



**THE NEW ROAD SCHOOLS of NJ, Inc.**

**POLICY AND PROCEDURE PROHIBITING  
HARASSMENT, INTIMIDATION, AND BULLYING  
ON SCHOOL PROPERTY,  
AT SCHOOL- SPONSORED FUNCTIONS,  
AND ON SCHOOL BUSES**

**2016-2017**

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**1 - Statutory Requirement: The policy shall contain a statement prohibiting harassment, intimidation or bullying of a student. N.J.S.A. 18A37-13 N.J.S.A. 18A:37-14(b) (1)**

The New Road Schools (Schools) prohibit acts of harassment, intimidation or bullying of a student. The Schools have determined that 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 administrator / designees, 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.

The New Road Schools' aim is to provide the best possible education for all students. Children have the right to receive their education free from intimidation, humiliation, threats, and harassment. The New Road Schools provide their students with the right to learn in a caring, supportive, and safe environment.

Our goal is to establish an environment where everyone feels valued and safe, and where individual differences are appreciated, understood, and accepted.

**Objectives:**

To raise awareness about bullying among students, staff, and parents

To assist students to resolve conflicts and differences

To create a school environment where everyone feels safe

To create an atmosphere for students to learn that it is okay to talk about bullying

To assist students in seeking guidance and/or help

**2 – Statutory Requirement: The policy shall contain a definition of harassment, intimidation or bullying no less inclusive than the requirements in N.J.S.A. 18A:37-14, N.J.S.A. 18A:37-15(b) (2) and N.J.S.A. 18A:37-15.3:**

Bullying, harassment, and intimidation are any acts of aggression with the intent to cause embarrassment, pain or discomfort to another student or staff member. It is the willful conscious desire to hurt, frighten, or threaten another person. Harmful teasing and bullying are examples of behaviors that hurt another's feeling. Students who choose to hurt another purposely violate the school's discipline policy and will receive a consequence for their poor choice of behavior.

Taken from Section 2 of P.L.2002, c.83 (N.J.S.A. C.18A:37-14 (2011)): Harassment, intimidation, or bullying includes 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 the school property or at any function sponsored by the school,

that substantially disrupts or interferes with the orderly operation of school or the rights of other students and that:

- (a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- (b) has the effect of insulting or demeaning any student or group of students; or
- (c) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The term "school grounds," pursuant to N.J.A.C. 6A:16-1.3, means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the Schools or community provider and structures that support these buildings, such as Schools' wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School property also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the Schools have exclusive use of a portion of such land.

**Types of bullying:**

**Physical:**

- |  |          |
|--|----------|
| Pushing  | Shoving  |
| Hitting  | Kicking  |
| Punching   | Biting   |
| Pinching   | Tripping |
| Taking or damaging other's belongings              | Pranks   |
| Any use of violence                                | Spitting |
| Forcing others to do things they do not want to do |          |

**Verbal:**

- |   |                      |
|---|----------------------|
| Teasing                                   | Demanding money      |
| Mocking                                   | Verbal threats       |
| Insults                                   | Name calling         |
| Threatening or embarrassing gestures      | Use of foul language |
| Writing nasty notes/letters about someone | Put downs            |
| Racist comments or slurs                  |                      |

**Psychological/Social/Emotional:**

- Spreading rumors
- Excluding someone trying to dominate a person
- Influence/telling someone to dislike someone else

**Why do people bully:**

Personal problems at home  
Problem with another person  
Think people will be impressed with their actions  
To gain friendship and popularity  
Attention seeking  
Jealous of others  
Have very low self-esteem

**What do bullies look for:**

People with low self-esteem  
People who are different  
People who wear glasses or any other type of aid  
People who are smart at school  
People who are overweight or underweight  
People who have few friends  
People who are sensitive  
People with poor hygiene

**How do you know if a child is being bullied:**

Lowered school performance  
Damage to personal items  
Aggressive behavior  
Frequent complaints of minor problems  
Unhappiness  
Decreased interest in going to school  
Moody  
Becoming shy and withdrawn  
Displays no interest in participating in outdoor play (recess)

**The New Road School will not tolerate bullying, teasing and/or harassment of any kind.**

**3 - Statutory Requirement: The policy shall include a description of the type of behavior expected from each student. N.J.S.A. 18A:37-15 (2)**

The Schools expect students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the code of student conduct. The Schools believe that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrator / designees, school employees, school volunteers and students of the school, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for Schools and community property on the part of students, staff and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Schools believe that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline. The Schools expect that students will act in accordance with the student behavioral expectations described below:

**Student conduct expectations, disciplinary response, and reporting:**

At the New Road Schools we believe academic achievement stems from a positive attitude toward learning. Our teachers work with each child to help build the attitudes conducive to learning, confidence, motivation, and self-discipline.

