

# HARASSMENT, INTIMIDATION AND BULLYING

**Staff Training 2019-2020**



**DISTRICT ANTI-BULLYING COORDINATOR: THERESA PIETROWSKI**



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# OVERVIEW

- **DISTRICT HIB POLICY (POLICY 5512)**
- **DISTRICT HIB PROCEDURES**
- **PROCEDURES FOR REPORTING NEW INFORMATION**
- **INSTRUCTION ON PREVENTING HIB BASED ON PROTECTED CATEGORIES AND OTHER DISTINGUISHING CHARACTERISTICS**

# POLICY REVISIONS

- **SCHOOL SAFETY/SCHOOL CLIMATE TEAM: WTPS IS INTRODUCING A DISTRICT LEVEL SCHOOL SAFETY/SCHOOL CLIMATE TEAM FOR THE 2019-2020 SCHOOL YEAR.**
- **IN ACCORDANCE WITH THE PROVISIONS OF N.J.A.C. 6A:16-7.7(A).2.IX.(2), THE BOARD OF EDUCATION SHALL INVESTIGATE A COMPLAINT OR REPORT OF HARASSMENT, INTIMIDATION, OR BULLYING, PURSUANT TO N.J.A.C. 6A:16-7.7(A).2.IX. AND SECTION G. OF THIS POLICY OCCURRING ON BOARD OF EDUCATION SCHOOL BUSES, AT BOARD OF EDUCATION SCHOOL-SPONSORED FUNCTIONS, AND OFF SCHOOL GROUNDS INVOLVING A STUDENT WHO ATTENDS AN APSSD. THE INVESTIGATION SHALL BE CONDUCTED BY A BOARD OF EDUCATION ANTI-BULLYING SPECIALIST, IN CONSULTATION WITH THE APSSD**

## **HARASSMENT, INTIMIDATION AND BULLYING**

**ALL SCHOOL EMPLOYEES ARE  
LEGALLY OBLIGATED TO REPORT  
ANY ALLEGED INCIDENTS OF  
HARASSMENT, INTIMIDATION  
AND/OR BULLYING (HIB) TO THE  
BUILDING PRINCIPAL ON THE  
SAME DAY OF THE INCIDENT OR  
RECEIVING KNOWLEDGE OF THE  
INCIDENT.**

# POLICY STATEMENT

- **HARASSMENT, INTIMIDATION, OR BULLYING, LIKE OTHER DISRUPTIVE OR VIOLENT BEHAVIORS, IS CONDUCT THAT DISRUPTS BOTH A STUDENT'S ABILITY TO LEARN AND A SCHOOL'S ABILITY TO EDUCATE ITS STUDENTS IN A SAFE AND DISCIPLINED ENVIRONMENT. HARASSMENT, INTIMIDATION, OR BULLYING IS UNWANTED, AGGRESSIVE BEHAVIOR THAT MAY INVOLVE A REAL OR PERCEIVED POWER IMBALANCE.**

# DEFINITION OF HIB

**"HARASSMENT, INTIMIDATION OR BULLYING" 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:**

- **A. 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 DISABILITY, OR BY ANY OTHER DISTINGUISHING CHARACTERISTIC;**
- **B. TAKES PLACE ON SCHOOL PROPERTY, AT ANY SCHOOL SPONSORED FUNCTION, ON A SCHOOL BUS, OR OFF SCHOOL GROUNDS, AS PROVIDED FOR IN SECTION 16 OF P.L.2010, C.122 (C.18A:37-15.3);**
- **C. SUBSTANTIALLY DISRUPTS OR INTERFERES WITH THE ORDERLY OPERATION OF THE SCHOOL OR THE RIGHTS OF OTHER STUDENTS; AND THAT**

# DEFINITION OF HIB (CONT.)

- **1. A REASONABLE PERSON SHOULD KNOW, UNDER THE CIRCUMSTANCES, 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**
- **2. HAS THE EFFECT OF INSULTING OR DEMEANING ANY STUDENT OR GROUP OF STUDENTS; OR**
- **3. CREATES A HOSTILE EDUCATIONAL ENVIRONMENT FOR THE STUDENT BY INTERFERING WITH A STUDENT'S EDUCATION OR BY SEVERELY OR PERVASIVELY CAUSING PHYSICAL OR EMOTIONAL HARM TO THE STUDENT.**



