



## **Harassment, Intimidation and Bullying Policy**

The Philip's Academy Charter School of Paterson Board believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. 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 environment. Therefore, Philip's Academy Charter School of Paterson will not tolerate acts of harassment, intimidation or bullying.

The Philip's Academy Charter School of Paterson Board expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Philip's Academy Charter School of Paterson's Code of Conduct. The Board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will demonstrate strong character.

The Board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the Board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds as well as at off-site school sponsored functions. The Principal shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds and at school activities. In addition, the Principal shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where any such incidents disrupt the school day. The Principal has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's approved code of student conduct, pursuant to

N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, faculty or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate

discipline in the operation of the school. The Board directs the Principal or his designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

“Harassment, intimidation or bullying” is defined as 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 disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function, or off school grounds, in accordance with law, 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, what actions 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/her person or damage to his/her property; or

Has the effect of insulting or demeaning any student or group of students; or

Creates a hostile educational environment for the student by interfering with the student’s education or by severely or pervasively causing physical or emotional harm to the student.

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

### **Consequences for Acts of Harassment, Intimidation or Bullying**

#### Students

Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance. Consequences shall be consistent with the Board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences shall be designed to:

- Correct the behavior;
- Prevent another occurrence of the problem;
- Protect and provide support for the victim of the act; and for the community;
- Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences for a student who commits an act of harassment, intimidation or bullying may

range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

#### *Potential Consequences*

- Educational Counseling
- Therapeutic Counseling
- Temporary removal from the classroom
- Loss of privileges
- PM and/or AM School Work Sessions
- In-school suspension during the school week or over the weekend
- Restricted participation in extra-curricular activities or after-school programs
- Out-of-school suspension (short-term or long-term)
- Legal action; and
- Expulsion

#### *Remedial Measures*

- Mediation
- Behavioral assessment or evaluation, including, but not limited to, a referral to members of the child study team, or an outside resource; i.e. psychotherapist, child psychologist, etc.
- Behavioral management plan, with benchmarks that are closely monitored
- Assignment of community service responsibilities
- Modification of schedules
- Small or large group presentations
- Assignment of student monitors

Classified students are subject to the same disciplinary procedures as nonclassified students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

- The student's behavior is not primarily caused by his/her educational disability;
- The program that is being provided meets the student's needs.

#### Faculty

Consequences and appropriate remedial actions for any faculty member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

#### *Consequences*

- Admonishment or Warning
- Temporary removal from the classroom
- Suspension
- Legal action; and
- Termination

### *Remedial Measures*

- Personal
  - Restitution and restoration
  - Educational Counseling and/or classes
  - Therapeutic Counseling
  - Mediation
  - Corrective action plan
  - Therapy
  
- Environmental (Classroom or School Building)
  - School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying
  - School climate improvement
  - Adoption of research-based, systemic bullying prevention programs
  - School policy and procedures revisions
  - Modifications of schedules
  - Supervision
  - Small or large group presentations for fully addressing the behaviors and the responses to the behaviors
  - General professional development programs
  - Professional development plans for involved faculty

### **Reporting Harassment, Intimidation and Bullying Behavior**

The Principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The Board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, Board member, contracted service provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

All acts of harassment, intimidation, or bullying shall be reported verbally to the Principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;

The Principal or his designee 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; and

All acts of harassment, intimidation, or bullying shall be reported in writing to the Principal within two school days of when the school employee or contracted service provider witnessed

or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A Board member, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the Principal and any appropriate school official, or to any school administrator or Anti-Bullying Specialist or Counselor, who shall immediately initiate Philip's Academy Charter School of Paterson's procedures concerning school bullying.

A Board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by Philip's Academy Charter School of Paterson's policy, or to any school administrator or Anti-Bullying Specialist or Counselor, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a school 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.

### **Anti-Bullying Coordinator**

The Principal shall appoint an Anti-Bullying Coordinator. The Principal shall make every effort to appoint an employee of Philip's Academy Charter School of Paterson to this position. The Anti-Bullying Coordinator shall:

Be responsible for coordinating and strengthening Philip's Academy Charter School of Paterson's policies to prevent, identify, and address harassment, intimidation, and bullying of students;

Collaborate with the school Anti-Bullying Specialist, the Philip's Academy Charter School of Paterson Board, and the Principal to prevent, identify, and respond to harassment, intimidation, and bullying of students in the school;

Provide data, in collaboration with the Principal, to the Department of Education regarding harassment, intimidation, and bullying of students; and

Execute such other duties related to school harassment, intimidation, and bullying as requested by Principal.

