

A member of the NVRHS Board of Education, school employee or volunteer, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to HIB shall report the incident to a staff member, anti-bullying specialist, or to any school administrator or safe schools resource officer. That individual shall immediately initiate the school district’s procedures concerning school bullying.

A school administrator who receives a report of HIB from a district employee or volunteer, and fails to initiate or conduct an investigation, or who should have known of an incident of HIB and fails to take sufficient action to minimize or eliminate the HIB, may be subject to disciplinary action. (cf: P.L.2002, c.83, s.4)

Off School Grounds Reporting

The responses to HIB that occur off school grounds shall be consistent with the board of education’s code of student conduct and other provisions of the board’s policy on HIB.

The policy adopted by NVRHS district includes provisions for appropriate responses to HIB as defined in section 2 of P.L.2002, c.83 (C.18A:37-14), when an incident of HIB occurs off school grounds, in cases in which a school employee is made aware of such actions, and such actions create a hostile environment at school for the student, infringe on the rights of the student at school, or disrupt the education process or orderly operation of a school pursuant to section 3 of P.L.2002, c.83 (C.18A:37-15).

In addition the district will make available a report form through intranet, We-Tip and or website that can be used for reporting purposes. The district should consider every mechanism available to simplify

reporting, including standard reporting forms and Web-based reporting mechanisms. To facilitate anonymous reporting a locked box will be located in each building.

Building Anti-Bullying Specialists/Coordinator/School Safety Team

Building Anti-Bullying Specialist

The principal in each school shall appoint a school anti-bullying specialist(s). When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. Northern Valley will designate a shared duty with at least one guidance counselor and a member of the Child Study Team.

District Anti-Bullying Coordinator

The district anti-bullying coordinator shall meet at least twice a school year- once in the first semester and once in the second semester- with the anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address HIB in the district. The District Director of Guidance is designated as the District Anti-Bullying Coordinator.

School Safety Team

A school safety team shall consist of the principal or his designee who, if possible, shall be a senior administrator in the school and the following appointees of the principal: a teacher in the school; a building anti-bullying specialist; a parent of a student in the school; and other members to be determined by the principal. The building anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

- 1) Receive any complaints of HIB of students that have been reported to the principal;
- 2) Receive copies of any report prepared after an investigation of an incident of HIB;
- 3) Identify and address patterns of HIB of students in the school;
- 4) Review and strengthen school climate and the policies of the school in order to prevent and address HIB of students;
- 5) Educate the community, including students, teachers, administrative staff, and parents, to prevent and address HIB of students;
- 6) Participate in the training required pursuant to the provisions of P.L.2002, c.83 (C.18A:37-13 et seq.) and other training which the principal or the district anti-bullying coordinator may request;
- 7) Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address HIB of students; and
- 8) Execute such other duties related to HIB 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 this section 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 paragraphs (1), (2), or (3) of subsection c. of this section or any other activities of the team which may compromise the confidentiality of a student.

Respect Week

The week beginning with the first Monday in October of each year is designated as a week of respect. School districts, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing HIB as defined in 2 section of P.L.2002, c.83 (C.18A:37-14).

The district will provide a variety of venues to include:

Student Assembly

Student/Staff discussions

Speakers

Checklist for Investigation of Reports of Harassment, Intimidation and Bullying (Based on 2011 Anti-Bullying Bill of Rights Act)

