ORANGE PUBLIC SCHOOLS

HARASSMENT, INTIMIDATION AND BULLYING

Parent and Student Handbook



Franklin Tafur, HIB Coordinator

Orange Township Public Schools
Orange High School
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Orange Board of Education Vision and Mission Statement

Vision:

"The Orange Public School District commits to provide a safe and caring environment where each student is expected to grow and succeed. We pledge to prepare all students with equitable opportunities for college and career readiness, leading to lifelong learning and responsible citizenship in a competitive global community."

Mission:

- The Orange Public School District in collaboration with all stakeholders is responsible for promoting the academic, social, emotional and personal success of all students.
- With a commitment to academic excellence, the district provides teachers, families, and administrators the tools needed for all students to reach their full potential.
- The district serves all students in our schools, acknowledging their unique backgrounds, cultural perspectives and learning styles.
- The district recognizes that curiosity, discipline, integrity, responsibility and respect are necessary for success.
- The Orange Public School District cultivates a community of 21st century learners where students take ownership of the learning process, achieve high standards of excellence, and focus on academics.

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District Policy

5512.01- HARASSMENT, INTIMIDATION, AND BULLYING (M)

Policy Statement

The Orange Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its 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.

District Regulation

5512 - REPORTING PROCEDURE - HAZING AND/OR HARASSMENT, INTIMIDATION OR BULLYING (M)

The Board of Education recognizes the need for a procedure to be in place for persons to report and

investigate allegations of hazing and/or harassment, intimidation, or **bullying** behavior. For the purposes of this Regulation, "behavior" shall mean acts, or planned acts, of hazing as defined in Policy 5512 and/or acts of harassment, intimidation, or **bullying** as defined in Policy 5512.01. Unless otherwise

noted, "Building Principal" mans the Principal and/or designee, of the school building.

Harassment, Intimidation, or Bullying Definition

Any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus.

Four types of Bullying:

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

• Bullying by Gestures

Gang-related hand signals Hands gestures toward target that cause undue stress

• Physical Bullying

Hitting, Kicking or pushing Stealing, Hiding or ruining someone's things Making someone do something he or she doesn't want to do

• Verbal Bullying

Name calling Teasing Insulting

• Relationship Bullying

Refuses to talk to someone Spreading lies and rumors about someone Making some feel left out or rejected

Motivation for HIB Behavior

- Any actual or perceived or distinguishing characteristic
- Examples: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or

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

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

Implementation of the HIB Legislation

How will District Implement the HIB Legislation and Regulations?

Anti-Bullying Personnel and Assignments

- Formation of District Anti-Bullying Coordinator
- Formation of Anti-Bullying Specialist at each School Building
- Formation of School Safety Team

New Investigation Procedures

- Comprehensive and Explicit timelines
- Verbal report must be made to **Principal** on the **same day the incident occurs**
- Follow-up written report must be completed with **two (2) school days** of verbal report; written by person who reports the incident (Form A)
- Principal must initiate investigation within one (1) school day of receiving (verbal) report and must contact Affirmative Action Officer/HIB Coordinator prior to investigation
- **Principal** must contact parents/guardians and inform them about incident within **one** (1) **school day** of receiving (**verbal**) report
- Investigation must be conducted by Principal-Appointed Anti-Bullying Specialist
- **Principal** may appoint others to assistance
- 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
- **Superintendent** in collaboration with principal must decide actions to be taken:
 - Intervention Services
 - Training Programs
 - Impose Discipline
 - o Order Counseling (at parent's/guardians' expense)
- **Superintendent** reports the results of the investigation to the Board at the first Board Meeting following completion of the investigation

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

- Parents of all parties involved have the right to receive information includes parents alleged victim and alleged bully. Report includes allegations and findings.
- District must provide information to **both parties** within **five** (5) **school days** after the results of the investigation were reported to the Board
- Parents/guardians may request a hearing of the Board after receiving information; hearing of the Board must be provided within **ten (10) school days** of the request
- Board must issue a decision in writing at the **first Board Meeting** following the receipt of the report
- Parents of alleged victim may separately file a complaint with the New Jersey Division of Civil Rights (DCR) within 180 calendar days of alleged incident

Anti-Bullying Organizational Chart

Orange Board of Education and Dr. Gerald Fitzhugh, II, Superintendent

Anti-Bullying Coordinator Franklin Tafur

School Principals

Rosa Parks Debra Joseph-Charles

Cleveland Street Robert Pettit
Forest Street Yancisa Cooke

Heywood Avenue Faith Alcantara

Lincoln Avenue Aretha Malloy
Oakwood Avenue Denise White

Orange High School Jason Belton

Orange Prep Academy Dana Gaines

Park Avenue Myron Hackett Scholars Academy Karen Machuca

O.E.C.C. Jacquelyn Blanton

S.T.E.M. Erica Stewart

Newcomers Academy Cayce Cummins

School Level
Anti-Bullying
Specialist

School Safety Team

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 students;
- 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 Students in the District;
- Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of Students;
- 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.

