

The Classical Academy's 'HIB'
('Harassment, Intimidation, Bullying') Policy

Anti-Bullying Policy
Revised: 2011

NB: The Classical Academy regards the word 'Bullying' as embracing all the common definitions of the words 'harassment,' 'intimidation,' and 'hazing'

**School Policies Prohibiting, Preventing, and Responding to
Acts of Bullying, Harassment, or Intimidation'**

I: The Classical Academy's 'Anti-Bullying Bill of Rights'

- 1: All students attending the Classical Academy Charter School of Clifton will do so in a learning environment entirely free of fear, humiliation or emotional trauma caused by harassment, intimidation or bullying (and teasing).
- 2: The goal of the Classical Academy's 'Anti-Bullying' ('HIB') policies, consistent with the Classical Academy's 'Code of Student Conduct,' is to foster a safe and disciplined environment that is conducive to learning, where adolescents and all persons treat one another with civility and respect.
- 3: No Classical Academy student will be allowed to perpetrate harassment, intimidation, teasing or bullying against another student; even once such act will merit the school's attention and immediate involvement to eliminate such harmful behaviors or proclivities.
- 4: No Classical Academy Charter School of Clifton student will be harassed, bullied, insulted, intimidated, or in any way treated with scorn and ridicule by any other student because of one's perceived traits, characteristics, ethnicity, social standing, sexual orientation, or perceived 'deficiencies' or 'oddities' of physical appearance or because of one's ability in learning, in academics, in one's social relations and development, or in sports.
- 5: The school regards any manifestation in the slightest way of 'harassment,' 'intimidation,' or 'bullying' (including 'teasing' and 'hazing') as odious conduct and will not, when evidence shows that it is being perpetrated deliberately or not deliberately, allow such acts or even manifestations or suggestions of such acts to continue for an instant.

Continued on Reverse

6: The Classical Academy school administration will respond quickly and intervene with the appropriate sense of seriousness, to all reports, written or verbal, of actual or suspected (alleged) acts of harassment, intimidation, bullying which occur or are alleged to occur on school premises during the school day or on school-sponsored activities and events off campus.

7: The Classical Academy Board of Trustees and the school administration know that harassment, intimidation, bullying may victimize a Classical Academy student outside of the school and that such acts may well cause the student difficulty with learning or causing other physical or emotional problems. Thus The Classical Academy Board of Trustees and the school administration will respond with the same urgency and seriousness to all reports of acts of 'HIB' occurring outside the school and any of its school-sponsored events.

II: Policy Formation and Development:

The Classical Academy has taken pains to be sure the Classical Academy's Anti-Bullying Policies fulfill NJSA 18A:37-14 and is based upon and reflects the state's 'Model Policy and Guidance for Prohibiting Harassment, Intimidation and Bullying on School Property, at School-Sponsored Functions and on School Buses'. The policy includes the Classical Academy's 'Anti-Bullying Bill of Rights'.

In forming its Anti-Bullying Policies, The Classical Academy Charter School has sought input from students, parents, and employees through surveys and written responses, as well as consulting printed resources on the topic. The Classical Academy, after reviewing a number of additional 'samples' or 'models' of successful 'Anti-Bullying Policies,' has adopted and integrated into its own final policies parts of the Guidelines for anti-bullying school policies from the well-regarded 'KIDSCAPE' organization.

III: Distribution and Review:

As part of the Classical Academy's overall Student Code of Conduct, this document delineating the school's detailed policies regarding its 'Anti-Bullying Code of Conduct' is distributed each year to all new and all returning students and their parents (or legal guardians). Copies are also given to all teachers.

As is the school's practice for the last 12 years, the school reviews with all its students in grades 6, 7, and 8 the complete 'Code of Student Conduct.' For the last several years we have done this also with the school's pre-2011 'Anti-Bullying' policies, as part of the overall review of the 'Code of Student Conduct.' The school will do the same with its 2011 Revised 'Anti-Bullying Policies now herein expressed. This thorough review takes place in selected academic classes

during the first two-three weeks of school in September. Several quizzes, tests, or written student work is given as part of this overall review. From time to time during the school year, should the principal deem it necessary or advisable, elements of the 'Code of Student Conduct' including the 2011 revised 'Anti-Bullying policies will be review with all or a selected segment of the school's student population.

