ORANGE PUBLIC SCHOOLS

HARASSMENT, INTIMIDATION AND BULLYING

Parent and Student Handbook

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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."

Orange Public Schools Mission Statement

- 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 school, 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 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.

No Alibis, No Exceptions, No Excuses!

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District Policy

5512.01- HARASSMENT, INTIMIDATION, AND BULLYING (M)

Section: Students
Date Created: March, 2009
Date Edited: September, 2013

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)

Section: Students
Date Created: March, 2009
Date Edited: September, 2013

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
  - 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
- Parents may also file in **Superior Court**

Anti-Bullying Organizational Chart

Orange Board of Education
and
Ronald C. Lee, Superintendent

Anti-Bullying Coordinator
Shelly Harper

School Principals

Rosa Parks	Debra Joseph-Charles
Cleveland Street	Dr. Cayce Cummings
Forest Street	Yancisa Cooke
Heywood Avenue	Karen Machucua
Lincoln Avenue	Denise White
Oakwood Avenue	Robert Petit
Orange High School	Faith Alcantara and Kalisha Morgan
Orange Prep Academy	Darryl Medley
Park Avenue	Myron Hackett
Scholars Academy	Debbie Luckey
OECC	Debbie Luckey

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

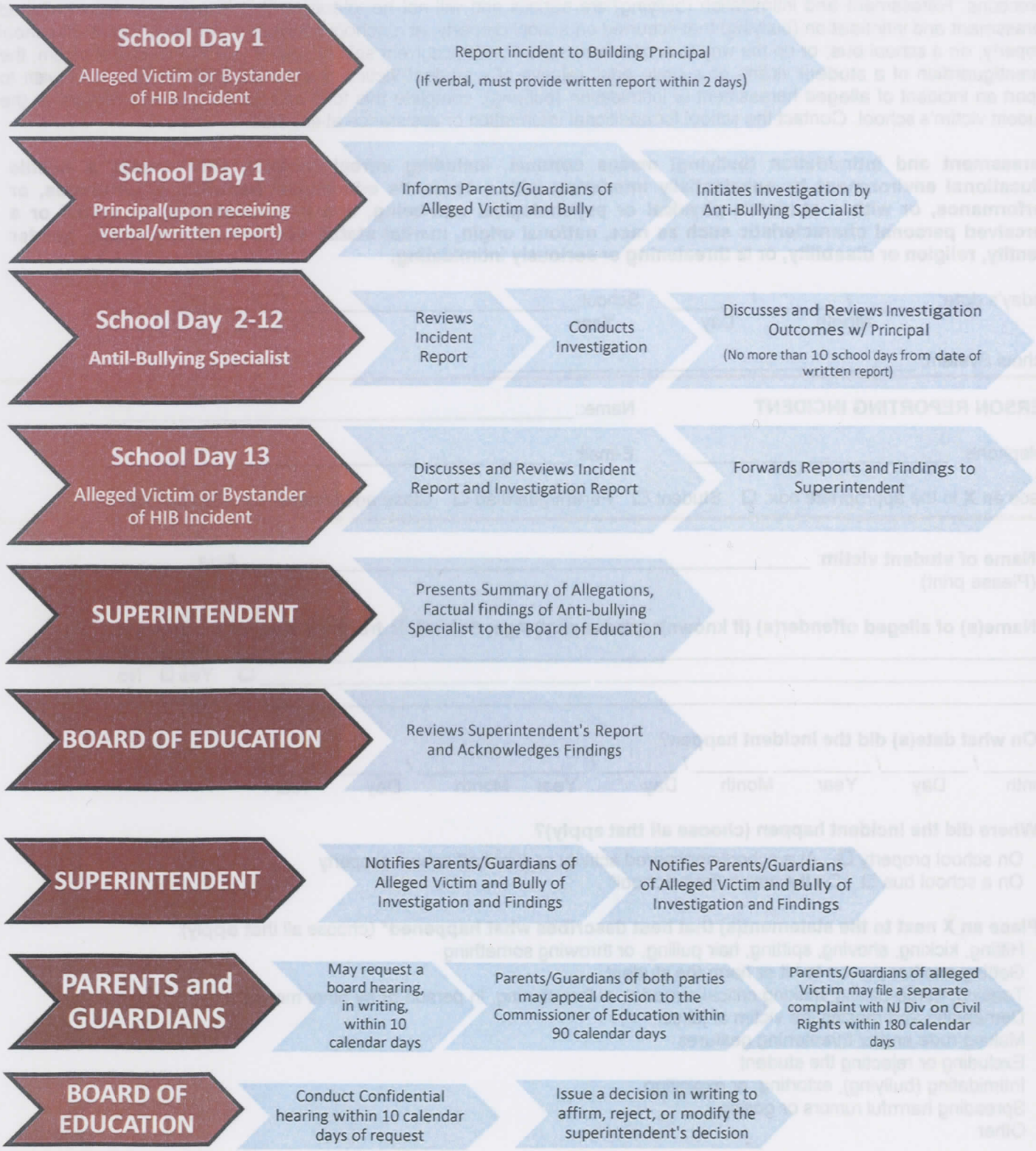
School Safety Team shall:

