Harassment, Intimidation and Bullying Policy Workshop

Rutgers Safe and Drug-Free Schools and Communities Project with
The New Jersey Department of Education
Hunterdon County Office

PowerPoint

March 7, 2008
Hunterdon County

http://sdfsc.rutgers.edu 732-445-6173
http://sdfscibb.forumsvibe.com

Funds for the Title IV-A and Unsafe School Choice Option Training and Technical Assistance Project were provided in full by a grant to the New Jersey Department of Education from the United States Department of Education, Safe and Drug-Free Schools Program
Welcome

This workshop is being presented by
the Rutgers Safe and Drug-Free Schools and Communities Project
in cooperation with
the NJ Department of Education, Hunterdon County Office.

Harassment, Intimidation and Bullying Policies That Work
A Workshop on Updating your School District’s H.I.B. Policy

Safe and Drug-Free Schools and Communities Project
in partnership with
the New Jersey Department of Education

Technical Assistance
for any Title IV-A or USCO Questions
Resource and Step by Step Guide Development
Workshop Development and Implementation

Rutgers Safe and Drug-Free Schools and Communities Project

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In Your Folder

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See Tan handout in your packet.

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Memorandum of Agreement
Schools
and
Law Enforcement
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Why This Topic and Why Now?

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New Jersey Supreme Court’s Decision defines

Hostile Educational Environment

See “The New Jersey Supreme Court’s Decision” in your handout packet.

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If Your School District’s HIB Policy Has Not Been Updated Since January 2008 Then Your Policy May Not Be In Compliance with Current Regulations
Parents Know Their Rights!

Know Your Obligations!

See the Green Handout in your packet.

How QSAC and HIB Connect

QSAC Component - OPERATIONS

Indicator
The district has distributed and provided training to all staff on the board of education approved policy prohibiting harassment, intimidation and bullying. (N.J.A.C. 6A:16-7.1 (c) 7 and 7.9 (d))

Suggested Documentation
- Mailing list or cover memo for the dissemination of the policy
- Attendance or sign-in sheets, agendas or evaluations from trainings
- Staff interviews

See “How QSAC and HIB Connect” in your handout packet.

How QSAC and HIB Connect

QSAC Component - GOVERNANCE

Indicator
At least annually, and more frequently if required by changes in law or regulation, the school board or advisory board reviews, updates and, by resolution, adopts policies reflective of current regulatory and statutory authority. (N.J.S.A. 18A:11-1)

Suggested Documentation
- All mandatory policies are current. All non-mandatory policies are current. Adopting resolution for each policy. School district procedures manual and attachments, adopting resolution
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See Page 4 of the Community and Web Resource Guide

Call

1-888-ASK-HRSA
1888-275-4772

To request a copy of the video.
See letter from Barbara Gantwerk and “Model Policy” in your handout packet.

See “Amendments to the Bullying Statute” in your handout packet.

“...the policy be posted on the school district’s web site and distributed annually...”

“...any electronic communication” is added to the definition of harassment, intimidation or bullying...”
Tip Sheet

- Companion Piece for the Model Policy
- Lists the Statute and Regulatory Requirement
- Issues for Consideration
  - With Check Boxes to use as a Work Sheet

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Issues for Consideration

#1 The policy shall contain a statement prohibiting harassment, intimidation or bullying of a student.

- What is the purpose of the policy?
- Has a broad-based representation of school, parents, and community members been involved in the development of the policy?
- Has the district considered including expectations against HIB to include employees, visitors, and volunteers?

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#2 The policy shall contain a definition of harassment, intimidation or bullying...

- Does the policy address bullying incidents not motivated by characteristics such as the target’s race, color, religion, gender, or sexual orientation?
- Do district policies and procedures address and impose consequences for acts of HIB that occur off of school grounds including all forms of electronic communication, such as cyber-bullying?
#3 The policy shall include a description of the type of behavior expected from each student...

**Issues for Consideration**

- Does the policy explain global expectations for student conduct while leaving administrators with the flexibility to address developmental ages and abilities of students, as well as the unique characteristics of the schools?
- Has the chief school administrator provided the district rules of student conduct to students and parents on an annual basis?

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#3 The policy shall include a description of the type of behavior expected from each student...

**Issues for Consideration**

- Does the policy appear in all publications of the district’s rules, procedures, and standards of conduct?
- Has the district made provisions to provide access to the policy for parents and guardians whose primary language is other than English?