IV: Statement Prohibiting Harassment, Intimidation or Bullying of a Student:

Unique features and demands of a small school, such as the Classical Academy:
In every school, and especially in a small school where students are with the same students and same classes for the entire day, it is imperative that every student strive for constructive" peer relationships." One need not "like" everyone, nor be "friends" with every student, but every Classical Academy student must exhibit respect, kindness, tolerance, and consideration to every other classmate. Acrimony, dislike, antagonism or ill-will, and demonstrations of these unwanted behaviors between and among students, if the underlining cause for these emotions cannot be improved or eliminated with the intervention of school officials and other adults, such unwanted behaviors must at least not manifest themselves in the school environment in bullying or harassment, or in disruptive conduct or open strife.

The Classical Academy Charter School of Clifton's Board of Trustees and its school administration are committed to providing a caring, friendly and safe, both physically and emotionally, environment for all its pupils on school property, at school-sponsored functions, and on school buses, so all of our students can advance intellectually in an atmosphere conducive to serious learning and to do so without the corrosive effects on learning and on one's emotions which harassment, bullying, intimidation, or hurtful 'teasing' causes in its victims. It is the intent and practice of the Board of Trustees and the school's administration and faculty that all Classical Academy students will attend, inhabit and be instructed in a school environment totally free from any victimizing conduct which aims deliberately or has an unintentional effect of causing 'dehumanizing' or humiliating feelings or emotional hurt or pain in another student.

V: The School's Inclusive Definition of 'Harassment, Intimidation, Bullying:'

The Classical Academy, its Board of Trustees, administration and faculty, defines 'harassment, intimidation, bullying' as any gesture, any written communication or expression, any verbal or physical act against another student or person which is deliberate and intended to demean, humiliate, insult, injure—physically or emotionally—ridicule or make one an object of scorn. The 'act' of harassment, intimidation or bullying may be one incident if its aim is to ridicule, humiliate,

Continued on Reverse

torment, instill fear, abuse emotionally or physically another student. More fitting to the definition of HIB conduct, is that the offensive HIB conduct is repetitive (two or more instances or incidents) or even a pattern of incidents whose objective, again, is deliberately and with 'malice of forethought' to humiliate, embarrass, insult or demean, instill fear, abuse physically or emotionally another student.

The Classical Academy Board of Trustees and its school administration believe that the recent strong emphasis on 'anti-bullying behaviors' in school environments are certainly justified and merited. However, such a strong emphasis, as it makes students and parents all more aware and sensitive to the problem, may inadvertently alter and perhaps exaggerate, at least in the mind of some adolescents and parents, a more traditional definition of conduct meriting the definition of 'bullying,' 'teasing,' 'harassment,' and 'intimidation' in schools. A passing unfriendly look in the hallway; a one-time push near one's locker, an unkind statement on the internet, an uncomplimentary remark in a note, and a myriad of other forms of insensitive or immature peer conduct are not in themselves and necessarily forms of bullying, harassment, intimidation. Such minor and disagreeable forms of interrelations among students are not, however, to be disregarded, as they may be inchoate acts which may develop into HIB behaviors, and thus form, if left untreated, the encouraging foundation leading to behaviors and incidents more fitting to the state's and the Classical Academy's definition of 'HIB' conduct.

The Classical Academy Charter School of Clifton, its Board of Trustees, administration and faculty, will not tolerate or in any way allow 'acts of harassment, intimidation, or bullying' when those acts are:

- a) reasonably interpreted as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability;
- b) reasonably perceived as being motivated by a student or person's oddity of personal appearance or bearing;
- c) reasonable perceived as adversely interfering with the 'victim's' ability and desire to learn and be educated by creating a hostile learning environment, or acts which interfere with another student's rights or the orderly operation of the school.

VI: Rules of Behavior Already Enumerated in the Classical Academy's 'Code of Student Conduct' Regulating 'Interpersonal Peer Relations' Shall Also Apply to Student Behavior(s) Relating To 'Harassment,' Intimidation,' or Bullying.'

In summarizing these rules from the school's 'Code of Student Conduct', all Classical Academy students are:

- 1; To treat all one's classmates with respect and understanding despite any real or perceived differences in outward appearance, behavior, learning success, grades, athletics, interests, sexual orientation.
- 2: Not to regard or to treat another student as an 'object of ridicule or scorn' by one's actions, words, internet communications in or out of school.
- 3: To treat the property and possessions of another student with care, respect, and value—when a student deliberately abuses, breaks, or steals another student's property or possessions, this behavior is also a form of 'bullying.'
- 4: If a student feels he or she is 'being bullied,' that student is not to 'bully back' but to report all incidents to school authorities or to parents/guardians who then should contact immediately school authorities.