New Road teachers use positive reinforcement as the primary tool for shaping student behavior. We frame everything positively and reward appropriate behavior with praise, a reward, and a level system that all students use to earn "privileges". We strive to promote positive student behaviors through the use of rewards, reinforcers, and a positive school culture. As well, a token economy and level system are in place to assist in the promotion of positive behaviors.

For students with frequently occurring behavior problems, we set up a behavior management program with specific target behaviors, interventions, and consequences, depending on the student's particular behavior and motivations. Our goal is to enable students to be responsible for their own actions and to recognize that there are behaviors that are acceptable and unacceptable. We encourage the student's classmates to "ignore" the targeted misbehavior. We use positive reinforcement to increase desired behavior in the student.

We work to discover the type of reinforcement that is most meaningful for each individual student. We begin with social reinforcement and combine this with a level system that enables students to earn privileges based on good behavior.

If the behavior problem continues to occur, the teacher will meet with colleagues who observe the behavior and collaboratively begin an intervention for the student. In every case, parents are involved in the behavior management program. The parent is informed of the plan, its goal and procedures. Where appropriate, the parent and staff may meet to discuss the plan's carryover into the home and to solicit input from the parent to design a plan.

When students fail to respond to the intervention approach to behavior change, the disciplinary process becomes necessary.

**Rights and Responsibilities:**

Every child has the right to enjoy their time in school. The New Road School shares the following rights and responsibilities with all students:

**Rights**

To feel safe at school

**Responsibilities**

to respect self

To learn  
To be respected  
To be valued  
To feel safe traveling to and from school  
To be different  
To be free of harm

to respect others  
to support others  
to show compassion  
to show understanding

**4 - Statutory Requirement: The policy shall include the consequences and appropriate remedial action for a person who commits an act of harassment, intimidation or bullying. N.J.S.A. 18A:37-15(b) (4)**

### **New Road bullying intervention:**

#### **Meet with the victim**

Once the incident of bullying has been reported, the principal / director / designee, school psychologist, and/or social worker, will meet with the victim to interview him/her. The administrator / designee is to find out exactly what happened and who was involved. The administrator / designee is to discuss the victim's feelings at this time.

#### **Convene a meeting with the people involved**

The intervening staff is to meet with both or all students involved in the incident. This may include people who have witnessed the incident.

#### **Explain the problem**

The intervening staff member(s) are to explain to the bullies exactly what happened and how the victim is feeling. Any method can be used to describe the event and the victim's feelings such as; pictures, written communication, role playing, game playing, puppetry, etc.

#### **Share responsibility**

Blame is not to be put on any party contributing to the incident. Rather, both or all students will be part of the consequences if necessary.

#### **Use peer mediation and collaborate ideas from group**

Each member of the group meeting is asked to give ideas and suggestions as to ways to make the victim feel better or happier. Students are encouraged to share communication with each other as to find solutions. Staff intervention and assistance is given as necessary.

#### **On-going monitoring**

Administrator / designee and staff members will periodically check to make sure there is no continuance of bullying and that inappropriate behavior has ceased.

## **Consequences may include:**

Removal from playground or recess  
In-school suspension  
Consultation with school psychologist and/or social worker  
Loss of privileges  
Out of School suspension  
Dismissal from program

The Schools require its school administrator / designees to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrator / designees in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16-4.3

### **Factors for Determining Consequences**

- Age, developmental and maturity levels of the parties involved and their relationship to the Schools
- Degrees of harm
- Surrounding circumstances
- Nature and severity of the behaviors
- Incidences of past or continuing patterns of behavior
- Relationships between the parties involved and
- Context in which the alleged incidents occurred

### **Personal Factors for Determining Remedial Measures**

- Life skill deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance and
- Relationship to students and the school Schools



### **Environmental Factors for Determining Remedial Measures**

- School culture
- School climate
- Student-staff relationships and staff behavior toward the student
- General staff management of classrooms or other educational environments
- Staff ability to prevent and manage difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood situation and
- Family situation.