- School Day 1** HIB occurs and/or employee learns or should have learned of HIB. Verbal Report to be made to Principal. Principal informs parents or guardians.
- School Day 2** Principal must initiate investigation by Anti-Bullying Specialist within one day of report; may appoint others to assist
- By School Day 3** Written report to be made within 2 days of when employee witnessed or received reliable information that a student experienced HIB
- School Day 11** Investigation complete (no later than 10 school days from date of initial report).
- By School Day 13** Results of investigation must be given to Superintendent within 2 school days of completing investigation. Superintendent decides which actions to take (e.g., intervention services, training, discipline, counseling, etc.
- Report to Board** Superintendent must report to Board of Education at next board meeting following completion of investigation
- Report to Parent/Guardian** District must provide information to parent of alleged bully (ies) AND victim(s) about investigation and findings within 5 school days after investigation results given to board.
- Board hearing** Parent may request confidential hearing before Board of Education, which must occur within 10 calendar days of request.
- Board decision** Board must issue decision, in writing, to affirm, reject or modify the Superintendent's decision, at next board meeting following receipt of report. Board's decision may be appealed to Commissioner of Education within 90 calendar days.
- Civil rights complaint** Parents may file a complaint with the NJ Division on Civil Rights within 180 calendar days of incident, or in state or federal court, if HIB is based on a characteristic protected under state or federal law.
- ECS investigation** Executive County Superintendent shall investigate a complaint of a violation by a school district when the complaint is not adequately addressed on the local level

Northern Valley Regional High School District Harassment, Intimidation and Bullying (HIB) Student/Parent Reporting Form

When completed return this form to any of the following individuals: The Principal, Assistant Principals, Teacher, Guidance Counselor, Anti-Bullying Specialist, Nurse, Coach and Child Study Team Member.

Name of the Reporter:		Relation to the Victim:	
Name of the Alleged Victim:		Grade:	School:
Name of the Accused Student:		Grade	School:
Date(s) of the Incident(s):		Location of HIB:	
Potential Witnesses:			

If you fear a student is in IMMEDIATE danger, contact the police immediately! Thank you.

In your own words, please describe below what you have experienced or witnessed. (Use reverse side if necessary)

Signature: _____

Date: _____

Received By: _____

Date: _____

Northern Valley Regional High School District Harassment, Intimidation, Bullying (HIB) Staff Reporting Form

Verbally Reported to the Principal or Designee on: (mm/dd/yy) _____					
Victim Name (last, First, Middle)		ID#	<input type="radio"/> Male <input type="radio"/> Female	Grade	Age
Accused Name (Last, First, Middle)		ID#	<input type="radio"/> Male <input type="radio"/> Female	Grade	Age
School	<input type="radio"/> NVD <input type="radio"/> NVOT	Today's Date (mm/dd/yy)		Date of the Alleged Incident:	
Administrator/Principal or designee signature:			Print Name:		

If you fear a student is in **IMMEDIATE** danger, contact their home, school and the police immediately. Thank you

Check all actual or perceived characteristics that were or may have been motivational factors in the alleged bullying incident:

- | | |
|---|--|
| <input type="checkbox"/> Race
<input type="checkbox"/> Color
<input type="checkbox"/> Religion
<input type="checkbox"/> Ancestry
<input type="checkbox"/> National Origin | <input type="checkbox"/> Gender
<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Gender Identify and Expression
<input type="checkbox"/> Mental or Physical or Sensory Disability
<input type="checkbox"/> Other Actual or perceived characteristic (List below) |
|---|--|

Indicate how you learned that a student may have been the victim of harassment, intimidation or bullying:

- Witnessed incident
 Informed by Alleged victim
 Informed by other person (identify if student, parent, staff person, other and list below or attach list)

List below any person who you know or have reason to believe may have relevant information and indicate if student, parent, staff member or other.

Location of alleged H/I/B. Check & complete all that apply:

- School Property. Identify: _____
- School-sponsored function. Identify function: _____
- School bus. Identify: _____
- Off School grounds. Describe. _____

**Identify what harm you believe was or may have been caused by the alleged incident.
Check all that apply:**

- Substantial disruption or interference with orderly operation of school or rights of others
- Physical or emotional harm
- Insulting or demeaning
- Creates a hostile educational environment
- Interferes with student's education

Please add any other pertinent information on reverse of form

Name (print)

Signature

Date

**Reporting Form
For Use by Anti-Bullying Specialist:**

Anti-Bullying Specialist should maintain their own copies of each report, statements by witnesses and related documents.

Dates of alleged incident(s): _____

Date when allegation was reported: _____

Person who made initial report: _____

Summary of Allegations:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Summary of Investigation Procedures

Persons appointed to assist Anti-Bullying Specialist _____

Witnesses Interviewed _____

Documents Reviewed _____

Other Evidence Reviewed _____

Do you anticipate receiving additional information relative to this investigation?