VII: 'Bystander HIB Policies:

The Classical Academy school authorities and the Board of Trustees well know that often a cause of bullying occurs because the student doing the bullying believes he or she is winning favor or popularity with other students. If a student sees, is witness to, or knows of, any act of bullying, harassment, or intimidation perpetrated by another student against a fellow student, that 'bystander student' or witness must:

- 1: not encourage the student doing the 'bullying' by one's acquiescing or supportive conduct by laughing, encouraging, 'egging on,' etc.
- 2: do one's best to 'stop' the bullying by telling or showing the person doing the bullying that the conduct is unwelcome and offensive and will not make him or her popular or is the bullying conduct acceptable 'entertainment'
- 3: take the 'side' of the victim and show one's disapproval to the student doing the bullying
- 4: always report any act of bullying, harassment, intimidation, immediately to school authorities or to parents/guardians

VIII: Unintended Acts of Harassment, Intimidation, Bullying:

The Classical Academy and its administration and faculty realize that in dealing with children, the act of harassment, intimidation or bullying may not in every instance be understood by the 'perpetrator' of being serious or having a significant and adverse impact on the 'victim;' and that the virulent nature of such acts and their potentially serious consequences may not be understood or intended. Nevertheless, a reasonable person, even an adolescent, should know that a certain act or certain acts will have or may have the effect of physically or emotionally harming another student or damaging one's property, or generating the understandable fear in another student of possible physical or emotional harm to one's person or damage to one's property.

IX: Preventing Acts of Bullying or Harassment:

- 1: In a 'small-school environment' such as the Classical Academy, all teachers and staff are mandated to 'watch' and continually be 'on guard' (vigilant at all times) for HIB conduct or even conduct which appears 'innocent' but which may, if left untreated or unaddressed, grow or develop into true HIB abusive conduct. All such student conduct, however mild, must be reported, as all faculty and staff are instructed so to do at the beginning of each school year, to the principal.
- 2: At the beginning of each school year, (during the first several weeks in September) the principal or a designee such as selected teachers shall review the entire Classical Academy's Student code of Conduct with the entire school population, which includes new students and all returning student in grades 6, 7, 8 (and in the lower grades when these are added to the school's program).
- 2: Special emphasis on anti-bullying and harassment is given in that it is treated separately in the entire Student Code of Conduct and one or two class periods is devoted to the Classical Academy's 'Anti-Bullying and Anti-Harassment ('Teasing') policies.
- 3: Tests and Essays as to the nature and consequences of bullying or harassment are assigned during the initial review of the entire Student Code of Conduct
- 4: At least one week or more of 'Health Instruction' will be used to:
 - a: hold teacher- directed student discussions about 'bullying' and 'harassment' or 'teasing'
 - b) read stories and case studies of actual bullying incidents in school and how these were resolved
 - c) review the school's 'Anti-Bullying and Harassment' policies
 - d) write student-created fictional stories about 'bullying' (the kind of bullying which was ongoing, how the victim endured the bullying and how the perpetrator effectuated the bullying, how it was resolved, and what were consequences, short or long-term, which flowed from the bullying conduct).
- 5: Students are told and reminded throughout the school year not to engage in any form of peer-to-peer conduct which is or which can be construed as 'bullying,' 'intimidation,' bullying,' or even 'good-natured teasing.'
- 6: Students are told and reminded throughout the school year not only to be vigilant about fellow students who are 'bullying' or 'teasing' other students, but it is their obligation to report it to the school administrator, a teacher, or a parent.

Continued on Reverse

7: Students may also report acts of bullying or harassment to their parent, whether the acts are against themselves or acts to which they were witness; and to do so with the recommendation that they tell the parent to report this information to the school.

X: Reporting Acts or Suspected Acts of Bullying or Harassment:

1: Students are encouraged and have often been instructed to report any acts, perceived or factual, of bullying, intimidation, or hazing may to the school administration or to any teacher (who will immediately report it to the school's principle).

2: Students reporting actual or suspected acts of bullying or harassment will be accorded confidentiality and their statements to school administrators will be held as 'privileged' communication unless ordered to share such statements with other legal authorities or with 'defendants' in a legal adjudicatory setting or hearing before a judge or other tribunals including before the school's Board of Trustees.