### **Examples of Consequences and Remedial Measures**

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of Harassment, Intimidation, and Bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Schools approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of Harassment, Intimidation, and 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 must be consistent with the Schools approved code of student conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### **Examples of Consequences**

- Admonishment
- Temporary removal from the classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week
- Out-of-school suspension (short-term or long-term)
- Reports to law enforcement or other legal action
- Expulsion and
- Bans from providing services, participating in school-sponsored programs or being in school buildings or on school grounds.

#### **Examples of Personal Remedial Measures**

- Restitution and restoration
- Peer support group
- Recommendations of a student behavior or ethics council
- Corrective instruction or other relevant learning or service experience
- Services team, pursuant to N.J.A.C. 6A:16-8

- Supportive student interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8 actively involve parents or guardians in the development and implementation of intervention and referral services action plans;
- Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans;
- 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 leadership responsibilities (e.g., hallway or bus monitor)
- Involvement of school “disciplinarian”
- Student counseling
- Parent conferences
- Alternative placements (e.g., alternative education programs)
- Student treatment or
- Student therapy

### **Examples of Environmental Remedial Measures (Classroom, School Building or School)**

- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying
- School culture change
- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- School policy and procedures revisions
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Supervision of student before and after school, including school transportation
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus)
- Teacher aides
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors
- General professional development programs for certificated and non-certificated staff
- Professional development plans for involved staff
- Disciplinary action for school staff who contributed to the problem
- Supportive institutional interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8
- Parent conferences
- Family counseling
- Involvement of parent-teacher organizations
- Involvement of community-based organizations
- Development of a general bullying response plan
- Recommendations of a student behavior or ethics council
- Peer support groups
- School transfers and

- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

**\*\*Students with Disabilities** – Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special educational services and supports. N.J.S.A. 18A-37-32.

**5 - Statutory Requirements: The policy shall include a procedure for reporting an act of harassment, intimidation or bullying, including a provision that permits a person to report an act of harassment intimidation or bullying anonymously; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report. N.J.S.A. 18A:37-15(b) (5)**

**Responses to bullying at New Road:**

All staff are required to report any and all incidents of bullying to principal / director / designee of school. All staff are required to deter any bullying through direct teaching that bullying is inappropriate and will not be tolerated. Student behavior is monitored for all students via behavioral level system.

The Schools require the principal / director /designee at each school to be responsible for receiving all complaints alleging violations of this policy. All School members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged violations of this policy to the principal / designee on the same day when the individual witnessed or received reliable information regarding any such incident. All School members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the school principal / designee within two school days of the verbal report. The principal / designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Students, parents, and visitors are encouraged to report alleged violations of this policy to the principal / designee on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of harassment intimidation or bullying anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

A member of a School or a school employee who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures in the Schools' policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

**6 - Statutory Requirements: The policy shall include a procedure for prompt investigation of reports of violations and complaints, which procedure shall, at a minimum, provide that [N.J.S.A. 18A:37-13:**

It is our goal of our program to help enable students to be responsible for their actions and to recognize that there are things they can and cannot do. Recognizing that there will be occasions when our students act inappropriately, procedures will be established to effectively deal with them. A continual attempt will be made to involve the student, teacher, and parent in a democratic decision-making process concerning discipline problems.

Conduct such a bullying, harassment, and teasing, etc., will be cause for severe disciplinary actions, which can range from in-school suspension to dismissal from the program. This action will be taken only after all other means of behavior modification have been exhausted. Whenever a major discipline problem has arisen, the teacher involved should complete a written report and forwarded to the principal / director / designee. Major discipline problems shall be cause for the principal / director / designee to contact the parents of the student involved and to arrange a conference between parents, teacher, principal / director / designee, and related child team members to determine the course of action to be taken regarding the offense. Reports of the incident may be verbal and/or written on an incident reporting form. Person(s) reporting may remain anonymous if so desired.

Serious acts of bullying and harassment such as hate crimes or bias related acts must be reported by the principal / director / designee to law enforcement officials for further investigation. If bullying is suspected by staff, report directly to immediate supervisor or principal / director / designee. The New Road principal / director / designee will then investigate the suspicion.

