

***Florham Park Public Schools  
Anti-Bullying Organizational Chart***

Dr. Melissa Varley  
Superintendent of Schools

Cheryl Bernstein \*  
District Anti-Bullying Coordinator

<b>Briarwood School Safety Team</b>	<b>Brooklake School Safety Team</b>
Yvonne Orlando, Anti-Bullying Specialist Team Members – Susie Chapin, Tina Bruno, Gina Cicarelli Jessica Gatti Principal – Sherri Glaab	Cheryl Bernstein, Anti-Bullying Specialist Team Members – Roseann Franklin, Cindy Regan, Lori Pompei  Principal – Dr. Steven Caponegro
<b>Ridgedale Middle School Safety Team</b>	<b>Additional Resource Teachers</b>
Karen Ford, Anti-Bullying Specialist Team Members – Brenda Cochario, Karen Stein, Vincent Marchese, Nick Esposito  Principal – Peter Christ	Beth Karl Michaela Harris

\* Office located at Brooklake School

## **The Florham Park Public Schools Harassment, Intimidation and Bullying (HIB) Procedure**

The Florham Park School District recognizes that effective learning takes place most effectively when students feel valued by their teachers, their peers and their family. Much emphasis is placed on the personal responsibility of each member of the school community, for ensuring that relationships between staff, and students and between the students themselves are positive and caring.

The district aims to provide a caring, welcoming, and safe environment for all students to learn in a secure, nurturing and supportive atmosphere in order to achieve their maximum academic and social potential.

The district takes seriously the commitment to protecting our students and will:

- Ensure that all staff, students and parents understand what HIB behavior is.
- Provide students with personal and social education about friendship; other relationships and social interactions so they become more aware of the importance of their own responsibilities in maintaining good working relationships and personal friendships.
- Take preventative measures against HIB by including current research about bullying in the curriculum.
- Provide students, parents and staff with a clear set of procedures to be followed by if HIB is reported.
- Take action immediately if bullying arises.
- Help offenders realize the consequences of their actions and to teach them different ways of behaving.
- Support victims of bullying and provide them with guidance on how to deal with harassment.

The district understands that HIB can take the form of verbal, image, racism, sexuality, emotional, and physical acts. Therefore, the district believes that all participants in the education process should:

- Respect others, regardless of age, race or background.
- Help to create a caring environment where all relationships are open and friendly.
- Show respect for district, school and each others' property.
- Be supportive of others' successes and give support in times of disappointments.
- Value achievement in all positive forms and discourage malicious gossip and realize that teasing can go too far.

### **Responsibility**

The district understands that it is the responsibility of all staff to be attentive to possible HIB of students, and to deal with incidents of HIB immediately, following the procedures and policies set forth by the Board of Education. The staff member will immediately contact the school principal or his/her designee, who will initiate an investigation through the school HIB coordinator. A verbal report will be given to the Principal or the Principal's designee on the

same day when the individual witnessed or received reliable information regarding such incident.

- Staff will be alert to possible any HIB situation, including exclusionary activities in group settings.
- Staff will select working groups and pairs so that students have the opportunity to work with a variety of peers, not only friendship groups, throughout the year. The composition of groups will show sensitivity to those who have been the victims of HIB.
- The school nurse, often the first person to receive reports of bullying, will offer emotional support to the victims, and will alert the principal or his/her designee, and the guidance counselor.
- Parents are asked, by the administration to complete a HIB reporting form and submit it in a timely manner to the office.
- Students are asked, to speak immediately to a member of staff if they are the victim of a HIB incident, or if they witness HIB of any other pupil.

### **Responsibilities of the School Safety Team**

- Receive complaints of HIB incidents reported to the school and principal
- Receive copies of any report prepared after an investigation of a HIB incident
- Identify and address patterns of HIB in the school
- Review and strengthen school climate and the policies of the school in order to prevent HIB
- Educate and partner with a broad-base of school and community members, including parents, students, instructional staff, pupil support services staff, school administrators, community organizations, business and law enforcement to prevent and address HIB of students
- Participate in training, policy review, and data collection and in the development of district policies to prevent and address harassment, intimidation, or bullying

### **Promoting the policy to students, parents and staff:**

- Students will be informed of HIB procedures via meetings and releases
- Parents will be informed of procedures via school/parent meetings and releases
- The HIB policy will be published and available to all educational stakeholders
- Staff will treat reports by students of bullying very seriously.
- Staff will not ignore suspected bullying.
- Unpleasantness by one student towards another will always be challenged and never ignored.
- Staff will take action immediately, including anyone employed by the Florham Park BOE.
- Students, parents or other members of the community will complete a HIB reporting form found in the school office. The reported incidents, findings, remediation, and consequences will be reported to the Superintendent of Schools, who in turn will report such findings to the Board of Education.
- Staff will produce a written record of each HIB incident, to be passed to the appropriate designee.
- Staff will respect a student's request that no information is discussed with other students.

- The victim will be supported in the weeks following the reported incident, to ensure that the HIB has stopped.

Minor incidents will be reported to the Team Leader or guidance counselor, who should investigate the incident and inform the principal in writing of the outcome.

For serious incidents of HIB, staff will inform the principal or his/her designee immediately, and complete an HIB reporting form.