3: All students, faculty, administrators and Board of Trustees members know that if bullying or harassment does occur, or even if they 'suspect' it may be occurring, they are required to report all such incidents or suspected incidents of bullying; and all know that the incidents will be dealt with promptly and effectively. All members of the Classical Academy community, including parents, teachers and staff are also strongly encouraged to contact immediately the Classical Academy's school administration if they feel that any child or a student in the school is or may be a victim of bullying, intimidation, or hazing.

XI: Signs or Symptoms of Bullying or Harassment:

The following are some common signs that a student is being 'bullied' or 'intimidated--harassed.' This list is not complete but if you yourself experience any of these behaviors or see examples of these behaviors in classmates, or if you are a parent and see one or more of these behaviors in your own child, then it is possible bullying is taking place, and you by all means should report it to school authorities:

- A student is frightened of walking to or from school
- Doesn't want to go on the school bus
- Begs to be driven to school or from school by an adult
- Changes usual or habitual routines
- Tries not to go to school (frequently asks to 'stay home')
- Feels ill especially in the morning, but a doctor has diagnosed no real illness or malady
- Becomes withdrawn, anxious, or lacks confidence (low self esteem)
- Develops 'speech' problems such as stammering
- Attempts to hurt oneself (cuts oneself or threatens suicide)
- Difficulty sleeping and 'cries' in bed or has nightmares
- Begins to perform uncharacteristically badly in school—grades drop
- Comes home with clothes torn or books damaged

- Possessions or personal items brought to school are damaged or missing
- Asks for money or starts stealing money (to pay bully)
- Has lunch money or other money continually 'lost'
- Has unexplained cuts or bruises
- Has sudden 'personality' changes or shows signs of 'sullenness' or depression
- Has significant changes in diet and in eating habits—particularly loss of appetite
- Does not 'open up' when asked 'what the problem is;' wishes not to talk about 'problems'
- Does not want to use the internet or mobile phone and appears nervous or upset after using 'social media'
- Bullying and harassment can occur in 'cyber space' especially through social media like Facebook, Twitter, YouTube, etc.
- Gives improbable or unpersuasive excuses to any of the above behaviors

XII: Procedures and School Obligations after Acts or Suspected Acts of Bullying or Harassment have been Reported, Verbally or in Writing:

Within 24 hours (or the first day in school after a weekend or school vacation) after a verbal or written report of an alleged or suspected act of bullying or harassment is reported to the highest school authority (principal), the Board of Trustees requires the school principal to:

1: personally or through a person he/she so designates, conduct a thorough investigation of the HIB allegation. The investigation shall include talking to and taking statements, verbal or written, from witnesses, from the aggrieved party, and from any other sources which can provide evidence, direct or indirect. The investigation will entail the following:

- a: interviewing of the 'victim(s),' the alleged perpetrator(s),' and all witnesses who could either support or falsify statements and/or claims made by either the alleged victim(s) or the alleged perpetrator(s)
- b) gathering evidence from any creditable and relevant source, inside or outside the school, which may substantiate the fact that an act or acts of bullying or harassment has occurred, or that such an act or acts did not occur.
- c): interviewing and consulting the parents of students alleged to be victim(s) or perpetrator(s) of bullying or harassment
- d) Interviewing and soliciting the views, testimony, and suggestions of other teachers in the school
- e) consulting outside authorities, if the principal deems helpful or necessary, which may facilitate or aid in the investigation

Continued on Reverse

2: The Board of Trustees will also direct the principal or one's designee, to write a report on the incident within 15 calendar day (within 25 calendar days if an extended school holiday intervenes). The report is to contain, after all evidence has been gathered and personal interviews conducted, the principal's findings on the validity of the accusation or reported incident of HIB; the report must be substantiated with credible and corroborating evidence.

3: Based on the principal's findings detailed in the report, the principal (who in a charter school serves as the 'district's Chief School Administrator,' will then proceed to act in accordance with the school's Code of Student Conduct' and the provisions and measures specifically detailed in this HIB policy statement under 'consequences to HIB incidents,' and/or 'remedial measures to HIB incidents'.

4: The Chief School Administrator (Charter School Principal or 'Lead Person') shall report the results of each investigation to the Board of Trustees no later than the date of the regularly scheduled Board of Trustees meeting following the completion of the investigation, or within two calendar weeks after the reported allegation of a violation of the school's HIB policies has been made verbally or in writing to the principal (i.e. the Chief School Administrator in a charter school). The principal's (Chief School Administrator's) report also shall include information on any consequences imposed or proposed to be carried out under the school's 'Code of Student Conduct,' such as penalties/punishments for HIB violation, intervention services provided, counseling ordered or which is underway, training or mediation sessions established, or other action taken or recommended by the principal (Chief School Administrator).