- 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

Committee Members:

Parent, Administrator, School Counselor, Social Worker, Student Assistance Coordinator, Security Officer, Child Study Team Personnel and School Nurse

Investigation Flowchart



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: _____ / _____ / _____ School:_____
Month Day 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**: _____ **Age**: _____
(Please print)

2. **Name(s) of alleged offender(s) (If known):** (please print) **Age; School; Is he/she a student?** (If known)
_____ _____ _____ ❑ Yes ❑ No
_____ _____ _____ ❑ Yes ❑ No
_____ _____ _____ ❑ Yes ❑ No

3. **On what date(s) did the incident happen**?
_____ / _____ / _____ _____ / _____ / _____ _____ / _____ / _____
Month Day Year Month Day Year Month Day Year

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 by local board policy*

6. **What did the alleged offender(s) say or do?**

_____
_____
_____
_____
_____
_____
_____
_____ (Attach a separate sheet if necessary)

7. **Why did the harassment or intimidation (bullying) occur?**

_____
_____
_____
_____
_____
_____
_____ (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
If yes, how many days was the student victim absent from school as a result of the incident? _____

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?**

_____
_____
_____
_____
_____
_____
(attach additional pages if necessary)

Signature: _____

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's Name: _____ **School:** _____ **Grade:** _____
(print) (Current)

Parents/Guardian Name: _____

Directions: Please read the Parent/Student HIB Handbook and the District Harassment, Intimidation and Bullying Policy. Discuss the contents with your child. This agreement is in partnership with the Orange Township Public Schools District Harassment, Intimidation and Bullying Policy 5512 (Students) and Regulations 5512 (Students), which can be found on the school district's webpage under Special Services (http//:www.orange.k12.nj.us).

Parent/Guardian: By signing below, I certify that:

- I have read the Harassment, Intimidation and Bullying Policy and Regulations 5512 (Students) and understand their significance
- I have discussed the policy, regulations, and handbook with my child
- I understand the Harassment, Intimidation, and Bullying Policy will be fully enforced in schools in the district
- I understand how to report an incident of Harassment, Intimidation and Bullying and the process that needs to be followed
- I understand the Due Process Rights for All Accused and Alleged Victim (s).

Parent Name: _____ Signature: _____ Date: _____
(Please print)

Student: By signing below I certify that:

- I have read Harassment, Intimidation and Bullying Policy and Regulations and Handbook or have had them read to me and
- understand their significance
- I have discussed the Harassment, Intimidation and Bullying Policy, Regulations, and Handbook with my parents/guardians
- I understand and agree to abide by the rules stated in the Harassment, Intimidation and Bullying Policy, Regulations, and
- Handbook
- I know that if I am an offender of Harassment, Intimidation or Bullying and violate this contract disciplinary actions listed in the
- Student Code of Conduct Policy may be taken against me

Student Name: _____ Signature: _____ Date: ___

Orange Township Public Schools
INTERVENTION and REFERRAL SERVICE REQUEST

FORM C

Student's Name: _____ Grade: _____

I. Problem Identification

Describe what you would like the student to do that IS NOT currently take place:

_____

_____

Describe what you would like the student NOT to do that is currently taking place:

_____

_____

II. Student's Abilities:

Strengths:

_____

_____

Presenting Problem(s):

_____

_____

III. Student Assistance Plan:

List any approaches you've used to assist students

_____

_____

IV. Parental Notification of I & RS Referral

When Notified? _____ By Whom? _____

How Notified? _____ Parental Concerns: ◯ Yes ◯ No

_____ _____

Signature of Requesting Person Job Title or Position Date of Request

_____ _____

Facilitator Signature Date