Yes No

If yes, please describe the additional information that is anticipated to be received: _____

Summary of Factual Findings

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Non Discipline Recommendation(s)

Signature of Anti-Bullying Specialist: _____

Date: _____

**In Response to HIB Reports
For Use by Superintendent:**

Below please provide a summary of all actions either implemented and/or recommended by the Superintendent in response to the report of the anti-bullying specialist.

Date of incident: _____

Indicate organized into one of four categories summary of Actions Taken/Recommended.

Intervention Services

Description of Intervention Service _____

Person(s) Responsible _____

Timeline for Implementation _____

Training Programs

Description of Training Program _____

Person(s) Responsible _____

Timeline for Implementation _____

Counseling

Description of Counseling Service _____

Person(s) Responsible _____

Timeline for Implementation _____

Discipline

Description of Discipline _____

Person(s) Responsible _____

Timeline for Implementation _____

Other

Description of other recommendations _____

Person(s) Responsible _____

Timeline for Implementation _____

Comments:

Signature of Superintendent: _____ Date _____

Superintendent Report Form

For Parent Report Regarding Alleged Incidents of Harassment, Intimidation or Bullying:

This report is to be provided to parent within 5 school days after the results of the investigation are reported to the board.

Note that in order to protect student confidentiality, student initials, rather than names are used throughout this report.

Summary of Allegations:

Factual findings of Anti-Bullying Specialist:

If finding is that Harassment, Intimidation or Bullying occurred, was discipline imposed?

Yes No

If finding is that HIB occurred, describe below the services and/or intervention implemented to address incident.

Signature of Superintendent _____ Date _____

Northern Valley Regional High School District HIB (Harassment, Intimidation and Bullying) Awareness Sign-off Form

On January 6, 2011 Governor Christie signed the Anti Bullying Bill of Rights. This law goes into effect on September 1, 2011. The new law prohibits **harassment, intimidation and bullying**. It defines bullying, clarifies responsibility for conduct away from school grounds, creates a school safety team and requires that each school have an Anti Bullying Specialist and an Anti Bullying Coordinator. The new law requires procedures for an investigation, reporting, discipline and any appeals. The law addresses the following types of behavior including; any type of gesture, any written, verbal or physical act, or any electronic communication. They can be a single incident or a series of incidents.

The definition - **HIB** means any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- a. a reasonable person should know, under the circumstances, that the act(s) of HIB will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- b. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

HIB will be reported if it causes a substantial disruption or interference **and** has the effect of insulting or demeaning a student or group or creates a hostile educational environment by interfering with a student's education or severely or pervasively causing physical or emotional harm to a student.

If a staff member, coach, volunteer or employee of the NVRHS District witnesses an act that is considered HIB, he/she shall report it to the principal on the same day that it occurs. The principal will inform all parents involved. An investigation will occur one day after the verbal disclosure. The Anti Bullying Specialist will perform an investigation (others may assist) and a report will be presented to the principal within 10 days from the reported date. Once the investigation is completed, the principal will forward a report to the Superintendent within 2 days. The Superintendent may recommend intervention services, training programs, impose discipline and order counseling. After the completion of the investigation, the Superintendent will report to the board of education at the next meeting.

The new law provides due process for both the alleged accused and the alleged victim(s). Parents of all parties have the right to receive information within 5 days after the results of the investigation are given to the board. After receiving the information, parents may request a hearing within 10 days.

A detailed HIB Policy may be viewed online at <http://nvnet.org/>

In signing the Northern Valley Regional High School HIB Policy, I understand the definition of Harassment, Intimidation, Bullying (HIB) and the new procedures and consequences as outlined in the new Anti Bullying Bill of Rights.

