

Harassment, Intimidation and Bullying
(HIB)

A Handbook for Staff, Students and Parents



Policy Statement

The LEAP Academy Charter School District 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. Bullying policy can be found on our website at www.leapacademycharter.org.

In accordance with N.J.S.A.18A:37-15(b) (1) the LEAP Academy Board of Trustees prohibits acts of harassment, intimidation or bullying of a student. The LEAP Academy Board of Trustees has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment intimidation and 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 Administration, faculty, staff and volunteers should be commended for demonstrating ap

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

Definition of Harassment, Intimidation and Bullying:

This policy prohibits any act of harassment, intimidation, or bullying towards any student or staff member to ensure that a safe and civil environment exists in our school. "Harassment, intimidation or bullying" means any gesture or written, verbal, or physical act or electronic communication* that takes place on school property, at any school-sponsored function or on a school bus and:

- 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; and that
- takes place on school property, at any school-sponsored function, on a school bus, or off school grounds and/or electronic communication, as provided for in N.J.S.A. 18A:37-

15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

- a reasonable person should know, under the circumstances, that the act(s) 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 effect of insulting or demeaning any student or group of students; or
- 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.; or
- an act of one child exercising power and control over another either in isolated incidents (e.g., intimidation, harassment) or as patterns of harassing or intimidating behavior (e.g., bullying)
- Parent/Teacher and/or Admin Meeting

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

HIB Reporting:

- All school employees, volunteers, parents and contracted service providers who have contact with students, are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident.
- All other members of the school community, i.e. students, parents, visitors are encouraged to report any act that may be a violation of this policy to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.
- Reports may be anonymous or written on report forms found in the office of the school or on the LEAP Academy University Charter School website: www.leapacademycharter.org

Implementation of the HIB Legislation

Anti-Bullying Assignments:

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

HIB Consequences:

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of HIB may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth by the LEAP Academy

University Charter School's HIB policy. Consequences for a student who commits an act of HIB 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 will be consistent with LEAP Academy University Charter School's Student Code of Conduct. The Principal/ABS or designee is responsible for determining whether an alleged act constitutes a violation of this policy. A prompt, thorough and complete investigation of the alleged incident will be conducted.

The consequences and remedial measures may include, but are not limited to:

- Parent/Teacher and/or Admin Meeting
- Admonishment
- Temporary removal from the classroom;
- Loss of privileges
- Counseling Services
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension (short and long-term)
- Removal from school sponsored program
- Expulsion

New Investigation Procedures:

- Detailed, specific timelines
- Verbal reports must be made to the Principal/Anti-Bullying Specialist on the same day incident occurs
- Follow-up written report must be completed within two (2) school days of verbal report; written by whoever reports the incident
- Principal/Anti-Bullying Specialist must initiate investigation within one (1) school day of receiving verbal report
- Principal/Anti-Bullying Specialist must contact parents/guardians and inform them about incident within one (1) school day of receiving verbal report
- Investigation must be conducted by Anti-Bullying Specialist
- Principal may appoint others to assist
- Investigation must be completed as soon as possible; no later than ten (10) school days from date of written report
- Principal/Anti-Bullying Specialist must give report to Chief Operations Officer (COO) within two (2) school days of completing the investigation
- Chief Operations Officer (COO), in collaboration with principal, must decide actions to be taken:
 - o Intervention services
 - o Training programs
 - o Impose discipline

- Chief Operations Officer (COO) reports results of the investigation to the Board of Education at the first Board meeting following completion of the investigation

HIB Investigations:

In accordance with N.J.S.A. 18A: 37-15(b)(6) and N.J.S.A. 18A:37-16(a) the LEAP Academy Board of Trustees requires 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 principal or the principal's designee within one school day of the verbal report of the incident. The investigation shall be completed, and the written findings submitted to the principal or principal 47 designee as soon as possible, but no later than 10 school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying.

HIB Staff:

- **Anti-bullying Coordinator:** Leda Hernandez Diaz Ph: 856-614-5792
- **Anti-bullying Specialist:** Lower School (Grades K-3) Kassandra Alvarado Ph: 856-614-2088
- **Anti-bullying Specialist:** STEM & Upper School (Grades 4 – 8) Kaitlyn McWilliams & Ramon Santiago Ph: 856-614-5049
- **Anti-bullying Specialist:** High School (Grades 9 – 12) Tugba Hoguet & Andrea Moore Ph: 856-614-5640

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

- Parents of all parties involved have the right to receive information – includes parents of 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 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

HIB Staff Responsibilities

Anti-Bullying Coordinator Responsibilities:

- Be responsible for coordinating and strengthening the school district's policies to prevent, identify and address harassment, intimidation or bullying of students
- Collaborate with Anti-Bullying Specialists in the district, the Board of Education and the Chief Operations Officer (COO) to prevent, identify and respond to harassment, intimidation or bullying of students in the district
- Provide data, in collaboration with the Chief Operations Officer (COO), to the LEAP Board regarding harassment, intimidation or bullying of students
- Execute such other duties related to school harassment, intimidation or bullying as requested by the Chief Operations Officer (COO)
- 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 (Anti-Bullying Specialist) Responsibilities:

- Initiate the investigation with the Anti-Bullying Coordinator
- Contact parent(s)/guardian(s) to inform them of the incident
- Keep abreast of the situation
- Keep in close contact with the Anti-Bullying Coordinator and update them with current information
- In conjunction with the Anti-Bullying Coordinator, shall determine the "range" of ways to address the incidents of harassing and/or bullying behavior – this may include training, discipline actions, counseling or intervention programs
- Be an active participant in the School Safety Team
- Proceed in accordance with the Student Code of Conduct
- Submit appropriate reports to the Chief Operations Officer (COO)