**What can a student do if he/she is being bullied:**

Seek help. Talk to someone for support. (Teacher, counselor, social worker, psychologist, principal / director / designee).  
Stay away from bully or places where bullying occurs.  
Laugh or ignore comments or teasing.  
Stay with a buddy or partner, do not walk through hallways or be alone at recess or outdoor play.  
Be friendly with supportive friends.

**How Parents can help:**

If you are concerned that your child is being bullied, ask him/her directly.  
Call your child's school to discuss concern with teacher and/or principal / director / designee.  
Try to find out why your child is being bullied.  
Help you child practice strategies such as shouting "No!" or walking away.  
Encourage your child to bring supportive friends home or to arrange a play date.  
Encourage your child to accept and/or tolerate differences in others.  
Set an example. Be positive in the things you say and do.  
Discourage your child to retaliate and/or strike back.  
Build your child's self-confidence by valuing him/her for who he/she is.

The Schools require a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation or bullying. The investigation shall be initiated by the director/ principal / designee or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the director / principal / designee. The principal / director / designee may appoint additional

personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. The investigation shall be completed and the written findings submitted to the principal / designee as soon as possible, but not later than 10 school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the 10-day period, the school anti-bullying specialist or the principal / designee shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The director / principal / designee shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. The director / principal / designee shall submit the report to the Executive Director/ designee within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Executive Director/ designee shall ensure the code of student conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the Schools found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Schools.

A parent or guardian may request a meeting with the Schools after receiving the information. When a request for a meeting is granted, the meeting shall be held within 10 school days of the request. At the meeting, the Schools may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

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

**7 - Statutory Requirements: The policy shall contain the range of ways in which a school will respond once an incident of harassment, intimidation or bullying is identified, which shall be defined by the principal / designee in conjunction with the school anti-bullying specialist, but shall include an appropriate combination of counseling, support services, intervention services, and other programs, as defined by the commissioner. N.J.S.A. 18A:37-15 (2) the policy shall include provisions for appropriate responses to harassment,**

**intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occurs off school grounds, in cases in which a school employee is made aware of such actions. The responses to harassment, intimidation, or bullying that occurs off school grounds shall be consistent with the Schools' code of student conduct, pursuant to N.J.A.C. 6A:16-7.1, and other provisions of the Schools' policy on harassment, intimidation, or bullying. N.J.S.A. 18A:37-15.3**

**Strategies that are used at New Road to deter bullies:**

Awareness raising in the curriculum about the impact of bullying  
Conflict resolution  
Small group and individual counseling  
Teacher mediation  
Peer mediation  
Social skills training  
Peer support relationships  
Active supervision (classroom, bathroom, hallways)  
Professional development programs for staff  
A hierarchy of appropriate responses depending on the incident

The Schools authorize the director / principal / designee of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation or bullying is confirmed, and the Executive Director/ designee shall respond to confirmed harassment, intimidation and bullying, according to the parameters described below and in this policy. The Schools recognize 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. 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, school building or Schools levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials 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, school building, Schools) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based Harassment, Intimidation, and Bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This policy and the code of student conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation or bullying occurring off school grounds when: The alleged harassment, intimidation or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other students; and either

A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or

The alleged behavior has the effect of insulting or demeaning any student or group of students; or

The alleged behavior creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action).

Classroom responses can include class discussions about an incident of Harassment, Intimidation, and Bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management.

School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.

Schools-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations) and disseminating information on the core ethical values adopted by the Schools' code of student conduct, per N.J.A.C. 6A:16-7.1(a)2.

In providing support for victims of Harassment, Intimidation, and Bullying, the Schools should identify a range of strategies and resources, which could include the following actions for individual victims:

- Counseling
- Teacher aides
- Hallway and playground monitors
- Schedule changes
- Before- and after-school supervision

School transportation supervision  
School transfers

**8- Statutory Requirements: The policy shall contain a statement that prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying and the consequence and appropriate remedial action for a person who engages in reprisal or retaliation. N.J.S.A. 18A:37-16**

**A member of a School, school employee, student or volunteer shall not engage in reprisal, retaliation or false accusation against a victim, witness or one with reliable information about an act of harassment, intimidation or bullying. N.J.S.A. 18A:37-16(a)**

**Reprisal or Retaliation:**

New Road Schools prohibit any act of reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying.

