



HARASSMENT, INTIMIDATION AND BULLYING

PARENT AND STUDENT HANDBOOK

THE MISSION OF NEWARK LEGACY CHARTER SCHOOL IS LAY THE FOUNDATION FOR OUR SCHOLARS TO GAIN ENTRY TO, SUCCEED IN, AND GRADUATE FROM COLLEGE.

823 S. 16th Street
Newark NJ 07108
973.374.7000

Mr. Ken Schultz, Executive Director
Mrs. Lisa Powell, Chief Academic Officer
Ms. Darice Gonzalez, School Business Administrator/Board Secretary

Policy Statement:

Harassment, intimidation and bullying create an unsafe learning environment and violate the tenets of good character – a core pillar of our school. We enact Newark Legacy’s discipline policy to combat this behavior, in compliance with all applicable New Jersey statutes and laws. Bullying acts may take the form of gestures, speech, written communication, physical acts, or electronic communication. These acts are punishable if they take place on the main school campus, at a school event or function away from school grounds, on a school bus, or through an electronic medium. Further, the school will issue a consequence for scholars who are aware of acts of harassment, intimidation or bullying and fail to notify school personnel.

Harassment, Intimidation or Bullying Definition:

Harassment, intimidation and bullying include any gesture, written, verbal or physical act or any electronic communication that takes place on school property, at any school-sponsored function or on a school bus. There are **four types** of bullying:

- **Bullying by Gestures**
 - Gang related hand signals
 - Hand gestures toward target that cause undue stress
- **Physical Bullying**
 - Hitting, kicking or pushing
 - Stealing, hiding or ruining someone’s things
 - Making someone do something he or she doesn’t want to do
- **Verbal Bullying**
 - Name calling
 - Teasing
 - Insulting
- **Relationship Bullying**
 - Refuses to talk to someone
 - Spreading lies and rumors about someone
 - Making someone feel left out or rejected

Motivation for HIB Behavior:

- Any actual, perceived or distinguished characteristic
- Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability

OR

One of the following conditions in addition to causing substantial disruption or interference:

- Has the effect of insulting or demeaning any pupil or group of pupils
- Creates a hostile educational environment for pupil by interfering with student’s education
- Severely or pervasively causing physical or emotional harm to students

Implementation of the Harassment, Intimidation and Bullying Legislation

Formation of Anti-Bullying Personnel and Assignments include:

- Anti-Bullying Coordinator
- Anti-Bullying Specialist
- School Safety Team

New Investigation Procedures:

- Comprehensive and Explicit timelines
- Verbal report must be made to School leader on the same day the incident occurs
- Follow- up written report must be completed within 2 days of verbal and/or written report.
- School Leader will initiate investigation within 1 school day of receiving verbal and/or written report and will contact Anti-Bullying Specialist prior to investigation.
- School Leader and/or Anti-Bullying Specialist will contact parent(s)/guardian(s) and inform them about the incident within 1 school day of receiving report.
- Investigation will be conducted by Anti-Bullying Specialist
- School leader may appoint others to assist
- Investigation will be completed within 10 school days of the verbal/written report
- School Leader and Anti Bullying Specialist will decide actions to be taken which includes but is not limited to:
 - Intervention Services
 - Training Programs
 - Impose Discipline
 - Ordering Counseling (at parent's/guardian's expense)
- School leader reports the results of the investigation to the Board - the first Board Meeting following completion of the investigation.

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

- Parents of all parties involved have the right to receive information. Report includes allegations and findings.
- School will provide information to both parties within **five (5) school days** after the results of the investigation were reported to the Board
- Parent(s)/guardian(s) may request a hearing of the Board after receiving information; hearing of the Board must be provided within **ten (10) school days** of the request
- Board must issue a decision in writing at the **first Board Meeting** following the receipt of the report
- Parents of alleged victim may separately file a complaint with the New Jersey Division of Civil Rights
- Parents may also file in **Superior Court**

Responsibilities

Anti-Bullying Coordinator shall:

- Be responsible for coordinating and strengthening the school policies to prevent, identify and address harassment, intimidation or bullying of pupils.
- Collaborate with school Anti-Bullying Specialist, School Leader and Safety team to prevent, identify and respond to harassment, intimidation or bullying of students.
- Provide data in collaboration with Anti-Bullying Specialist to the Department of Education regarding harassment, intimidation or bullying of pupils.
- Execute such other duties related to school harassment, intimidation and bullying in the school.

School Leader:

- Initiate the investigation by the Anti-Bullying Specialist.
- Contact parent(s) and/or guardian(s) and inform them of the incident.
- Keep abreast of situation.
- Keep in close contact with the Anti-Bullying Specialist and update them with current information.
- May appoint others to assist the Anti-Bullying Specialist as needed.
- In conjunction with the Anti-Bullying Specialist shall determine the “range” of ways to address the incidents of harassing and/or bullying behavior. These may include: training, discipline actions, counseling or intervention programs.
- Be an active participant of the School Safety team.
- Submit the report to the Board.
- Shall annually conduct reevaluation, reassessment and review of the HIB Policy with input from the School’s Anti-Bullying Specialist 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, phone number, school name and email address of the Anti-Bullying Specialist.

Anti-Bullying Specialist shall:

- Chair the School Safety Team provided in N.J.s.A.18A:37-21.
- Lead the investigation of incidents of harassment, intimidation, or bullying in school.
- Act as the primary school official responsible for preventing, identifying and addressing incidents of harassment, intimidation or bullying in school.
- Execute other duties related to school harassment, intimidation, or bullying as requested by the principal and/or Anti-Bully Coordinator.
- Meet at least three times per school year with the Anti-Bullying Coordinator to discuss and strengthen procedures and policies to prevent, identify and address harassment, intimidation and bullying in school.

School Safety Team shall:

- Identify and address patterns of harassment, intimidation or bullying of students in 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 pupils, teachers, administrative staff and parents to prevent and address harassment, intimidation or bullying of students.
- Participate in the training required pursuant to the provisions of N.J.S.A.18A:37-13 et seq. and other training which the School Leader or the Anti-Bullying Coordinator may request.
- Collaborate with the Anti-Bullying Coordinator in the collection of school-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of students.
- Execute other duties related to harassment, intimidation, or bullying as requested by the School Leader.

Investigation Overview

School Day 1

Alleged Victim or Bystander of HIB Incident→	Report Incident to School Leader
--	----------------------------------

**School Day 2**

School Leader→	Informs Parent(s)/Guardian(s) of Alleged Victim and Bully	Initiates investigation by Anti-Bullying Specialist
----------------	---	---

**School Days 2-12**

Anti-Bullying Specialist→	Reviews Incident Report	Conducts Investigation	Discusses & Reviews investigation outcomes with School Leader
---------------------------	-------------------------	------------------------	---

**School Day 13**

School Leader→	Discusses & Reviews Incident/Investigation Report	Notifies Parent(s)/Guardian(s) of Alleged Victim & Bully of Investigation and findings	Provides Parent(s)/Guardian(s) of alleged victim and bully of appeal procedures
----------------	---	--	---



Parent(s)/Guardian(s)→	May request a board hearing in writing within 10 calendar days	Parent(s)/Guardian(s) of both parties may appeal decision to Commissioner of Education within 90 Calendar days	Parent(s)/Guardian(s) of alleged victim may file a separate complaint with NJ Division on Civil Rights within 180 calendar days
------------------------	--	--	---



Board→ (If parent(s)/guardian(s) request a hearing)	Conduct confidential hearing within 10 calendar days of request	Issue a decision in writing to affirm, reject or modify School Leader's decision
--	---	--