5: Parents of students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the charter school found evidence of harassment, intimidation, or bullying, or what consequences were imposed or proposed, or services provided or to be provided in order to address the incident of harassment, intimidation or bullying. This information shall be provided in writing to relevant parties to the investigation within one calendar week after the principal or one's designee has completed the investigation and put its results of the investigation in writing.

6: A parent or legal guardian may request a hearing before the Board of Trustees after receiving the principal's investigatory report. When a request for a hearing is granted, the hearing shall be held within two calendar weeks of the request (if need be at a special Board of Trustees meeting convened solely for this purpose). The Board of Trustees shall conduct the hearing in Executive Session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et. seq.) to protect the confidentiality of the students involved. At the hearing, the Board of Trustees may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident, the

findings from the principal's investigation of the alleged incident(s), recommendations for consequences or services and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Trustees meeting following its receipt of the report or following a hearing in Executive Session, the Board of Trustees shall issue a decision, in writing, to affirm, reject, or modify the principal's (Chief School Administrator) decision. The Board of Trustees decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than 90 days after the issuance of the Board of Trustees decision.

A school administrator who receives a report of harassment, intimidation, or bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

XIII: HIB Violations Occurring Off of School Grounds, Not on School Bus, and Not on School-Sponsored Events

The Classical Academy Board of Trustees and its school administration realize that harassment, intimidation, bullying, may occur to one of its students not during school hours, off of school grounds, or not on school-sponsored events. The alleged perpetrator of the HIB act(s) may be or may not be a Classical Academy student. When an alleged act of HIB is reported to occur to one of our students out of school, by a Classical Academy classmate or another child or adult outside of the Classical Academy school, and that the HIB act has adversely affected emotionally or physically the student and thus has an adverse impact on the student's in-school behavior, emotional state, or academic performance, the school principal, once being informed verbally or in writing by a school employee, the student, another student, any adult, of the actual or suspected HIB act, will take steps to intervene or refer the matter to other authorities and contact the students parents/guardians.

XIV: Consequences (Responses) to Violations to and Violators of the School's 'Anti-Bullying,' 'Harassment' and Intimidation ('HIB') Policies.

The Classical Academy Board of Trustees and the school administration are dedicated to the implementation of procedures that ensure both the appropriate consequences and positive behavioral modification responses for students who commit one or more acts of harassment, intimidation, bullying. The modalities and forms of punishment are detailed in the Code of Student Conduct, and are

Continued on Reverse

consistent with the punishments for other peer-conflict situations or Student Code of Conduct violations of a non-bullying or non-harassing type (such as 'classroom disruption, defiance of teacher orders, vandalism, etc.).

The Classical Academy Board of Trustees and the school administration recognize that other acts between and among students may be parts of a larger pattern of deliberate harassment, intimidation or bullying that such acts require a response either at the classroom or school building or outside of school of law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of pupils and as set forth in N.J.A.C. 6A:16-7.2, short-term suspension, N.J.A.C. 6A:16-7.3, long-term suspensions and expulsions, N.J.A.C. 6A:16-7.5.

As with all forms or incidents of 'misconduct,' the 'severity,' 'frequency,' and 'consequences' for all breeches of the Code of Student Conduct are different, and must also be considered for determining school-authority responses to violations of its 'HIB' policies.

1: Factors for Determining Consequences of HIB

- a) Degree of harm inflicted
- b) Surrounding circumstances
- c) Nature and severity of the HIB behaviors perpetrated
- d) Incidents of past or continuing patterns of similar behavior or other behavioral violations not of HIB nature
- e) Context in which the alleged incidents occurred.
- f) Intended or unintended effects the HIB behavior has on the person (victim) or on the school

2: Consequences or Responses to Harassment, Intimidation, Bullying (HIB)

The Classical Academy Board of Trustees authorizes the principal to define the range of ways in which the principal oneself and the school staff will respond once an incident of harassment, intimidation or bullying is confirmed, and the principal shall respond to confirmed incidents of harassment, intimidation, and bullying, according to the parameters described below and in this policy. The Board of Trustees recognizes that some acts of harassment, intimidation or bullying may be 'misconstrued or misinterpreted by the 'victim' as acts of harassment, intimidation, bullying. Particularly when such acts may be 'minor' and/or unintended to harass, intimidate, or bully. Such acts do need to be addressed and responded to, especially as they may escalate into more well-defined violations of HIB conduct. Thus the Classical Academy Board of Trustees and the school administration are cognizant that some acts of 'harassment, intimidation, or bullying' may be isolated incidents of a minor peer-conflict nature but which nevertheless require the school officials to respond appropriately to the situation and individuals involved.