The appropriate action for a person who participates in reprisal or retaliation shall be determined by the principal / director / designee based on the circumstances and nature of the act. Standard policy and procedures will be executed by the principal / director / designee under the Manual for Operations for New Road Schools.

The Schools prohibit a school member, school employee, contracted service provider who has contact with students, school volunteer or student from engaging in reprisal, retaliation or false accusation against a victim, witness, one with reliable information or any other person who has reliable information about an act of harassment, intimidation or bullying or who reports an act of harassment, intimidation or bullying.

**9 - Statutory Requirement: The policy shall contain the consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment, intimidation or bullying. N.J.S.A. 18A:37-15(b) (9)**

**Consequences and remedial action for a student, employee, or visitor who falsely accuse another person of bullying, teasing, and/or harassment:**

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying range from positive behavioral interventions up to and including suspension and/or dismissal (permitted under N.J.S.A. 18A:37-1), Discipline of pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be disciplined according to the New Road Policy and Procedures Manual of Operations.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the



principal / director / designee after consideration of the nature and circumstances of the act, including reports to the appropriate law enforcement officials.

The New Road Schools prohibit any person from falsely accusing another as a means of harassment, intimidation or bullying.

**10 - Statutory Requirements:**

**The policy shall contain a statement of how the policy is to be publicized, including notice that the policy applies to participation in school-sponsored functions. N.J.S.A. 18A:37-15(1)**

**The policy shall contain a requirement that a link to the policy be prominently posted on the home page of the school Schools' website and distributed annually to parents and guardians who have children enrolled in a school in the school Schools. N.J.S.A. 18A:37-15 (1)**

**The policy shall contain a requirement that the name, school phone number, school address and school email address of the Schools anti-bullying coordinator be listed on the home page of the school Schools' website. N.J.S.A. 18A:37-15 (2)**

**The policy shall contain a requirement that the name, school phone number, school address and school email address of the school anti-bullying specialist and the Schools anti-bullying coordinator be listed on the home page of each school's website. N.J.S.A. 18A:37-15(b) (12)**

**The Executive Director/ designee shall ensure that notice of the Schools' policy shall appear in any publication of the Schools that sets forth the comprehensive rules, procedures and standards for schools within the school Schools, and in any student handbook. N.J.S.A. 18A:37-15.1(a)**

**The Schools shall transmit a copy of the revised harassment, intimidation and bullying policy to the appropriate executive county superintendent of schools within 30 school days of each revision. The first revised policy following the effective date of N.J.S.A. 18A:37-13.1 et seq. shall be transmitted to the executive county superintendent of schools by September 1, 2011. N.J.S.A. 18A:37-13 (1)**

**The Schools shall annually conduct a re-evaluation, reassessment, and review of its policy, making any necessary revisions and additions. The Schools shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. N.J.S.A. 18A:37-15(b) (12)**

**The Schools shall provide training on the school Schools' harassment, intimidation, or bullying policies to school employees and volunteers who have significant contact with students, and ensure that the training includes instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-21 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. N.J.S.A. 18A:37-17(b)**

**Information regarding the Schools 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 staff, volunteers who have significant contact with students, and**

**those persons contracted by the Schools to provide services to students. N.J.S.A. 18A:37-17(c)**

**The Schools shall develop a process for discussing the Schools' harassment, intimidation or bullying policy with students. N.J.S.A. 18A:37-17(b)**

**Publication of Policy:**

The policy shall be disseminated annually to all school staff, students, and parents along with a statement explaining that it applies to all acts of harassment, intimidation, and bullying that occur on school property, at school-sponsored functions, or on the school bus. The principal / director / designee will be responsible for educating the teachers to be able to discuss this policy with all students at the beginning of each school year via in-service training.

This policy shall be sent home to all parents, employees and students to read and sign a written statement indicating that they have read and reviewed the policy and agree to abide by the provisions.

A copy of the harassment, intimidation, and bullying policy will be made available at all times via the front administration office of each school building.

The Schools require the Executive Director/ designee to annually disseminate the harassment, intimidation and bullying policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school Schools, along with a statement explaining that the policy applies to all acts of harassment, intimidation and bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds. The Executive Director/ designee shall post a link to the policy that is prominently displayed on the home page of the school Schools' Website. The Executive Director/ designee shall ensure that notice of the Schools' policy appears in the student handbook and all other publications of the Schools that set forth the comprehensive rules, procedures and standards for schools within the Schools.

