



549 Cooper Street, Camden, NJ 08102 Tel. (856)614-5600

Harassment, Intimidation and Bullying

A Handbook for Parents, Students, Teachers and Staff

School Year 2016-17

STEM Elementary Campus (K-3) 639 Cooper Street, Camden, NJ 08102 | phone 856.614.5600
STEM Upper Elementary Campus (4-6) 549 Cooper Street, Camden NJ 08102 | phone 856.614.0400
STEM Intermediate Campus (7-9) 532 Cooper Street, Camden NJ 08102 | phone 856.614.3292/3290
STEAM High School Campus (10-12) 130 North Broadway, Camden, NJ 08102 | phone 856.614.0400

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Policy Statement

LEAP Academy University Charter School prohibits any acts of harassment, intimidation or bullying of any of its students. At LEAP Academy we have a commitment to providing and maintaining a safe and civil environment to facilitate learning and the achievement of high academic standards.

Harassment, intimidation or bullying, like other disruptive behaviors, is conduct that disrupts the students' ability to learn and the schools' ability to educate its students in a safe and disciplined environment. HIB behaviors are intended to cause an insulting, demeaning effect it creates a hostile environment and it is meant to cause pervasive physical and/or emotional harm to the victim.

Students learn by example. It is expected that **all** LEAP Academy staff demonstrate appropriate behavior, treating others with civility and respect despite their faith, sexual orientation, race, country of origin, immigration status, etc. and refusing to tolerate harassment, intimidation or bullying.

For the purposes of this Policy, the term parent, pursuant to N.J.S.A. 18A:37-15.3; means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student.

Definition of Harassment, Intimidation and Bullying (HIB)

Forms of HIB:

- Any gestures
- Any written, verbal or physical act
- Electronic communication

Can be a single incident or a series of incidents

Motivation for HIB behaviors:

- Any actual or perceived characteristic i.e. race, color, religion, nationality, gender, sexual orientation, gender identity and expression, mental/physical/sensory disability or any other distinguishing characteristic(s)

Location of incident:

- On school grounds
- At school sponsored events
- On the school bus
- Off school grounds (includes online or phone)

Implementation of HIB Legislation

HIB is implemented by:

- Establishment of an Anti-Bullying Coordinator
- Establishment of Anti-Bullying Specialist in each school building
- Establishment of School Safety Team

Investigation Procedures

- Detailed, specific timelines
- Verbal reports **MUST** be made to the Principal on the same day the incident occurs.
- Written report **MUST** be completed within 24 hours (1 school day) by the person reporting the incident
- Investigation **MUST** be conducted by a ***Anti-Bullying Specialist***
- The Principal may appoint others to assist
- The investigation **MUST** be completed within three school days of becoming aware of incident
- The Principal **MUST** give the report to the Superintendent within 2 days of completing the investigation.

- The Superintendent in collaboration with the Principal must decide actions to be taken, i.e.:
 - Intervention Services
 - Training Programs
 - Disciplinary Action
 - Counseling of the investigation
- The Superintendent will report the results of the investigation to the Board at the first board meeting following the completion of the investigation

DUE PROCESS RIGHTS FOR ALLEGED ACCUSED AND ALLEGED VICTIM(S)

- The parents of all the parties involved have the right to receive information expeditiously. (Includes allegations and findings)
- Parents may request a hearing with the Board after receiving information; this hearing must be provided within ten (10) school days of the request.
- The parents of the alleged victim may separately file a complaint with the NJ Division on Civil Rights within **180 calendar days**
- The parent(s)/guardian(s) may also file a complaint in Superior Court

ANTI-BULLYING COORDINATOR RESPONSABILITIES

The Anti-bullying Coordinator shall:

- Chair the School Safety Team provided by N.J.S.A. 18A:37-21;
- Be responsible for coordinating and strengthening the schools' policies to prevent, identify and address harassment, intimidation and/or bullying of its' students;
- Secure and provide adequate training to all Anti-Bullying Specialists'
- Collaborate with school Anti-bullying Specialists in the district, the Board of Education and the Superintendent to prevent, identify and respond to harassment, intimidation and/or bullying of the students in the district;
- Provide data, in collaboration with Superintendent, to the Department of Education regarding harassment, intimidation and/or bullying of the students
- Execute such other duties related to school harassment, intimidation and/or bullying as requested by the Superintendent
- Implement state and federal laws related to harassment, intimidation and/or bullying; and meet regularly with the school Anti-Bullying Specialists to discuss and strengthen procedures and policies to prevent, identify and address harassment, intimidation and/or bullying in the school.

Principal's Responsibilities

The principal shall:

- Contact parent(s)/guardian(s) and inform them of the incident
- Keep abreast of the situation
- Keep in close contact with Anti-Bullying Coordinator and Anti-bullying Specialist and stay current with the investigation
- Be an active participant of the School Safety Team
- Submit the report to the Superintendent
- Provide the School HIB Policy to employees, contracted service providers and volunteers who have significant contact with the students
- Shall conduct an annual reevaluation, reassessment and review of the HIB Policy with input from the schools Anti-Bullying Specialists' and recommend revisions and/or additions to the Policy as well as to harassment, intimidation and/or bullying prevention programs and approaches based on findings from the evaluation, reassessment and review
- Post the name, school phone number, address and school email of the school Anti-Bullying Specialist

Anti-Bullying Specialist Responsibilities

The Anti-Bullying Specialist shall:

- Lead the investigation of incidents of harassment, intimidation and/or bullying in the school;
- Act as the primary school official responsible for preventing, identifying and addressing incidents of harassment, intimidation and/or bullying in the school;
- Execute other duties related to school harassment, intimidation and/or bullying as requested by the principal and/or Anti-Bullying Coordinator; and
- Meet regularly during the school year with the school Anti-Bullying Coordinator to discuss and strengthen procedures and policies to prevent, identify and address harassment, intimidation and/or bullying in the district.

School Safety Team Responsibilities

School Safety Team Shall:

- Receive any reports or allegations of harassment, intimidation and/or bullying of the students that have been reported;
- Identify and address any patterns of harassment, intimidation and/or bullying of students;
- Review and strengthen school climate and the policies of the school in order to prevent harassment, intimidation and/or bullying;
- Educate the community, including students, teachers, administrative staff and parents; to prevent and/or address harassment, intimidation and/or bullying of any student;
- Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or district Anti-Bullying Coordinator may request;
- Collaborate with the district Anti-bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation and/or bullying of the students and
- Execute such other duties related to harassment, intimidation and/or bullying as requested by the Principal or district Anti-Bullying Coordinator.

LEAP Academy University Charter School

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Staff Directory

Parents please know who to contact if you have any concerns regarding H.I.B

Gladys M. Robreno

Family Support Center

130 North Broadway-Camden, NJ 08102

(856) 614-5600

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Barbara Dunlap, Principal

STEM Upper Elementary Campus (4-6)

532 Cooper Street, Camden NJ 08102

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Jorge Calixto, Principal

STEM Intermediate Campus (7-9)

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For more information regarding Harassment Intimidation and Bullying please visit our website:

<http://www.leapacademycharter.org>