



THE NEW ROAD SCHOOL

POLICY AND PROCEDURE

PROHIBITING HARASSMENT, INTIMIDATION, AND BULLYING ON SCHOOL PROPERTY, AT SCHOOL- SPONSORED FUNCTIONS, AND ON SCHOOL BUSES

2009-2010

**New Road School
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What is bullying?

Bullying and harassment is an act of aggression with the intent to cause embarrassment, pain or discomfort to another. It is the willful conscious desire to hurt, frighten, or threaten another person. Harmful teasing and bullying are examples of behaviors that hurt another's feeling. Students who choose to hurt another purposely violates the school's discipline policy and will receive a consequence for their poor choice of behavior.

The New Road School will not tolerate bullying, teasing and/or harassment of any kind.

Why do we have this policy?

The New Road School's aim is to provide the best possible education for all students. Children have the right to receive their education free from intimidation, humiliation, threats, and harassment. The New Road School provides their students with the right to learn in a caring, supportive, and safe environment.

Our goal is to establish an environment where everyone feels valued and safe, and where individual differences are appreciated, understood, and accepted.

Objectives:

- › To raise awareness about bullying among students, staff, and parents
- › To assist students to resolve conflicts and differences
- › To create a school environment where everyone feels safe
- › To create an atmosphere for students to learn that it is okay to talk about bullying
- › To assist students in seeking guidance and/or help

Rights and Responsibilities:

Every child has the right to enjoy their time in school. The New Road School shares the following rights and responsibilities:

Rights

To feel safe at school
To learn
To be respected
To be valued
To feel safe traveling to and from school
To be different
To be free of harm

Responsibilities

To respect self
To respect others
To support others
To show compassion
To show understanding

Types of bullying:

Physical:

- Pushing
- Shoving
- Hitting
- Kicking
- Punching
- Biting
- Pinching
- Tripping
- Taking or damaging other's belongings
- Forcing others to do things they do not want to do
- Demanding money
- Pranks
- Spitting
- Any use of violence

Verbal:

- Teasing
- Mocking
- Verbal threats
- Insults
- Name calling
- Threatening or embarrassing gestures
- Use of foul language
- Writing nasty notes/letters about someone
- Put downs
- Racist comments

Psychological/Social/Emotional:

- Spreading rumors
- Excluding someone

- Trying to dominate a person
- Influence/telling someone to dislike someone else

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Why do people bully?

- Personal problems at home
- Problem with another person
- Think people will be impressed with their actions
- To gain friendship and popularity
- Attention seeking
- Jealous of others
- Have very low self-esteem

What do bullies look for?

- People with low self-esteem
- People who are different
- People who wear glasses or any other type of aid
- People who are smart at school
- People who are overweight or underweight
- People who have few friends
- People who are sensitive
- People with poor hygiene

How do you know if a child is being bullied?

- Lowered school performance
- Damage to personal items
- Aggressive behavior
- Frequent complains of minor problems
- Unhappy
- Decreased interest in going to school
- Moody
- Becoming shy and withdrawn
- Displays no interest in participating in outdoor play (recess)

Strategies that are used at New Road to deter bullies.

- Awareness raising in the curriculum about the impact of bullying.
- Conflict resolution
- Small group and individual counseling
- Teacher mediation
- Peer mediation
- Social skills training
- Peer support relationships
- Active supervision (classroom, bathroom, hallways)
- Professional development programs for staff
- A hierarchy of appropriate responses depending on the incident

Responses to bullying at New Road

All staff are required to report any and all incidents of bullying to director of school. All staff are required to deter any bullying through direct teaching that bullying is inappropriate and will not be tolerated. Student behavior is monitored for all students via behavioral level system. If bullying is suspected by staff, report directly to immediate supervisor or director. The New Road director will then investigate the suspicion.

New Road bullying intervention

- Meet with the victim
 - ✓ Once the incident of bullying has been reported, the director, school psychologist, social worker, and/or social skills trainer will meet with the victim to interview him/her. The administrator is to find out exactly what happened and who was involved. The administrator is to discuss the victim's feelings at this time.
- Convene a meeting with the people involved
 - ✓ The intervening staff are to meet with both or all students involved in the incident. This may include people who have witnessed the incident.
- Explain the problem
 - ✓ The intervening staff member(s) are to explain to the bullies exactly what happened and how the victim is feeling. Any method can be used to describe the event and the victim's feelings such as; pictures, written communication, role playing, game playing, puppetry, etc..
- Share responsibility
 - ✓ Blame is not to be put on any party contributing to the incident. Rather, both or all students will be part of the consequences if necessary.
- Use peer mediation and collaborate ideas from group
 - ✓ Each member of the group meeting is asked to give ideas and suggestions as to ways to make the victim feel better or happier. Students are encouraged to share communication with each other as to find solutions. Staff intervention and assistance is given as necessary.
- On-going monitoring

- ✓ Administrator and staff members will periodically check to make sure there is no continuance of bullying and that inappropriate behavior has ceased.

