

**HARASSMENT,  
INTIMIDATION  
&  
BULLYING**

A HANDBOOK FOR PARENTS AND STUDENTS



## TABLE OF CONTENTS

<b>Policy Statement.....</b>	<b>1</b>
<b>HIB Definition.....</b>	<b>2</b>
<b>District Anti-Bullying Organization Chart.....</b>	<b>3</b>
<b>District Implementation.....</b>	<b>4</b>
<b>Anti-Bullying Coordinator Responsibilities.....</b>	<b>5</b>
<b>Principal’s Responsibilities.....</b>	<b>6</b>
<b>Anti-Bullying Specialist Responsibilities.....</b>	<b>7</b>
<b>School Safety Team Responsibilities.....</b>	<b>8</b>
<b>Reporting Forms.....</b>	<b>9 &amp; 10</b>

# Elmwood Park School District

## Harassment, Intimidation And Bullying

### Policy Statement

The Elmwood Park Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

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

## **Elmwood Park School District**

### **Harassment, Intimidation and Bullying (HIB) Definition**

Types of Behaviors include:

- Any gestures, or
- Any written, verbal, or physical act, or
- Any electronic communication

Motivation for HIB Behavior:

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

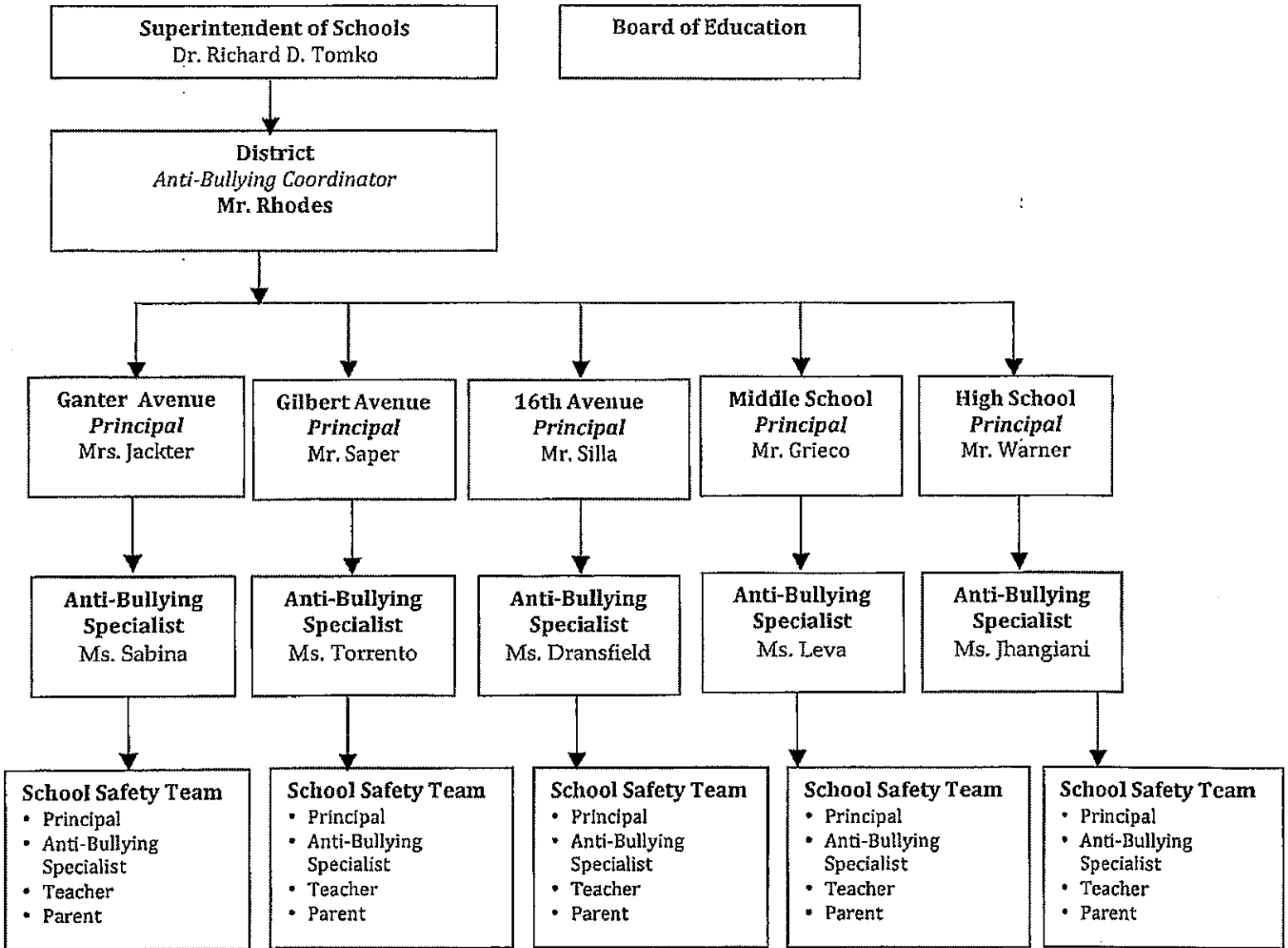
Location of incident:

- 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 or interference:

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

## District Anti-Bullying Organizational Chart



# Elmwood Park School District

## Implementation of the HIB Legislation

### How will the district implement the HIB legislation?

#### Anti-bullying assignments

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

#### New investigation procedures

- Detailed, Specific Timelines
- Verbal reports must be made to **Principal** on the same day incident occurs
- **Principal** must initiate investigation within one (1) school day of receiving (verbal) report
- **Principal** must contact parents/guardians and inform them about incident within one (1) school day of receiving (verbal) report
- Investigation must be conducted by **Anti-Bullying Specialist**
- **Principal** may appoint others to assist
- Investigation must be completed as soon as possible; no later than ten (10) school days from date of the written report
- **Principal** must give report to the Superintendent within two (2) school days of completing the investigation
- **Principal** must decide actions to be taken:
  - Intervention services
  - Training programs
  - Impose discipline
  - Order counseling
- **Superintendent** reports the results of the investigation to the board at the first board meeting following completion of the investigation

## Elmwood Park School District

### **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 school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district;
- Provide data, in collaboration with the Superintendent, to the 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; 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.

