



Tenafly Public Schools

Ralph S. Maugham School

Harassment, Intimidation, and Bullying

School Action Plan
2015-2016

HIB Contact Information:

Barbara Simitian Laudicina

District Anti-Bullying Coordinator

500 Tenaflly Road

Tenaflly, NJ 07670

201-816-4511

blaudicina@tenafly.k12.nj.us

Jennifer Ferrara

Maugham School Principal

111 Magnolia Avenue

Tenaflly, NJ 07670

201-816-7705

jferrara@tenafly.k12.nj.us

Maria Casteline

Maugham School Counselor

Anti-Bullying Specialist

111 Magnolia Avenue

Tenaflly, NJ 07670

201-816-7705

mcasteline@tenafly.k12.nj.us

Additional Members of the School Safety Team

Michele Pena, Basic Skills Teacher

201-816-7705

Luiza Herbst, Librarian/Media Specialist

201-816-7705

Kim Zodda, 3rd Grade Teacher

201-816-7705

Parent Representatives: Andrea Orlando and Jocelyn Schwarz, HSA

The New Jersey Anti-Bullying Bill of Rights, PL 2010, Chapter 122, effective September 1, 2011 states that “Harassment, intimidation or bullying” means 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 school property, at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the 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.

We expect the members of our school community to abide by our district’s HIB Policy and encourage each to report incidences of harassment, intimidation or bullying. Upon receiving a report of HIB, the School Safety Team will take the appropriate steps in response, in accordance with the New Jersey Anti-Bullying Bill of Rights Act.

Reporting HIB:

The Tenafly Public Schools and the Anti-Bullying Bill of Rights **requires** each staff member, volunteer or contracted service provider to make a verbal report to the Principal or designee on the same day that s/he witnesses or becomes aware of an act of HIB. Within two school days following the verbal report, the individual is required to submit a written report, to the School Anti-Bullying Specialist (SABS). Pupils, parents and visitors are **encouraged** to report alleged violations of the Policy to the Principal. A district HIB Reporting Form (attached) can be found at www.tenafly.k12.nj.us.

Note: If an individual becomes aware of additional information in an ongoing or completed case, that individual is required to bring this information to the attention of the principal.

Reporting Incidents Involving Adults

If a student feels that an adult is involved in an act in which a student is a victim and which can be defined as harassment, intimidation or bullying according to the New Jersey State Statute, a report should be made to the principal.

Timeline for Reporting HIB

School Day 1 Verbal report made to the Principal or designee on the same day of any learned or witnessed incidence of HIB. Principal informs parent/guardian; may discuss available services

School Day 2 Principal initiates investigation through SABS; may appoint others to assist

School Day 3 Written report of HIB submitted to Principal
SABS informs DABC of cases demonstrating potential HIB outcomes
DABC informs Superintendent

School Day 13 Completion of investigation - No later than 10 school days from receipt of written report. Principal contacts parent/guardian to inform of outcome of initial investigation with results to be reviewed by Superintendent and BOE, yielding possible additional consequences.

School Day 15 Written report by SABS submitted to Superintendent - No later than 2 school days from completion of investigation. Superintendent decides if further action is to be taken.

Next BOE Meeting Superintendent reports results (attached) to Board of Education by next BOE Meeting following receipt of completed written investigation.

Within 5 Days District provides information in writing to parent/guardian within 5 school days after BOE receives report.

Board Hearing Parent may request confidential hearing which must be held within 10 calendar days of request.

Board Response BOE must issue decision in writing to affirm, reject or modify the Superintendent's decision at next meeting following receipt of report. BOE decision may be appealed to Commissioner within 90 calendar days.

Civil Rights Parent may file Civil Rights complaint with NJ Division on Civil Rights within 180 calendar days of incident if HIB is based on a protected characteristic under state or federal law.

ECS Investigation Executive County Superintendent shall investigate a complaint of a violation by a school district when the complaint is not adequately addressed on the local level.

Student Education: The HIB policy and the Code of Conduct will be available on the school and district website. The students will continue character development within the classroom setting and through school wide initiatives. There will be assemblies throughout the school year focused on safe schools.

Staff Education and Responsibilities: The staff will receive 2 hours of professional development specific to HIB and the new policy during each five year cycle. There will be more informal but informational updates given to the staff via faculty meetings, where necessary. It is the responsibility of staff to verbally report a suspected incident of HIB to the building principal within 24 hours and file a written report within two school days. Staff will be provided with additional resources throughout the course of the year.

Parent Education: The policy and reporting forms will be made available through the district website. The Elementary Guidance website will also contain relevant information and resources. Resources and/or a presentation will be given to the HSA in an effort to disseminate important policy information.

Note: All other personnel, volunteers, or other members of the school community will be provided with the information necessary to understand the main points of the Anti-Bullying Policy.

This is an Anti-Bullying Zone!

To reinforce this philosophy in our schools and to emphasize the expectations for the school community, each school is to place or post in a prominent place of the main office the “This is an Anti-Bullying Zone!” statement. The message of anti-bullying should be evident to those visiting our schools.

Specific Events and Activities:

- 1) Responsive Classroom - a way of teaching that emphasizes social, emotional, and academic growth in a strong and safe school community.
- 2) Lunch Bunch/Friendship Groups – opportunities for children to strengthen social skills in a small group setting.
- 3) Peer Mediation Program
- 4) Individual counseling available for those students who need it.
- 5) Zippy’s Friends – A Kindergarten program that teaches students social and coping life skills.
- 6) Multiple visits over the course of the year from Tenaflly Police Department designed to teach students to identify patterns of bullying and respond positively.
- 7) Library Media teaches a unit on Digital Citizenship and appropriate Use of Technology
- 8) Observation of “Week of Respect” and “School Violence Awareness Week”
- 9) Grade 3 Unit dedicated to Resolving Conflict
- 10) Grade 5 Unit dedicated to Healthy Lifestyles
- 11) Link to Curriculum units that demonstrate HIB (i.e.; 5th Grade Social Studies – Enduring Understanding Abuse of Power)
- 12) Programming and resources directed toward “Safe and Caring Schools” and our Character Education Initiatives.

Enhancement of School Culture:

We as educators will continue to be dedicated to making Maugham school a safe and caring school where all children will thrive. Through the multiple programming opportunities as well as the infusion throughout the curriculum, we feel that our school culture will only improve. We will be utilizing discussions with our school safety team to monitor the culture and climate of our school community and assess possible areas of needs or concerns that may lead to interventions.

Assessment of Outcomes:

- 1) Tone/Climate of Building.
- 2) Staff Questionnaire
- 3) Student/Staff/Parent Feedback