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Student conduct expectations, disciplinary response, and reporting:

At the New Road schools we believe academic achievement stems from a positive attitude toward learning. Our teachers work with each child to help build the attitudes conducive to learning, confidence, motivation, and self-discipline.

New Road teachers use positive reinforcement as the primary tool for shaping student behavior. We frame everything positively and reward appropriate behavior with praise, a pat on the arm, and a level system that all students use to earn “privileges”.

For students with frequently occurring behavior problems, we set up a behavior management program with specific target behaviors, interventions, and consequences, depending on the student’s particular behavior and motivations. Our goal is to enable students to be responsible for their own actions and to recognize that there are behaviors that are acceptable and unacceptable. We encourage the student’s classmates to “ignore” the targeted misbehavior. We use positive reinforcement to increase desired behavior in the student.

We work to discover the type of reinforcement that is most meaningful for each individual student. We begin with social reinforcement and combine this with a level system that enables students to earn privileges based on good behavior.

If the behavior problem continues to occur, the teacher will meet with our colleagues who observe the behavior and collaboratively begin an intervention for the student. In every case, parents are involved in the behavior management program. The parent is informed of the plan, its goal and procedures. Where appropriate, the parent and staff may meet to discuss the plan’s carryover into the home and to solicit input from the parent to design a plan.

When students fail to respond to the intervention approach to behavior change, the disciplinary process becomes necessary.

According to the New Road policy and procedures operating manual revised in February 2002, the following Child Management Techniques are to be executed:

It is our goal of our program to help enable students to be responsible for their actions and to recognize that there are things they can and cannot do. Recognizing that there will be occasions when our students act inappropriately, procedures will be established to effectively deal with them. A continual attempt will be made to involve the student, teacher, and parent in a democratic decision-making process concerning discipline problems.

Conduct such as bullying, harassment, and teasing, etc., will be cause for severe disciplinary actions, which can range from in-school suspension to dismissal from the program. This action will be taken only after all other means of behavior modification have been exhausted. Whenever a major discipline problem has arisen, the teacher involved should complete a written report and forward it to the Director. Major discipline problems shall be cause for the Director to contact the parents of the student involved and to arrange a conference between parents, teacher, Director, and related child team members to determine the course of action to be taken regarding the offense. Reports of the incident may be verbal and/or written on an incident reporting form. Person (s) reporting may remain anonymous if so desired.

Serious acts of bullying and harassment such as hate crimes or bias related acts must be reported by the Director to law enforcement officials for further investigation.

Consequences may include:

Removal from playground or recess

In school suspension

Consultation with school psychologist and/or social worker

Loss of privileges

Suspension

Dismissal from program

Reprisal or Retaliation:

New Road Schools prohibit any act of reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying.

The appropriate action for a person who participates in reprisal or retaliation shall be determined by the Director based on the circumstances and nature of the act. Standard policy and procedures will be executed by the Director under the Manual for Operations for New Road Schools (revised February 2002).

Consequences and remedial action for a student, employee, or visitor who falsely accuse another person of bullying, teasing, and/or harassment:

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying range from positive behavioral interventions up to and including suspension and/or dismissal (permitted under N.J.S.A. 18A:37-1), Discipline of pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be disciplined according to the New Road Policy and Procedures Manual of Operations.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Director after consideration of the nature and circumstances of the act, including reports to the appropriate law enforcement officials.

Publication of Policy:

The policy shall be disseminated annually to all school staff, students, and parents along with a statement explaining that it applies to all acts of harassment, intimidation, and bullying that occur on school property, at school-sponsored functions, or on the school bus. The Director will be responsible for educating the teachers to be able to discuss this policy with all students at the beginning of each school year via in-service training.

This policy shall be mailed home to all parents, employees and students to read and sign a written statement indicating that they have read and reviewed the policy and agree to abide by the provisions.

A copy of the harassment, intimidation, and bullying policy will be made available at all times via the front administration office of each school building.

What can a student do if he/she is being bullied?

- Seek help. Talk to someone for support. (teacher, counselor, social worker, psychologist, director)
- Stay away from bully or places where bullying occurs.
- Laugh or ignore comments or teasing.
- Stay with a buddy or partner, do not walk through hallways or be alone at recess or outdoor play.
- Be friendly with supportive friends.

How Parents can help?

- If you are concerned that your child is being bullied, ask him/her directly.
- Call your child's school to discuss concern with teacher and/or director.
- Try to find out why your child is being bullied.
- Help you child practice strategies such as shouting "No!" or walking away.
- Encourage your child to bring supportive friends home or to arrange a play date.
- Encourage your child to accept and/or tolerate differences in others.
- Set an example. Be positive in the things you say and do.
- Discourage your child to retaliate and/or strike back.
- Build your child's self-confidence by valuing him/her for who he/she is.

September 4, 2008

I have received a copy of the New Road's Bullying, Teasing, & Harassment Policy.

Parent/Guardian Signature

Student Signature