# “OFF SCHOOL GROUNDS” CLARIFICATION

- **SCHOOLS ARE REQUIRED TO ADDRESS HARASSMENT, INTIMIDATION, AND BULLYING OCCURRING OFF SCHOOL GROUNDS IN CASES WHERE A SCHOOL EMPLOYEE IS MADE AWARE OF SUCH ACTIONS AND WHEN THERE IS A NEXUS BETWEEN THE HARASSMENT, INTIMIDATION, AND BULLYING AND THE SCHOOL (E.G. THE HARASSMENT, INTIMIDATION, OR BULLYING SUBSTANTIALLY DISRUPTS OR INTERFERES WITH THE ORDERLY OPERATION OF THE SCHOOL OR THE RIGHTS OF OTHER STUDENTS). THE BOARD’S RESPONSE TO OFF-CAMPUS INCIDENTS OF HARASSMENT, INTIMIDATION, AND BULLYING SHALL BE CONSISTENT WITH ITS STUDENT CODE OF CONDUCT, N.J.A.C. 6A:16-7.6...**



# **DISTINGUISHING CHARACTERISTIC**

- **A CHARACTERISTIC OR FEATURE THAT IS THE MOTIVATION FOR HIB BEHAVIOR.**
- **DISTINGUISHING CHARACTERISTICS CAN INCLUDE BUT ARE NOT LIMITED TO: PHYSICAL APPEARANCE, CLOTHING OR OTHER APPAREL, SOCIOECONOMIC STATUS, AND WEIGHT.**

# HIB REPORTING AND INVESTIGATION PROCEDURE

- **ALL ALLEGED ACTS OF HIB SHALL BE REPORTED VERBALLY TO THE BUILDING PRINCIPAL ON THE SAME DAY THE INCIDENT WAS WITNESSED OR RELIABLE INFORMATION WAS RECEIVED**
- **INVESTIGATION IS INITIATED BY THE PRINCIPAL WITHIN ONE (1) DAY OF THE VERBAL REPORT OF THE INCIDENT**
- **THE PRINCIPAL SHALL INFORM THE PARENTS/GUARDIANS OF THE PARTIES TO THE INVESTIGATION (VICTIM/BULLY)**
- **THE INCIDENT SHALL BE REPORTED IN WRITING TO THE BUILDING PRINCIPAL WITHIN TWO (2) DAYS (FORM A)**

# HIB REPORTING AND INVESTIGATION PROCEDURE

- THE INVESTIGATION WILL BE CONDUCTED BY THE SCHOOL **ANTI-BULLYING SPECIALIST (ABS)\*** OR PRINCIPAL'S DESIGNEE WITHIN **ONE (1) SCHOOL DAY** OF THE VERBAL REPORT OF THE INCIDENT
- THE INVESTIGATION WILL BE COMPLETED ASAP, BUT NOT LATER THAN **TEN (10) SCHOOL DAYS**
- THE RESULT OF THE INVESTIGATION SHALL BE REPORTED TO THE SUPERINTENDENT WITHIN **TWO (2) SCHOOL DAYS** OF THE COMPLETION OF THE INVESTIGATION
- THE RESULTS OF THE INVESTIGATION SHALL BE REPORTED TO THE BOE AT THE NEXT SCHEDULED BOE MEETING

*\*Please note: the role of school Anti-Bullying Specialist is assigned to each building's Student Assistance Counselor. In the ECC, the ABS is the School Counselor.*

# HIB REPORTING AND INVESTIGATION PROCEDURE

- **THE BOE REVIEWED RESULT OF THE INVESTIGATION SHALL BE PROVIDED IN WRITING TO THE PARENTS/GUARDIANS WITHIN FIVE (5) SCHOOL DAYS**
- **A PARENT/GUARDIAN MAY REQUEST A HEARING BEFORE THE BOE WITHIN 60 DAYS AFTER RECEIVING THE WRITTEN RESULTS OF THE INVESTIGATION**

# PROCEDURE FOR REPORTING NEW INFORMATION

- **THE INVESTIGATION SHALL BE COMPLETED AND THE WRITTEN FINDINGS SUBMITTED TO THE PRINCIPAL AS SOON AS POSSIBLE, BUT NOT LATER THAN TEN (10) SCHOOL DAYS FROM THE DATE OF THE WRITTEN REPORT OF THE INCIDENT. SHOULD INFORMATION REGARDING THE REPORTED INCIDENT AND THE INVESTIGATION BE RECEIVED AFTER THE END OF THE TEN (10) DAY PERIOD, THE SCHOOL ANTI-BULLYING SPECIALIST OR PRINCIPAL MAY AMEND THE ORIGINAL REPORT OF THE RESULTS OF THE INVESTIGATION TO REFLECT THE INFORMATION AND TO ENSURE THERE IS AN ACCURATE AND CURRENT RECORD OF THE FACTS AND ACTIVITIES CONCERNING THE REPORTED INCIDENT.**
- **STAFF MEMBERS SHOULD REPORT NEW INFORMATION TO THE PRINCIPAL ON THE **SAME DAY** IT IS RECEIVED.**