In considering the appropriateness, the extent, and the severity, of the response to acts of HIB, school officials shall consider the:

- A: the nature and circumstances of the act
- B: the degree of harm the act inflicted on the 'victim(s)'
- C: the nature and severity of the HIB violation and behavior
- D: the perpetrator's past incidences of HIB violations and/or his/her continuing of past or current patterns of general misconduct and past violations of the School Code of Conduct
- E: the context in which the alleged or proven incident(s) of HIB violation(s) occurred

The above HIB criteria (A-E) may also be used to determine whether the school should consider addressing or responding to HIB behavior on a school-wide basis not only for students, but for faculty and staff training and awareness as well. Such responses may include: faculty, parent, or community surveys; focus groups; the use of research-based adoption HIB prevention programs; HIB awareness and responses training for faculty, administration, and staff.

Consequences and appropriate school responses for a student who commits one or more acts of 'HIB' may range from 'positive' behavioral interventions (such as counseling, reconciliation, apologetic conduct) to more punitive measures—after-school detentions; loss of privilege to attend school trip(s); student suspension and expulsion, loss of school- bus transportation services if HIB occurred on school bus.

The school's responses to a student who commits an act or acts of HIB shall be varied and proportional to the nature or severity of the act, and to the student's misconduct history at the school or outside the school; and these responses are consistent with the Classical Academy Board of Trustees approved Code of Student Conduct.

All school responses or consequences to an act or acts of HIB are designed

- A) To correct the problem behavior;
- B) To prevent another occurrence of the problem;
- C) To protect and to provide support for the victim;
- D) To take corrective action for documented systemic problems related to a student's HIB conduct

3: Range of Responses to HIB Violations:

Like all breeches of proper or desired school conduct, as expressed in the Student Code of Conduct, HIB violations require a quick and thorough response to all allegations of in-school harassment, intimidation, bullying. The range of responses embraces:

- a) Individual Behavioral Alteration Responses: behavioral interventions (peer mentoring, peer mediation, short-term (in school) counseling with anti-bullying

specialist or principal; ongoing written, behavioral self-analysis essays; meeting(s) with parent of HIB violator and parent of victim; written essays assigned and/or films on ill-effects of HIB; out-of-school counseling/therapy sessions.

4: Minor and Isolated Incidents of 'HIB' Acts:

a) The Board of Trustees and the school administration believe that in cases of minor to moderate instances of HIB conduct, instances which may have no prior occurrences of HIB involving the same perpetrator and which the effect on the victim is not serious either physically or emotionally, the first remedial action should be counseling of participants guilty of HIB conduct. Counseling by school authorities (which includes sessions with parents or legal guardians) aided by outside resources if necessary, aims at assuring there is an immediate cessation of all acts of bullying, teasing, harassment, intimidation. Counseling may include mandatory reading of the consequences of bullying or teasing upon the victim(s); writing stories about bullying; self-help exercises or activities which may help a student understand why they engage in bullying or intimidation and what are the harmful effects not only the victim, but on the person performing the bullying, harassing, intimidation. Lessons or readings from source books for adolescents on the destructive nature of harassment, intimidation, or bullying conduct may be assigned. A 'management plan' for future conduct may be developed and periodic assessments as to its adherence and success may be implemented.

b) Individual Punitive Actions: in-school detention; after-school detention; disqualification to on school trips or school-sponsored events; suspension; expulsion;

c) Classroom or School-Wide Responses: Review Student Code of Conduct and school's HIB policies; student surveys; student essays or written responses to survey questions; readings and exercises from 'Anti-Bullying' literature—'Current Health' readings (during Health instruction); skill-building lessons in courtesy, tolerance, conflict management; Anti-Bullying 'assembly' program(s); invited speakers from the Clifton Police Department

d) The Classical Academy's first response of choice, when HIB violation is not severe or repetitive, is 'Counseling. Judging from its long experience in a small school setting, a quick response and quick counseling are the best ways to deal with most instances of HIB. The Board of Trustees and the school' primary objective is to correct, improve, remediate, and change behavior in positive ways which will contribute to the child's ongoing social and personal development, and will contribute to the kind of school environment the Classical Academy strives to sustain.