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 student Conduct.
- Submit the report to the Superintendent
- Provide training on the School HIB Policy to employees, contracted service providers and volunteers who have significant contact with students
- Shall annually conduct a reevaluation, reassessment, and review of the HIB Policy with input from the School's Anti-Bullying Specialist, and recommend revisions and additions to district procedures as well as to harassment, intimidation, and bullying prevention programs and approaches based on findings from the evaluation, reassessment and review
- Post the name, school phone number, address and school email address of the School Anti-Bullying Specialist

Anti-Bullying Specialist Responsibilities

The District Anti-Bullying Specialist shall:

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

School Safety Team Responsibilities

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, teachers, administrative staff, 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 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 students; and
- Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator

Investigation Flowchart

School Day 1

Alleged Victim or Bystander of HIB Incident

Report incident to Building Principal (If verbal, must provide written report within 2 days)

School Day 1

Principal(upon receiving verbal/written report)

Informs Parents/Guardians of Alleged Victim and Bully Initiates investigation by Anti-Bullying Specialist

School Day 2-12

Antil-Bullying Specialist

Reviews Incident Report

Conducts Investigation Discusses and Reviews Investigation Outcomes w/ Principal

(No more than 10 school days from date of written report)

School Day 13

Alleged Victim or Bystander of HIB Incident

Discusses and Reviews Incident Report and Investigation Report

Forwards Reports and Findings to Superintendent

SUPERINTENDENT

Presents Summary of Allegations, Factual findings of Anti-bullying Specialist to the Board of Education

BOARD OF EDUCATION

Reviews Superintendent's Report and Acknowledges Findings

SUPERINTENDENT

Notifies Parents/Guardians of Alleged Victim and Bully of Investigation and Findings Notifies Parents/Guardians of Alleged Victim and Bully of Investigation and Findings

PARENTS and GUARDIANS

May request a board hearing, in writing, within 10 calendar days

Parents/Guardians of both parties may appeal decision to the Commissioner of Education within 90 calendar days Parents/Guardians of alleged Victim may file a separate complaint with NJ Div on Civil Rights within 180 calendar days

BOARD OF EDUCATION

Conduct Confidential hearing within 10 calendar days of request Issue a decision in writing to affirm, reject, or modify the superintendent's decision

Orange Township Public Schools HARASSMENT OR INTIMIDATION (BULLYING) REPORTING FORM FORM A

Directions: Harassment and intimidation (bullying) are serious and will not be tolerated. This is a form to report alleged harassment and intimidation (bullying) that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school*, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged harassment or intimidation (bullying), complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

Harassment and intimidation (bullying) means conduct, including verbal conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is motivated by an actual or a perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening or seriously intimidating.

Today's date: / / / Day	School:Year					
School System:						
PERSON REPORTING INCIDENT	Name::					
Telephone:	E-mail:					
Place an X in the appropriate box: ☐ Student	☐ Parent/guardian ☐ Close adult relative ☐	School Staff				
1. Name of student victim: (Please print)		Age:				
	: (please print) Age; School; Is he/she a studen	I Yes □ No				
3. On what date(s) did the incident happen? Month Day Year Month						
4. Where did the incident happen (choose all that apply)? On school property At a school-sponsored activity or event off school property On a school bus On the way to/from school* 5. Place an X next to the statement(s) that best describes what happened* (choose all that apply): Hitting, kicking, shoving, spitting, hair pulling, or throwing something Getting another person to hit or harm the student Teasing, name-calling, making critical remarks, or threatening, in person or by other means Demeaning and making the victim of jokes Making rude and/or threatening gestures Excluding or rejecting the student Intimidating (bullying), extorting, or exploiting Spreading harmful rumors or gossip Other (specify)						
*Will be collected unless specifically excluded b	by local board policy					