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#4 The policy shall include the consequences and appropriate remedial actions that is varied and graded for a person who commits an act of harassment, intimidation or bullying...

**Issues for Consideration**

- Does the policy address consequences and appropriate remedial actions for both students and district staff members who commit an act of HIB?
- Are school officials aware that they are responsible for taking all appropriate steps to understand and rectify HIB-related problems that involves more than traditional punitive disciplinary actions?
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Rutgers SDFSC
Harassment, Intimidation and Bullying Policy Workshop

#4 The policy shall include the consequences and appropriate remedial actions that is varied and graded for a person who commits an act of harassment, intimidation or bullying...

Issues for Consideration

- Has the district considered the factors for determining consequences, factors for determining remedial measures, examples of consequences, and examples of remedial measures, as bulleted in the model policy?
- Has school climate and culture been considered in the response to an act of harassment, intimidation, or bullying?
- Is an attempt made to involve parents in the remediation of behavior(s) of concern?

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#5 The policy shall include a procedure for reporting an act of harassment, intimidation or bullying including a provision that permits a person to report anonymously...

Issues for Consideration

- Is the reporting procedure simple and non-threatening?
- Has the district created an incident reporting form?
- Has the district considered every mechanism available to facilitate reporting (e.g. web-based reporting mechanisms and locked boxes in the areas of schools where reports can be submitted without fear of being observed)?

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#6 The policy shall include a procedure for prompt investigation of reports of violations and complaints, identifying either the principal or the principal’s designee as the person responsible for the investigation.

Issues for Consideration

- Are existing policies and procedures used, as appropriate?
- Have record keeping policies and procedures been established that create a defensible record which demonstrates the district’s efforts to reduce incidents of HIB, and that facilitate the evaluation of the district’s efforts to reduce incidents of HIB?
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#7 The policy shall contain the range of ways in which a school will respond once an incident of harassment, intimidation or bullying is identified...

Issues for Consideration

- Does the district respond appropriately to the individual who committed an act of HIB?
- Has the district set a range of responses at the individual, classroom, school, and district level, as appropriate?
- Have resources (e.g., counseling) been made available to individual victims of HIB and are responses conducted in a manner that do not stigmatize victim(s)?
- Do school officials respond to suspected hate or bias-related acts by reporting these incidents to law enforcement?

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#8 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...

Issues for Consideration

- Is a norm established in the district that all suspected acts of reprisal or retaliation are taken seriously and that appropriate responses are made?
- Are all suspected acts of reprisal or retaliation handled consistently?

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#9 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...

Issues for Consideration

- In the district, are the totallities of the circumstances surrounding individuals who falsely accuse others as a means of HIB considered?
- Are decisions about consequences and remedial actions consistent with existing case law, Federal and State statutes and regulations, and district policies and procedures?
#10 The policy shall contain a statement of how the policy is to be publicized...

Issues for Consideration

- Is the policy widely disseminated in the district?
- Are multiple strategies and strategies that are specific to the district’s needs utilized to publicize the policy? (e.g. requiring all employees, students and parents to sign a written statement indicating that they have received and read the policy and agree to abide by the provisions of the policy)

#11 Information regarding the district’s policy against harassment, intimidation, and bullying, must be incorporated into a school’s employee training program...

Issues for Consideration

- Has the district included training on the policy in its employee training program?
- Are staff members encouraged to become trained in skills and strategies for developing student self-discipline and to apply best practices for positive behavioral interventions?
- Is the policy used to help prepare staff to intervene with instances of HIB and also used as a prevention tool by explaining to students the district’s expectation for their behavior?
#11 Information regarding the district’s policy against harassment, intimidation, and bullying, must be incorporated into a school’s employee training program...

Issues for Consideration

- Does the district use explanation and dialogue with students and staff to help distinguish:
  - What is an instance of HIB vs. not?
  - What is “telling” and “reporting” vs. “ratting” and “tattling”?
- Are experiential learning techniques used, such as role plays?

#12 The district is required to annually review the extent and characteristics of harassment, intimidation, and bullying in the school’s buildings and implement locally determined programmatic responses if appropriate...

Issues for Consideration

- When did the review take place?
- What were the results of the review?
- What was done with the results of the review?

#13 The school district is required to annually review the training needs of district staff for the effective implementation of the harassment, intimidation, and bullying policy and implement locally determined staff training programs consistent with the annual review of training needs and findings of the annual review and update of the code of student conduct, as determined appropriate by the district board of education...