The Anti-Bullying Coordinator shall meet at least twice a school year with the school Anti-bullying Specialist to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

### **School Anti-Bullying Specialist**

The Principal shall appoint a school Anti-Bullying Specialist. The Principal shall appoint a

school Anti-Bullying Specialist from currently employed school personnel. The school Anti-bullying Specialist shall:

- Chair the school safety team
- Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
- Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

### **School Safety Team**

The school shall form a school Safety Team to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school Safety Team shall meet at least two times per school year.

The school Safety Team shall be appointed by the Principal and consist of the Principal or his designee who, if possible, shall be a senior administrator; a teacher in the school; the school Anti-Bullying Specialist; the School Counselor; a parent of a student in the school; and other members to be determined by the principal. The school Anti-Bullying Specialist shall serve as the chair of the school safety team.

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 of harassment, intimidation, or bullying
- 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, faculty, and parents, to prevent and address harassment, intimidation, or bullying of students
- Participate in the training required pursuant to the provisions of (N.J.S.A.18A:37-13 et seq.) and other training which the principal or Anti-Bullying Coordinator may request
- Collaborate with the Anti-Bullying Coordinator in the collection of data and in the development of policies to prevent and address harassment, intimidation, or bullying of students; and
- Execute such other duties related to harassment, intimidation, and bullying as requested by the Principal or Anti-Bullying Coordinator.

No parent/guardian who is a member of the school Safety Team shall:

- Receive complaints of harassment, intimidation or bullying of students that have been reported to the Principal
- Receive copies of reports prepared after an investigation of a harassment, intimidation or bullying incident
- Identify and address patterns of harassment, intimidation or bullying of students; or
- Participate in any other activities of the team which may compromise the confidentiality of a student

### **Investigating Reported Harassment, Intimidation and Bullying**

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:

- Taking of statements from victims, witnesses and accused;
- Careful examination of the facts;
- Support for the victim; and
- Determination if alleged act constitutes a violation of this policy.

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 Specialist 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 harassment, intimidation, or bullying. 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.

The results of the investigation shall be reported to the Principal within two school days of the completion of the investigation, and in accordance with law and Board policy. The Principal or his designee may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.

The results of each investigation shall be reported to the Philip's Academy Charter School of Paterson Board no later than the date of the next Board meeting following the completion of the investigation, and include:

- Any services provided;
- Training established; ○
- Discipline imposed; or
- Other action taken or recommended by the Principal.

The Principal or his designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the Board and include:

The nature of the investigation;  
 Whether the district found evidence of harassment, intimidation, or bullying; or  
 Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

### **Range of Ways to Respond to Harassment, Intimidation or Bullying**

The Philip's Academy Charter School of Paterson Board recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom or school wide level or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; schoolwide) responses include:

- School and community surveys
- Mailings
- Focus groups
- Adoption of research-based bullying prevention program models
- Training for faculty
- Participation of parents and other community members and organizations
- Small or large group presentations for faculty, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and
- The involvement of law enforcement officers, including school resource officers.



For every incident of harassment, intimidation or bullying, the school shall respond to the individual who committed the act. Responses may include:

- Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);
- Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance and conflict management;
- School responses can include theme days, assemblies, parent programs and information disseminated to students and parents, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the Principal in conjunction with the school Anti-Bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

### **Retaliation and Reprisal Prohibited**

The Board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, Board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the Principal or his designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and Board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, Board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

### **Students**

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

### **School Employees**

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with school policies, procedures and agreements, up to and including suspension or dismissal from service;

#### Board Members

Consequences and appropriate remedial action for a Board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with school policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

#### Visitors, Volunteers, Contracted Service Providers, and All Other Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for students, employees, Board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

#### *Consequences*

- Admonishment or Warning
- Temporary removal from the classroom or school
- Loss of privileges
- Prohibited from access to the school facilities (visitors, vendors, Board members, all other people);
- PM Work Sessions
- In-school suspension during the school week or the weekend
- Legal action
- Withholding of Incremental Raise
- Suspension
- Expulsion
- Termination
- Termination of service agreements or contracts (vendors, volunteers)
- Public sanction (Board members)
- Ethics charges (some administrators, Board members).