(Attach a separate sheet if necessary) 7. Why did the harassment or intimidation (bullying) occur? (Attach a separate sheet if necesses B. Did a physical injury result from this incident? Place an X next to one of the following: No Yes, but it did not require medical attention Yes, and it required medical attention 9. If there was a physical injury, do you think there will be permanent effects? Yes No 10. Was the student victim absent from school as a result of the incident? Yes No 11. Did a psychological injury result from this incident? Place an X next to one of the following: No Yes, but psychological services have not been sought Yes, and psychological services have been sought 12. Is there any additional information you would like to provide?	6. What did the alleged offender(s) say or do?
(Attach a separate sheet if necessary)	
(Attach a separate sheet if necessary)	
(Attach a separate sheet if necessary)	
	(Attach a separate sheet if necessary)
8. Did a physical injury result from this incident? Place an X next to one of the following: No Yes, but it did not require medical attention Yes, and it required medical attention 9. If there was a physical injury, do you think there will be permanent effects? Yes No 10. Was the student victim absent from school as a result of the incident? Yes No 11. No Yes, how many days was the student victim absent from school as a result of the incident? 12. Is there any additional information you would like to provide? (attach additional pages if necessary)	7. Why did the harassment or intimidation (bullying) occur?
B. Did a physical injury result from this incident? Place an X next to one of the following: No Yes, but it did not require medical attention Yes, and it required medical attention If there was a physical injury, do you think there will be permanent effects? Yes No No Was the student victim absent from school as a result of the incident? Yes No yes, how many days was the student victim absent from school as a result of the incident? 1. Did a psychological injury result from this incident? Place an X next to one of the following: No Yes, but psychological services have not been sought Yes, and psychological services have been sought 12. Is there any additional information you would like to provide?	
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9. If there was a physical injury, do you think there will be permanent effects? Yes No O. Was the student victim absent from school as a result of the incident? Yes No Yes, how many days was the student victim absent from school as a result of the incident? 1. Did a psychological injury result from this incident? Place an X next to one of the following: No Yes, but psychological services have not been sought Yes, and psychological services have been sought 12. Is there any additional information you would like to provide?	3. Did a physical injury result from this incident? Place an X next to one of the following:
0. Was the student victim absent from school as a result of the incident? Yes No yes, how many days was the student victim absent from school as a result of the incident? Yes, how many days was the student victim absent from school as a result of the incident? Yes, how many days was the student victim absent from school as a result of the incident? Yes, how many days was the student victim absent from school as a result of the incident? Yes No yes, how many days was the student victim absent from school as a result of the incident? Yes No yes, how many days was the student victim absent from school as a result of the incident? Yes No yes, how many days was the student victim absent from school as a result of the incident? Yes No yes, how many days was the student victim absent from school as a result of the incident? Yes No yes, how many days was the student victim absent from school as a result of the incident? Yes No yes, how many days was the student victim absent from school as a result of the incident? Yes No yes, how many days was the student victim absent from school as a result of the incident? Yes, how many days was the student victim absent from school as a result of the incident? Yes, how many days was the student victim absent from school as a result of the incident?	□No □Yes, but it did not require medical attention □Yes, and it required medical attention
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□No □Yes, but psychological services have not been sought □Yes, and psychological services have been sought 12. Is there any additional information you would like to provide? (attach additional pages if necessary)	
12. Is there any additional information you would like to provide? (attach additional pages if necessary)	1. Did a psychological injury result from this incident? Place an X next to one of the following:
(attach additional pages if necessary)	
	12. Is there any additional information you would like to provide?
Signature:	(attach additional pages if necessary)
Signature:	
oignature:	
	oignature:

Orange Township Public Schools STUDENT, PARENT and/or GUARDIAN H.I.B. CONTRACT

FORM B

Administration Building Department of Special Services 451 Lincoln Avenue Orange, New Jersey 07050

Website: http://www.orange.k12.nj.us Office: 973-677-4027 Fax: 973-677-4035

Student	t's Name:(print)	School:	Grade: (Current)
Parents	s/Guardian Name:		
Policy. Schools	Discuss the contents with your of District Harassment, Intimidation	ent HIB Handbook and the District Harass child. This agreement is in partnership wit on and Bullying Policy 5512 (Students) art's webpage under Special Services (http://www.html.com/html//www.html//www.html.com/html//www.html.com/html//www.html//www.html.com/html//www.html.com/html//www.html.com/html//www.html.com/html.com/html//www.html.com/html//www.html.com/html//www.html.com/html//www.html.com/html//www.html.com/html//www.html.com/html//www.html.com/html//www.html.com/html//www.html.com/html//www.html.com/html//www.html.com/html//www.html.com/html//www.html.com/html//www.html//www.html.com/html//www.html.com/html//www.html//www.html.com/html//www.html//www.html//www.html//www.html.com/html//www.html//ww	th the Orange Township Public nd Regulations 5512 (Students),
•] •] •]	I have discussed the policy, regulations, I understand the Harassment, Intimidati	on and Bullying Policy and Regulations 5512 (Studer and handbook with my child ion, and Bullying Policy will be fully enforced in sch of Harassment, Intimidation and Bullying and the p	nools in the district
Parent N	Vame:(Please print)	Signature:	Date:
•] •] •]	understand their significance I have discussed the Harassment, Intimi I understand and agree to abide by the r <mark>handbook</mark>	nd Bullying Policy and Regulations and Handbook of idation and Bullying Policy, Regulations, and Handbook stated in the Harassment, Intimidation and Bullyssment, Intimidation or Bullying and violate this control	book with my parents/guardians llying Policy, Regulations, and
Student 1	Name:	Signature:	Date:

Orange Township Public Schools INTERVENTION and REFERRAL SERVICE REQUEST

FORM C

Student's Na	me:	Grade:	
	Problem Identification Describe what you would like the student	nt to do that <u>IS NOT</u> currently take place:	
]	Describe what you would like the student	NOT to do that is currently taking	g place:
	Student's Abilities: Strengths:		
]	Presenting Problem(s):		
	Student Assistance Plan: List any approaches you've used to assist	students	
IV.	Parental Notification of I & RS Referral		
•	When Notified?	By Whom?	
1	How Notified?	_ Parental Concerns:	○ Yes ○ No
Si	gnature of Requesting Person	Job Title or Position	Date of Request
F	acilitator Signature 1	Date	