



IRVINGTON PUBLIC SCHOOLS
Mount Vernon Avenue School

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Harassment, Intimidation or Bullying, (HIB), Procedures
SY 2016-2017

I. Definition of HIB: “Harassment, intimidation or bullying” is defined as any gesture, any (***Harassment***, written, verbal or physical act, or any electronic communication, ***Intimidation or Bullying***) whether it be a single act or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other scholars, and that: (a) reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a scholar or damaging the scholar’s property, or placing a scholar in reasonable fear of emotional harm to his/her person or damage to his/her property; (b) has the effect of insulting or demeaning any scholar or group of scholars; or (c) creates a hostile educational environment at school for the scholar by interfering with a scholar’s education or by severely or pervasively causing physical or emotional harm to the scholar.

II. How to Report Call a School Counselor/Anti-Bullying Specialist

Incidents of HIB – Guidance Counselor (973) 399-6800 x1402

Submit a letter to the School Counselor/Anti-Bullying Specialist describing the incident(s).

Harassment, Intimidation or Bullying, (HIB), reporting can be done anonymously. (*Call, email or submit a letter*)

III. The Investigation

The HIB Specialist will:

Process:

- 1) Consult with the building principal.
- 2) Collect and review all statements related to the incident.
- 3) Interview victim/offender/witnesses. (*separately*)
- 4) Call parents of victim and offender.
- 5) Set-up conferences/re-entries with victim or offender and always have parents and administrators present.
- 6) Make use of our Mandatory Conference Parent Program or Home For Parent (HFP) for offender.
- 7) Make notation in Power School or a binder under victim and offender of all actions taken. (*meeting/phone calls/emails*)
- 8) Document all anonymous reports and investigate.
- 9) Submit all complaints against a staff member to the Building Principal of Discipline.
- 10) Offer counseling to victim and offender. (Health & Social Services Coordinator, Guidance Counselor (HSSC) or Child Study Team (CST).

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NOTE: Victim must be seen within 48 hours.

IV. Consequence:

An Administrator will:

- 1) Assign appropriate level of suspension -
1st offense – Home for Parent Conference
2nd Offense- 1 days Out of School Suspension
3rd offense – 2-3 days OSS
4th Offense-5 days OSS (*Possible Central Office intervention*)
- 2) Notify CST if applicable.
- 3) Set-up reentry meeting with parents, scholars, teacher, counselor, HSSC and CST.
- 4) If necessary, begin process for Intervention & Referral Services.
(*IR&S*)
- 5) Follow-up with counseling for victim and offender.

V. Bystanders: A scholar may be found to have committed an act of bullying without being the individual who performed the overt act. Examples of this enabling type of behavior may include encouraging a bully to physically attack a scholar, spreading rumors, or shunning a scholar who has been ostracized by a group. Bystanders will be subject to disciplinary action. Counselor will consider the nature of the behavior before determining a remedial action and/or disciplinary consequence.

VI. Retaliation: A person who commits an act of retaliation or reprisal against the individual who reported the original act of harassment, intimidation or bullying, or an individual who falsely accuses someone of harassment, intimidation or bullying is subject to the same disciplinary consequences as the original aggressor. The level of disciplinary consequence may match the level of the original consequences given to the aggressor or may increase to the next level of consequence as outlined in the Scholar Code of Conduct. All disciplinary sanctions will be implemented with consideration of the individual's due process rights.

Questions or concerns related to these procedures should be directed to the School Guidance Counselor at (973) 399-6875.