**The procedure outlined below will be adopted by all staff in serious incidents.**

1. Interview separately the victim, alleged bully and any witnesses.
2. Try to ensure that there is no possibility of contact between the students interviewed, such as by texting, etc.
3. If a student is injured, take the student immediately to the nurse for a medical opinion of the extent of the injuries.
4. Use a room that allows you to interview in privacy. A witness is recommended for serious incidents.
5. Avoid making premature assumptions. It is very important not to be judgmental at this stage. Be non-confrontational. Ask the alleged bully and the alleged victim to write down details via the HIB reporting form.
6. Ask additional witnesses/bystanders for information, preferably written.
7. Listen carefully to all accounts - several students saying the same thing does not necessarily mean they are telling the truth, particularly if they have had an opportunity to discuss the incident in advance.
8. Do not attach blame or threaten consequences. Consequences can only be administered by the principal or his/her designee.
9. Adopt a problem-solving approach, which moves a bully from justifying themselves. Ask the alleged bully and victim to suggest ways in which the situation can be improved.
10. If the bullied student might have provoked the incident, help the student to understand how this occurred.
11. Tell all students interviewed that they must not discuss the interview with other students.
12. Turn all findings over to the principal or his/her designee

**Record the details of the bullying**

1. Write a very brief summary of the incident. A separate interview sheet is needed for each student involved. (Interview sheet attached)
2. Give the HIB interview sheets to the building principal or HIB coordinator of each student involved.
3. Write a more detailed single account and attach written statements of alleged victim, alleged bully and the witnesses. Full names of all involved should be included in this account. This should be sent to the Principal.
4. The team leader or principal designee should keep a record of all incidents of HIB for their grade level or area.
5. Take appropriate action to deal with the bully
6. If you are satisfied that bullying did take place, help the student(s) to understand the

consequences of their actions and warn them that there must be no further intimidation. Inform them of the type of sanction to be used if the bullying is repeated. Inform them that sanctions and remediation may still occur at the administrative level.

7. If possible, try for reconciliation and genuine apology from the student.
8. Realize that some students do not appreciate the distress they are causing and are willing to change their behavior. Do not, however, force a face-to-face meeting. This must be the decision of the students.
9. Try to reach agreement on reasonable long-term behavior.
10. Prepare the student to face their peer group - discuss what they will say to others.
11. Inform parents about bullying incidents and what action is being taken.  
If initial attempts to stop the bullying fail, refer the student immediately to the principal or HIB Coordinator. Monitor the student over the next few days and weeks.

#### Additional Information

- If the student visits the nurse, she should check informally whether the bullying has stopped.
- The guidance counselor/HIB coordinator should check on a weekly basis for a month after the complaint of bullying.
- The HIB coordinator should ask the teacher(s), if necessary, to break up the group dynamics by asking the staff to assign places in classes and in the cafeteria that prevent contact with the students involved.
- Most bullying groups have a leader, with other students in the group being frightened of being bullied themselves. Encourage the victim to be assertive.
- Ignore the comments; pretend not to hear.
- Walk away quickly; use body language to look determined, strong and positive
- Shout "No, go away" as loudly as possible
- Encourage the victim to tell a trusted adult in school if bullying is repeated.
- Encourage the victim to broaden their friendship groups by joining a lunchtime or an after school club or activity.
- Discuss bullying public forums, assemblies, and instructional moments.
- If bullying is about a particular issue (disability for example), mount an education program during tutorial time, not focused on a particular child.
- If bullying occurs on the bus, the bus driver should report the incident to the school and the same protocols will take place
- If bullying is by students from another school or off school grounds, the same procedures concerning school bullying will take place. All documentation should be kept in the event out-of-school authorities must be contacted.
- Ask another student to befriend and support the victim.
- Use peer mediation to resolve conflict if appropriate, using trained students only.
- Provide a peer mentor.

## **Curriculum Support**

The Florham Park Public Schools will continue to support anti-bullying education through curricula-based lessons in character education, guidance, and through PTA sponsored assemblies. It will be the responsibility of the principal and the HIB Coordinator to assure that lessons address the HIB issues and are taught throughout the school year.

## **Cyber-bullying**

Most technology is used very responsibly. Young people generally use the internet or mobile phone in a positive way as part of their personal, social and academic development. Unfortunately technologies are also occasionally being used negatively. The district expects students will not use technology outside school as part of cyber-bullying and that both student and parents will co-operate with any reasonable investigation of that technology by the school.

Cyber-bullying is defined as the use of technology deliberately to upset someone else. The following technology may be involved: mobile phones, email, instant messenger, chat-rooms and message boards, webcams, social networking sites, virtual worlds video hosting sites, gaming sites, or virtual learning environments.

The law has recognized that there is no longer a clear boundary between behavior within a school and the external behavior of students. Unpleasant messages or images may be sent outside school time. Naturally, we would expect parents to play the main role in dealing with any out-of-school incidents. If there is clear link between behavior at school and inappropriate behavior when students are not on the school premises (and not under the charge of a member of school staff), we reserve the right to take such action as is reasonable with a view to regulating conduct. This may involve a ban on bringing a mobile phone onto school premises or a search of a student's phone by an administrator, where a student is reasonably suspected of involvement in an incident of cyber-bullying.

### **How to Handle Cyber-Bullying**

- Do not reply to bullying messages
- Do not retaliate by sending unpleasant messages back
- Block and report the incident
- Save the evidence.
- Tell a parent, teacher, or adult you trust
- Ask your school for help and support

These procedures are developed in order to produce a productive way in which to handle HIB incidents.