## *Remedial Measures*

- Personal
  - Restitution and restoration
  - Mediation
  - Corrective instruction or other relevant learning or service experience
  - 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 community service responsibilities
  - Counseling
  - Conferences
  - Treatment; or
  - Therapy.
  
- Environmental (Classroom or School Building)
  - School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying
  - School climate improvement
  - Adoption of research-based, systemic bullying prevention programs
  - School policy and procedures revisions
  - Modifications of schedules
  - Supervision
  - Small or large group presentations for fully addressing the behaviors and the responses to the behaviors
  - General professional development programs
  - Professional development plans for involved faculty

## **Appeal Process**

The parent or guardian may request a hearing before the Board after receiving the information from the Principal or his designee regarding the investigation. 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.

At the next Philip's Academy Charter School of Paterson Board meeting following its receipt of the report, the Board shall issue a decision, in writing, to affirm, reject, or modify the chief school administrator's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the Board's decision.

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 harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against

Discrimination.”

### Week of Respect

The week beginning with the first Monday in October of each year is designated as a “Week of Respect” in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14). Throughout the school year the school shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

### **Training**

#### School Leaders

Any school leader who holds a position that requires the possession of a 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 in accordance with State Education Board regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

#### Teaching Faculty Development

Each public school teaching faculty member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide (N.J.S.A. 18A:6-112).

#### Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Philip’s Academy Charter School of Paterson Board, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district’s responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A Board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

### **Faculty, Student and Volunteer Training**

Philip’s Academy Charter School of Paterson shall:

Provide training on Philip’s Academy Charter School of Paterson 's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with students;

Provide ongoing faculty training, in cooperation with the Department of Education, in fulfilling the reporting requirements;

Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A.18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and

Develop a process for discussing the school's harassment, intimidation or bullying policy with students.

Information regarding Philip's Academy Charter School of Paterson's policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time faculty, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students.

Throughout the school year, the school shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the students' developmental levels.

### **Reporting to the Board**

Two times each year between September 1 and January 1 and between January 1 and June 30, the school Board shall hold a public hearing at which the chief school administrator will report to the Philip's Academy Charter School of Paterson Board all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

- The number of reports of harassment, intimidation, or bullying;
- The status of all investigations;
- The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 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;
- The names of the investigators;
- The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying; and
- Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

### **Reporting to the Department of Education**

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include data broken down by the enumerated categories including the protected

categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents).

The report shall be used to grade the school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A:37-13 et seq.).

The overall school grade shall be posted on the homepage of the school's website. A link to the report shall be available on the school's website. The information shall be posted on the website within 10 days of the receipt of a grade by the school.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The Principal or her designee will annually submit the report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The Principal or her designee shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within Philip's Academy Charter School of Paterson. Any allegations of falsification of data will be reviewed by the Philip's Academy Charter School of Paterson Board using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State School Board shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the Principal shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The Board shall provide ongoing faculty training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

### **Program Assessment and Review**

Schools and school districts shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school faculty, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

### **Policy Development and Review**

The school harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives.

The school shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions. The Board shall include input from the school Anti-Bullying Specialist in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent

within 30 school days of the revision.

### **Publication, Dissemination and Implementation**

In publicizing this policy, the community including students, faculty, Board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment, intimidation and bullying that takes place on school grounds, at any school-sponsored function, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students in accordance with law.

The Principal shall take the following steps to publicize this policy:

- Provide a link to this policy on a prominent place on the school website,
- Distribute this policy annually to all faculty, students and parents/guardians; and
- Print an overview of this policy in any school publication that sets forth the comprehensive rules, procedures and standards of student conduct and in student handbooks.

The school shall notify students and parents/guardians that the policy is available on the school's website. The school shall publish the name, school phone number, school address and school email address of the Anti-Bullying Specialist on the home page of the district website. The information concerning the school's Anti-Bullying Coordinator and the school's Anti-bullying Specialist shall also be maintained on the Department of Education's website.

Additionally, the school shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parent/guardians, students and school faculty to assist in resolving complaints concerning student harassment, intimidation or bullying.

The Principal shall ensure that the rules for this policy are applied consistently with the school's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

Adopted:

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