Continued on Reverse

In all cases, the Classical Academy responds to HIB violations or allegations in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution.

5: 'Memorandum of Agreement:'

The Classical Academy is a signatory to the 'Memorandum of Agreement' between the Classical Academy and the Clifton Police Department. As part of this agreement, The Classical Academy knows it must report to the Clifton Police suspected 'bias-related acts' and must report to the Clifton Police HIB acts which potentially may be or become bias crimes and all HIB acts which are or may be part of a larger pattern.

6: Examples of Remedial Measures:

One or more of the following 'remedial measures' or several measures together, may be employed to address HIB conduct:

- 1: In-school counseling
- 2: Restitution and restoration of property damaged, lost, missing or stolen as a result of harassment, intimidation, or bullying conduct
- 3: Peer mediation
- 4: Corrective instruction or other relevant learning in topics such as 'character development' or the ill effects of HIB conduct both for the perpetrator and the victim; may involve assigned readings in HIB conduct, student-produced reports; plays or skits produced and/or acted by students
- 5: Out-of-school intervention and referral services
- 6: Behavioral management plan with benchmarks of desired conduct which is monitored, assessed and evaluated on a periodic basis
- 7: In-school counseling
- 8: Parent conferences
- 9: Alternative placement from a school of choice (charter school) to a district School
- 10: Student therapy or treatment (at the expense of the district if held in or at a special, alternative educational setting).
- 11: Other forms of 'remedial measures' not here mentioned but which may be employed for their effectiveness, practicality, and suitability
- 12: Conduct HIB training and other appropriate activities which use school-produced materials or outside vendor materials for educating perpetrators of HIB behaviors of the considerable evil effects for not only their victim(s), but for themselves as well.
- 13: Provide for intervention services, order counseling, establish training programs for the perpetrator, the victim, or for students in a particular class, group, 'click'

7: Specific Examples of Consequences to Classical Academy's HIB policies

(Consequences may be one of the below enumerated or a combination thereof)

*Admonishment

- * Restitution or restoral for property damaged, lost, missing or stolen as a result of HIB conduct
- * Activities for mediation or peer-relationships improvement
- * In-school counseling
- * Out-of-school counseling
- * Temporary removal from the classroom
- * Deprivation of privileges (trips, school bus transportation, lunch-time outdoor recess, Friday Activity Periods, and other school-sponsored activities or events.)
- * After-school detention
- * Out-of-school suspension (short-term or long-term)
- * Expulsion
- * Mandatory home instruction (short-term or long-term)
- * Reports to law enforcement or other legal action
- * Removal from school of choice (charter school) to district school or private school in which parent(s) pay tuition
- * Continuing monitoring of the parties—but violators and victims—after intervention techniques have been implemented to assess their success in stopping the bullying, harassment, intimidation, teasing.
- * Other consequences not here listed which may be regarded as appropriate, fitting, or effective
- * Mental health intervention with the school contacting and arranging for ‘youth counseling’ sessions

XV: Prohibiting Reprisal or Retaliation Against Any Person, Student, Adult, Employee, Reporting and Act of HIB, Actual or Suspected:

The Classical Academy Board of Trustees and the School Administration hereby ensures and affirms that there will not be any act of reprisal or retaliation, including false accusations as a vehicle for ‘reprisal or ‘retaliation’ against anyone in the school community—Board member, administrator, parent/guardian, faculty, staff, volunteer, service provider or student—who reports an actual or alleged (suspected) act of HIB or is a witness to an actual or alleged (suspected) act of HIB. The consequence and appropriate remedial action for a person Who engages in ‘reprisal’ or ‘retaliation’ shall be determined by the administrator after consideration of the nature, severity, circumstances, degree of harm—emotional or physical—inflicted or potentially inflicted, and circumstances of the act of reprisal or retaliation, in accordance with case law, Federal and State statutes and regulations and school policies and procedures. The school administration has the right to consult, if it deems beneficial to do so in the matter, law enforcement officials and legal advisers.