Issues for Consideration

- When did the review take place?
- What were the results?
- Was the code of conduct reviewed and updated?
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#14 The school district is required to develop a process for annually discussing the school district’s harassment, intimidation, and bullying policy with students...

**Issues for Consideration**

- When did the discussion take place?
- How did the discussion take place?

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**The Rubric**

- Assessment Tool
- Runs Parallel to Each Statute and Regulatory Requirement
- 4 Point Rating Scale

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**Exemplary**

- Exceeds statutory and regulatory requirements by addressing issues for consideration (see model policy)
- Statutory and regulatory requirements are clearly addressed and connected to or integrated with components of the policy
- Sample forms, examples or additional district-specific information are provided

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**Safe and Drug-Free Schools and Communities Project**

**Satisfactory**
- Addresses all statutory and regulatory requirements
- It is evident that individual school district needs are addressed

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**Rutgers SDFSC**

**Safe and Drug-Free Schools and Communities Project**

**Emerging**
- An attempt to address statutory and regulatory requirements is made but inadequate
- This component of the policy does not connect to other components of the policy because of inconsistent application of definitions, policies or procedures
- Policy is not tailored to the individual school district

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**Rutgers SDFSC**

**Safe and Drug-Free Schools and Communities Project**

**Incomplete**
- Statutory and regulatory requirements are not addressed and do not appear in the policy
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Welcome Back

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Reviewing the Mount John School District
Harassment, Intimidation and Bullying Policy

<table>
<thead>
<tr>
<th></th>
<th>Exemplary</th>
<th>Satisfactory</th>
<th>Emerging</th>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The policy shall contain a statement prohibiting harassment, intimidation or bullying of a student, N.J.S.A. 18A:37-15(b)(1) and N.J.A.C. 6A:16-7.3(a)(21).</td>
<td><img src="Image1" alt="Comments" /></td>
<td><img src="Image2" alt="Comments" /></td>
<td><img src="Image3" alt="Comments" /></td>
<td><img src="Image4" alt="Comments" /></td>
</tr>
</tbody>
</table>

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Mt. John Policy Review
Areas of Concern

Was The Community Involved in Writing the Policy?

Rubric Item # 1

Mt. John Policy Review
Areas of Concern

Language Addressing All Forms Of Electronic Communication Must Be Added. (Throughout the Policy)

Rubric Item # 2

3. The policy shall include a description of the type of behavior expected from each student. N.J.S.A. 18A:37-15(3)(b)(3) and N.J.A.C. 8A:16-7.9a(3).
Mt. John Policy Review

Areas of Concern

Information Needed About Student Code of Conduct.

Rubric Item # 3

Consequences and Appropriate Remedial Actions

Factors Listed are at a Minimum

Consequences and Remedial Actions May Range From:

Positive Intervention → Suspension → Expulsion
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Consequences and Appropriate Remedial Actions

Before An Action is Taken You Must Take into Account
The Scope of the Problem

- Individual
- Group
- Whole Class
- Overall School Climate

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Consequences and Appropriate Remedial Actions

Remedial Measures Shall be Designed to:

- Correct the Problem
- Prevent Another Occurrence
- Protect the Victim

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Districts Must Take All Appropriate Steps to Understand and Rectify the Problem

This is where districts can make a difference
District’s HIB Policy

- Up to Two Hours Today
- Staff is Available to Help You
- You Won’t Finish Today
- Use Your Tip Sheet
- Refer to the model policy
- Remember Technical Assistance is Always Available from the Rutgers SDFSC Project

Wrap Up

- Was This Workshop Helpful?
- How Was it Helpful?
- Remaining Questions

Remember:
1. Your district is ultimately responsible for ensuring that its HIB policy is in compliance
2. To include the following in your policy update
   - District administrators
   - Board members
   - District legal counsel
   - Parents, Students and Staff
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Remember:
3. If your district uses an outside provider to write or update your policy you will need to review their work.
4. Rutgers SDFSC Project is available on an ongoing basis to assist with your policy review.

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Please Remember
to Always Send a School Board Approved Copy of Your School District’s Updated HIB Policy to Your County Office.

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Please Fill Out Your Evaluations

See Grey handout in your packet.
Thank You

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Remember
The Rutgers SDFSC Project is available to assist you with any questions you might have.