- Provide training with the Anti-Bullying Coordinator 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 Coordinator, and recommend revisions and additions to the Policy 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 e-mail address of the School Anti-Bullying Coordinator

Anti-Bullying Coordinator Responsibilities:

- 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 (Anti-Bullying Specialist)
- Meet at least twice a year with the school Chief Operations Officer (COO) and Safety Team to discuss and strengthen procedures and policies to prevent, identify and address harassment, intimidation and bullying in the district
- Receive any complaints of harassment, intimidation or bullying of pupils that have been reported to the Principal
- Create and/or 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 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 of bullying of students
- Coordinate 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 Specialist (s) in the collection of districtwide data and in the development of district policies to prevent and address harassment, intimidation or bullying of pupils
- Execute such other duties related to harassment, intimidation or bullying as requested by the Principal (Anti-Bullying Specialist)

Investigation Flowchart

School Day 1:

Alleged Victim or Bystander of HIB Incident

- Report incident to the Building Principal/School Anti-Bullying Specialist
- If verbal, must provide written report within 2 days

School Day 2:

Principal (Anti-Bullying Specialist) upon receiving verbal/written report

- Informs parents/guardians of alleged victim & bully
- Remind parents/guardians of policy and handbook on district and school website
- Initiates investigation by Anti-Bullying Specialist

School Day 2-12:

Principal (Anti-Bullying Specialist)

- Reviews incident report
- Conducts investigation
- Discusses and reviews investigation outcomes with Chief Operations Officer (COO) No more than 10 school days from date of written report

Day 13:

Principal (Anti-Bullying Specialist)

- Discusses and reviews incident report and investigation report with Anti-Bullying Coordinator
- Forwards report and findings to Chief Operations Officer (COO)
- Presents summary of allegations, factual findings of Anti-Bullying Specialist to Board



Day 13

LEAP Academy Board of Trustees

- Review COO's report and acknowledges findings

Chief Operations Officer (COO) (within 5 school days after results are given to the Board)

- Notifies parents/guardians of the alleged victim and the bully of investigation and findings
- Provides parents/guardians of the alleged victim and the bully of appeal procedures

Parents/Guardians

- May request a board hearing, in writing, within 10 calendar days
- May appeal decision to Commissioner of Education within 90 calendar days
- May file complaint with NJ Division on Civil Rights within 180 calendar days

LEAP Board

- Conduct confidential hearing within 10 calendar days of request
- Issue a decision in writing, to affirm, reject or modify the Chief Operations Officer (COO) decision

INFORMATION PROVIDED BY VICTIM(S)**BEHAVIORAL OBSERVATION**

Check all behavior experience by the victim(s):

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> cyber-related | <input type="checkbox"/> kicking | <input type="checkbox"/> spitting |
| <input type="checkbox"/> embarrassing | <input type="checkbox"/> pinching | <input type="checkbox"/> spreading rumors |
| <input type="checkbox"/> eye rolling/gesturing | <input type="checkbox"/> pushing | <input type="checkbox"/> stalking |
| <input type="checkbox"/> hurtful graffiti | <input type="checkbox"/> restraining | <input type="checkbox"/> staring hurtful name calling |
| <input type="checkbox"/> sending nasty notes | <input type="checkbox"/> stealing | <input type="checkbox"/> hurtful teasing |
| <input type="checkbox"/> slapping | <input type="checkbox"/> threats | <input type="checkbox"/> insulting remarks |
| <input type="checkbox"/> socially excluding | <input type="checkbox"/> tripping | |

Provide details of behavioral observation:

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

- ancestry national origin sexual orientation mental, physical, or sensory disability
 color race gender religion gender identity and expression
 other (please explain below)

If you checked “other” above, please provide a written explanation:

Location of the alleged HIB incident**Check and complete all that apply and provide detailed explanation below:**

- auxiliary gym locker room bathroom main gym bus
 off school grounds cafeteria school grounds/outside of building
 classroom school-sponsored event cyber-related stairwell/hallway
 Other

Provide a detailed explanation of location in the below area:

Answer the following:

1. Approximately how long has the alleged HIB-related behavior been occurring?

2. List below any person(s) you know or have reason to believe may have relevant information and indicate if they are a student, parent, staff member, or other. LAST NAME, FIRST NAME
Select designation



Student Harassment, Intimidation and Bullying (HIB) Contract & Parent/Guardian Agreement

Please Select School

- Stem Elementary School (K-3)
- STEM Intermediate School (4-5)
- STEM Junior High School (6-8)
- STEAM High School (9-12)

Student's Name: _____ Grade: _____
(print)

Parent/Guardian Name: _____
(print)

Directions: Please read the Parent/Guardian HIB Handbook and the District Harassment, Intimidation and Bullying Policy. Discuss the contents with your child. This agreement is in partnership with the LEAP Academy University Charter School District's Harassment, Intimidation and Bullying Policy which can be found on the school district's webpage under HIB.

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

- I have read the Harassment, Intimidation and Bullying Policy 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 all 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/Guardian Name: _____
(Print)

Parent/Guardian Name: _____ Date: _____
(Signature)

Student: By signing below I certify that:

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

Student's Name: _____ Grade: _____
(Print)

Student's Name: _____ Date: _____
(Signature)