Print Student Name

ID#

Student Signature

Date

Parent/Guardian Signature

Date

Adopted: July 18, 2011
NJSBA Review/Update:
Readopted: May 23, 2016

Key Words

Harassment, Intimidation, Bullying, False Accusation, Retaliation, Reprisal, Conduct, Discipline, Student Conduct

<u>Legal References:</u>	<u>N.J.S.A. 2A:4A-60 et al.</u>	Disclosure of juvenile information; penalties for disclosure
	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
school	<u>N.J.S.A. 18A:6-112</u>	Instruction on suicide prevention for public teaching staff
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:12-33</u>	Training program; requirements
	<u>N.J.S.A. 18A:17-46</u>	Reporting of certain acts by school employee; annual report; public hearing (acts of violence)
	<u>N.J.S.A. 18A:25-2</u>	Authority over students
	<u>N.J.S.A. 18A:26-8.2</u>	School leader defined; training as part of professional development
	<u>N.J.S.A. 18A:36-19</u>	Student records; creation, maintenance and retention, security and access; regulations; nonliability
	<u>N.J.S.A. 18A:36-19a</u>	Student records (Newly enrolled students; transfers of records, identification)
	<u>N.J.S.A. 18A:37-1 et seq.</u>	Submission of Students to Authority (Discipline)
	<u>N.J.S.A. 18A:37-13 et seq.</u>	<u>Anti-Bullying Bill of Rights Act</u>
	<u>See particularly:</u>	
	<u>N.J.S.A. 18A:37-14, -15, -17</u>	Harassment, intimidation, and bullying
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.A.C. 6A:14-2.8</u>	Discipline/suspension/expulsions (students with disabilities)
	<u>N.J.A.C. 6A:16-1.1 et seq.</u>	Programs to support student development (includes student conduct code)
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:16-1.4, -7.1, -7.6, -7.9</u>	
	<u>N.J.A.C. 6A:32-12.1</u>	Reporting requirements

Gebser v. Lago Vista Independent School District 524 U.S. 274 (1989) United States Supreme Court addresses the standard by which a district will be held liable for sexual harassment of a student by a school employee under Title IX --requires actual notice and deliberate indifference.

Davis v. Monroe County Board of Education 526 U.S. 629 (1999) United States Supreme Court establishes the standard under which a school district may be liable under Title IX for sexual harassment of one student by another student. The district will be liable for damages only where the school officials are proven to have been deliberately indifferent to harassment of which it is actually aware. The harassment must be "severe, pervasive and objectively offensive."

Saxe v. State College Area School District 240 F.3d 200 (3rd Cir 2001) A Pennsylvania school district's anti-harassment policy was overly broad and therefore violated the Constitutional guarantee of freedom of speech.

L. W. v. Toms River Regional Schools Board of Education 189 N.J. 381 (2007) The New Jersey Supreme Court held that the standard under which a school district may be liable under the New Jersey Law Against Discrimination for student-on-student bullying or harassment is not the Title IX deliberate indifference standard, but is rather the same standard used under the NJLAD for hostile work environment cases. A district will be judged by whether the district's response met the "reasonable person" test: what would a reasonable person (teacher, supervisor, vice principal, principal, etc.) do in a similar situation. School districts will be shielded from liability under NJLAD when their preventive and remedial actions are reasonable in light of the totality of the circumstances.

Possible

Cross References:

*1220	<u>Ad hoc</u> advisory committees
*1410	Local units
3517	Security
*3541.33	Transportation safety
*4131/4131.1	Staff development; inservice education/visitation conferences
4148/4248	Employee protection
*4231/4231.1	Staff development; inservice education/visitation conferences
5000	Concepts and roles for students
5010	Goals and objectives for students
*5020	Role of parents/guardians
*5113	Attendance, absences and excuses
*5114	Suspension and expulsion

*5124	Reporting to parents/guardians
*5131	Conduct and discipline
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
5132	Dress and grooming
*5142	Student safety
5145	Rights
5145.2	Freedom of speech/expression
*5145.4	Equal educational opportunity
*5145.6	Student grievance procedure
*5145.1	Questioning and apprehension
*5145.1	Search and seizure
*6145	Extracurricular activities
*6164.4	Child study team
*6171.4	Special education
*6172	Alternative educational programs

*Indicates policy is included in the Critical Policy Reference Manual.