# **INSTRUCTION ON PREVENTING HIB BASED ON PROTECTED CATEGORIES AND OTHER DISTINGUISHING CHARACTERISTICS**

## **PROFILE OF A TARGET (FROM PUBLIC WORKS HIB TRAINING)**

**VICTIMS RARELY DEFEND THEMSELVES AGAINST — OR RETALIATE AGAINST — BULLYING. A STUDENT CAN BE TARGETED FOR MANY REASONS THAT MAKE HIM “DIFFERENT,” INCLUDING:**

- **UNPOPULARITY**
- **PHYSICAL WEAKNESS**
- **ABILITY TO LEARN**
- **INCOME**
- **APPEARANCE/WEIGHT**
- **SEXUAL ORIENTATION AND/OR GENDER NONCONFORMITY**
- **RACE AND CULTURE**
- **PHYSICAL- AND/OR MENTAL-HEALTH ISSUES**

# **INSTRUCTION ON PREVENTING HIB BASED ON PROTECTED CATEGORIES AND OTHER DISTINGUISHING CHARACTERISTICS**

## **PREVENTION (FROM THE OLWEUS BULLYING PREVENTION PROGRAM)**

- **SCHOOLWIDE LEVEL**
  - **SCHOOL SAFETY & SCHOOL CLIMATE TEAM (OBPPC K-8)**
  - **COLLECT AND ANALYZE DATA TO ADDRESS PREVALENT ISSUES**
- **INDIVIDUAL LEVEL**
  - **ALL ADULTS SHOULD INTERVENE ON THE SPOT WHEN INAPPROPRIATE BEHAVIOR OCCURS**
  - **MEET AND FOLLOW UP WITH STUDENTS AND PARENTS TO ENSURE THAT ALL STUDENTS ARE SAFE**
- **CLASSROOM LEVEL**
  - **POST RULES AGAINST BULLYING**
  - **ADDRESS ISSUES THROUGH CLASS MEETINGS/CLASSROOM COMMUNITY BUILDING**



# IN SHORT...

- **IF A PARENT USES THE WORD “BULLY” IN CONVERSATION, REPORT IT TO YOUR PRINCIPAL.**
- **IF SOMEONE USES THE WORD “BULLY” IN AN EMAIL, REPORT IT TO YOUR PRINCIPAL.**
  - **ADDITIONALLY, IF *YOU* WRITE THE WORD “BULLY” IN AN EMAIL, IT MUST BE INVESTIGATED.**
- **IF YOU’RE NOT SURE IF A BEHAVIOR WOULD BE CONSIDERED HIB, REPORT IT TO YOUR PRINCIPAL.**

# NOTES

- **THIS PRESENTATION PROVIDES CRITERIA FOR THE HIB SELF-ASSESSMENT ON THE FOLLOWING ELEMENTS:**
  - **CORE ELEMENT #2A - SCHOOL EMPLOYEES, CONTRACTED SERVICE PROVIDERS AND VOLUNTEERS WERE PROVIDED TRAINING ON THE HIB POLICY.**
  - **CORE ELEMENT #2B - THE HIB POLICY TRAINING INCLUDED INSTRUCTION ON PREVENTING HIB ON THE BASIS OF PROTECTED CATEGORIES ENUMERATED IN THE ABR AND OTHER DISTINGUISHING CHARACTERISTICS THAT MAY INCITE INCIDENTS OF DISCRIMINATION OR HIB.**
  - **CORE ELEMENT #6A - THE SCHOOL IMPLEMENTED THE DISTRICT'S PROCEDURE FOR REPORTING HIB THAT INCLUDES ALL REQUIRED ELEMENTS.**
  - **CORE ELEMENT #6B - THE SCHOOL IMPLEMENTED THE DISTRICT'S PROCEDURE FOR REPORTING NEW INFORMATION ON A PRIOR HIB REPORT.**