The Executive Director/ designee shall post the name, school phone number, school address and school email address of the Schools anti-bullying coordinator on the home page of the Schools' Website. Each principal / designee shall post the name, school phone number, school address and school email address of the both the school anti-bullying specialist and the Schools anti-bullying coordinator on the home page of each school's Website.

The Executive Director/ designee and the principal / designees shall provide training on the Schools' harassment, intimidation, or bullying policies to school employees, contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation or bullying. The Schools' employee training program shall include information regarding the Schools' policy against harassment, intimidation or

bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Executive Director/ designee shall develop and implement a process for annually discussing the Schools' policy on harassment, intimidation and bullying with students. The Executive Director/ designee and the director / principal / designees shall annually conduct a re-evaluation, reassessment, and review of the harassment, intimidation and bullying policy, with input from the school anti-bullying specialists, and recommend revisions and additions to the policy as well as to harassment, intimidation and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

# **Addendum to New Road Schools Bullying Policy Re: Cyber Bullying**

July 28, 2016

## **CYBER BULLYING POLICY**

### **Policy Statement**

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil from New Road Schools directed towards another New Road student or school staff member is conduct that disrupts both a pupil's ability to learn and the school's ability to educate its pupils in a safe environment.

The New Road Schools prohibits acts of cyber-bullying by its students through use of any school owned, operated and supervised technologies. This also includes the student's use of their personal phones, computers or other personal devices outside of school. The Principal/Director may report allegations of cyber bullying to law enforcement authorities.

### **Definitions**

**“Cyber Bullying”** is the use of electronic information and communication devices, to include but not limited to: e-mail messages, instant messaging, text messaging, cellular telephone communication, social media (i.e. Facebook) and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individuals' property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

## **Reporting Procedure and Investigation**

Any Student or School staff member who believes he/she has or is being subjected to “cyber-bullying”, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe another student or school staff member is being subjected to or has been subjected to “cyber-bullying” shall immediately make a report to the Principal/Director.

The Principal/Director shall investigate all reports of such conduct. If the investigation results indicate “cyber-bullying” was not committed, the Principal/Director will inform the affected parties of the investigation results. In the event the investigation results indicate “cyber-bullying” was committed by a New Road School student on school grounds, or using New Road technologies, the student will be subjected to appropriate discipline.

In the event the investigation results indicate “cyber-bullying” was committed by a New Road student using non-school technologies away from school grounds, the Principal/Director may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function (off-campus jobs) pursuant to N.J.A.C. 18A:15-3. Students will also be held responsible if these types of activities are done while using their own personal devices (i.e. cell phone, computer, etc). 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 or for reasons relating to the safety, security, well-being of other students, staff, or school grounds, pursuant to N.J.D.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements if appropriate discipline in the operation of the school.

## **Discipline and Consequences**

Some acts of “cyber-bullying” maybe isolated incidents requiring the New Road School to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of “cyber-bullying” that require a response either at the classroom, school building, or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of “Cyber-bullying” range from positive behavioral interventions up to and including

suspension or expulsion, as permitted under N.J.S.A. 18A:37-2, Discipline of Pupils.

Prevention and intervention techniques to prevent “cyber-bullying” and to support and protect victims shall include appropriate strategies and activities as determined by the Principal/Director.

### **Reprisal or Retaliation Prohibited**

The New Road School prohibits reprisal or retaliation against any person who reports an act of “cyber-bullying”. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal/Director after consideration of nature and circumstances of the act, in accordance with school policy and procedures.

### **Consequence for False Accusation**

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of “cyber-bullying” range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-16.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of “cyber-bullying” shall be disciplined in accordance with New Road School policies and procedures.

This Policy will be disseminated annually to all school staff, students, and parent(s) or legal guardian(s).

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

I have received a copy of the New Road School's Harassment, Intimidation, and Bullying Policy. I understand that I can also find this information on the School's website. I also understand that I can contact the School's Anti-Bullying Coordinator / Specialist to obtain more information or to report any incident of Harassment, Intimidation, or Bullying.

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Student Name

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Student Signature

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Parent/Guardian Name

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Parent/Guardian Signature