## Elmwood Park School District

### **Principal's Responsibilities**

The principal shall:

- Initiate the investigation by the Anti-Bullying Specialist;
- Contact parent(s)/guardian(s) and inform them of the incident;
- 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, discipline actions, counseling or intervention programs;
- Be an active participant of the School Safety Team;
- The Principal shall proceed in accordance with the Code of Pupil Conduct;
- Submit the report to the Superintendent; and
- Post the name, school phone number, address and school email address of the School Anti-Bullying Specialist.



## Elmwood Park School District

### **Anti-Bullying Specialist Responsibilities**

The Anti-Bullying Specialist shall:

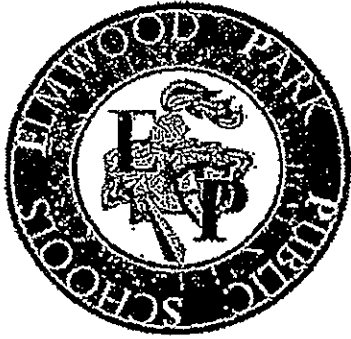
- Lead the investigation of incidents of harassment, intimidation, or bullying in the school;
- Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school;
- Execute other duties related to school harassment, intimidation or bullying as requested by the principal and/or the Anti-Bully Coordinator; and
- Meet at least twice a school year with the school Anti-Bullying Coordinator to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district

## Elmwood Park School District

### **School Safety Team Responsibilities**

School Safety Team shall:

- Receive any complaints of harassment, intimidation, or bullying of pupils 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 pupils 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 pupils;
- Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- 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 the district Anti-Bullying Coordinator may request;
- 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 harassment, intimidation, or bullying of pupils; and
- Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.



ELMWOOD PARK PUBLIC SCHOOLS  
Elmwood Park, NJ 07407

**HARASSMENT, INTIMIDATION & BULLYING  
REPORTING FORM\***

Admin Use: Verbally Reported to the Principal or Designee on: (mm/dd/yy) \_\_\_\_\_  
Assigned Case # \_\_\_\_\_

- High School     Middle School     Gantner Ave.     Gilbert Ave.     Sixteenth Ave.

Name of Alleged Victim(s): \_\_\_\_\_

Name of Alleged Offender(s): \_\_\_\_\_

Date of Alleged Incident: \_\_\_\_\_

Time of Alleged Incident: \_\_\_\_\_

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

- |  |   |
|--|---|
| <input type="checkbox"/> Race            | <input type="checkbox"/> Gender                                   |
| <input type="checkbox"/> Color           | <input type="checkbox"/> Sexual Orientation                       |
| <input type="checkbox"/> Religion        | <input type="checkbox"/> Gender Identity or Expression            |
| <input type="checkbox"/> Ancestry        | <input type="checkbox"/> Mental or Physical or Sensory Disability |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Physical Attribute                       |

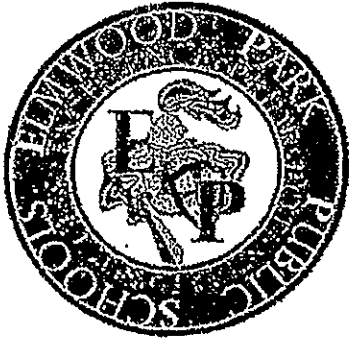
Other actual or perceived characteristics (Please describe): \_\_\_\_\_

Explain the location of the alleged HIB incident. Check all that apply and specify/describe the location:

- School Property: \_\_\_\_\_  
 School Sponsored Function: \_\_\_\_\_  
 School Bus: \_\_\_\_\_  
 Off School Grounds: \_\_\_\_\_

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

- Substantial disruption/interference with the orderly operation of the school  
 Substantial disruption/interference with the rights of others



**ELMWOOD PARK PUBLIC SCHOOLS**  
Elmwood Park, NJ 07407

Detail the effects that the circumstances of the alleged incident had on the alleged victim(s). Check all that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Physical or emotional harm          | <input type="checkbox"/> Created a hostile educational environment |
| <input type="checkbox"/> Insulted or demeaned alleged victim | <input type="checkbox"/> Interfered with a student's education     |
| <input type="checkbox"/> Other (Please describe): _____      |  |

Mode of alleged incident:

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> Gesture | <input type="checkbox"/> Physical                 |
| <input type="checkbox"/> Written | <input type="checkbox"/> Electronic Communication |
| <input type="checkbox"/> Verbal  |   |

Please describe the nature of alleged harassment, intimidation or bullying. Include any relevant written, verbal or physical act(s), or any electronic communication (attach any additional sheets if necessary).

Please describe what harm you believe was caused to the alleged victim(s) and the basis for your belief.

Additional sheets attached:  Yes  
 No

Name of Person Reporting: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* This form must be completed within two days of the verbal report to the Principal or Designee