Continued or Reverse

XVI: The Classical Academy Charter School of Clifton, its Board of Trustees and its school administration prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

After considering the nature, severity, harmful impact, prior behavioral history, nature and circumstances of the act, specific consequences and remedial actions will ensue and proceed to any person found to have knowingly and with deliberation and intent falsely accuse another person or persons of some (fictitious) act of misconduct, violation of policy, immorality, crime, or breach of ethics or professional conduct, and makes such an allegation(s) as a means to harass, intimidate, bully another person. These consequences are, but not limited to:

Student Violator: the same range of 'consequences' for actual HIB violations or violations of the Code of Student Conduct are held to be appropriate responses to knowingly false accusations of HIB acts. These responses including in-school counseling, meetings with parent(s)/guardian(s) and school administration, peer-mediation, to penalties of deprivations of school-sponsored events, after-school detentions, out-of-school suspensions, expulsion as permitted under N.J.S.A. 18A:37-1, N.J.A.C 6A:16-7, N.J.A.C. 6A:16-7.5.

School Employee Violator: consequences may include written unsatisfactory job performance (unprofessional and/or unethical conduct); denial of pay increase; suspension from job for a period of time, probationary status, legal proceedings.

Visitors or Volunteers: Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

XVII: Statutory Requirements:

1: Publication and Dissemination of School's 'HIB' policies:

The Classical Academy Board of Trustees and its school administration shall distribute this 'HIB' policy, as part of the school's inclusive 'Code of Student Conduct,' to every parent/guardian applying for admissions to the Classical Academy Charter School of Clifton. In the application materials requested by parents/guardians there is a 'Statement of Acknowledgement' that the parent/guardian must sign affirming that he/she has received from the Classical Academy a copy of the 'Code of Student Conduct.' The school's Code of Student Conduct specifically includes the Classical Academy's HIB policies. The 'HIB' policy clearly indicates that these policies are enforced on school premises and on all school-sponsored events and activities on or off school premises. (N.J.S.A. 18A:37-15(b)(10))

2: Code of Student Conduct annual review with students and teachers: The Classical Academy annually at the beginning of each school year reviews the provisions, policies, and intent of all aspects included in the school's Code of Student Conduct.' At this time, teachers are also required to review all elements of the Code of Student Conduct which includes: a) the general code of conduct, b) cell phone policies; c) personal appearance code, d) school-bus code of conduct, e) anti-bullying (HIB) policies.

2: Homepage Link: The Classical Academy's website 'Homepage' contains a 'link' to the Classical Academy's 'Code of Student Conduct' including the school's anti 'Harassment, Intimidation, Bullying' ('HIB) policies. N.J.S.A. 18A:37-15(b)(11)

4: Homepage Name of HIB Coordinator: The Classical Academy's website 'Homepage' contains the name, school phone number, school address and school email address of the school's 'anti-bullying' coordinator/specialist.

5: Annual Review of HIB policies: The Classical Academy Charter School of Clifton shall annually review, reevaluate and reassess its HIB policies in order to make any revisions, additions, or modifications based on the success or problems with implementation or desired effect for which the provisions of the HIB were designed.

6: Employee Training: The Classical Academy Charter School of Clifton shall provide training on the school's 'harassment, intimidation, and bullying ('HIB') policies to school employees and to those who have significant contact with students, and that that training include instruction/discussion on preventing bullying on the basis of the protected categories numerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation or bullying. N.J.S.A. 18A:37-17(b). The protected categories are race, religion, ethnicity, national origin, sexual orientation, physical or mental disability, oddity of appearance, learning handicap or academic abilities, physical handicaps, and other peculiarities or differences upon which some may see cause to harass (including mockery, teasing, and humiliation), intimidate, and bully.

Employee training in 'HIB' identification and prevention will be considered as part of the employee's 'professional development' opportunities which may include school-payment for anti-bullying workshops and paid time off of school, after instructional priorities are considered.

Continued on Reverse

XVIII: Objectives of the Classical Academy's Anti-Bullying (HIB) Policies:

To assure parents, teachers, and students that the Classical Academy believes it is every student's absolute and undiminished right to attend school totally free from bullying, harassment, intimidation, teasing. Such conduct can greatly affect a student's ability to learn and be corrupting one's social development. The Classical Academy believes it is the adults in the school—teachers, administrators, board members, and parents—whose responsibility it is to create a safe, edifying learning environment for every student, while guiding students to eliminate any hint that it is acceptable to mistreat another individual by harassing, intimidating, or bullying conduct.

The above 'Bullying' (Anti-Harassment/Intimidation) policies were approved at a scheduled public meeting by unanimous resolution on April 3, 2012, by the Classical Academy's Board of Trustees, who also so ordered these policies, consistent with P.L.2010, chapter 122 and N.J.S.A. 18A:37-13 et.seq. and based on the state's 'Model HIB Policy Development,' to be incorporated into the school's 'Code of Student Conduct.'