



**Harassment, Intimidation and  
Bullying Manual for  
Volunteers**

**Winter 2012**

*Thank you...*

...for sharing your time

...for sharing your talents

...for giving back to our students

The purpose of this document is to inform you about:

- Mt. Laurel's Policy #5139.9 ~ *Harassment, Intimidation and Bullying*
- Mt. Laurel's Procedures for reporting incidents of Harassment, Intimidation and Bullying
- How to identify potential Harassment, Intimidation and Bullying
- How you can contribute to the prevention of Harassment, Intimidation and Bullying

## *Mt. Laurel Policy # 5139.9*

In October 2011, the Mt. Laurel Board of Education adopted our current policy for Harassment, Intimidation and Bullying.

Revisions to our previous policy were necessary based on NJ Legislation that required more rigorous training for anyone that has significant contact with students to reduce and prevent incidents of Harassment, Intimidation and Bullying. This includes our volunteers.

The policy can be found at the district website. If you'd like to review the full policy, visit the following site to select Policy #5139.9:

<http://www.mtlaurelschools.org/District/District-Policy-Manual/Policy-Guide-Index/Pupils---5000/index.html>

The policy requires:

1. All volunteers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day that the individual witnessed or received reliable information regarding any such incident. All volunteers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. <sup>1</sup>

2. The Superintendent and Principal(s) shall provide training on the school district Harassment, Intimidation, and Bullying Policy to **current and new** volunteers who have significant contact with pupils.

The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. <sup>1</sup>

## **How does this policy affect you?**

1. You have to review this manual.
2. You have to report violations of this policy -

~ Verbally to the Principal or the Principal's designee on the **same day** that the individual witnessed or received reliable information regarding any such incident.

~ The principal and/or designee will give you a form on which to write the incident. This is due the **day following** the verbal report.

<sup>1</sup> *Mt. Laurel Board of Education Policy #5139.9, October 18, 2011, p. 9.*

## Harassment, Intimidation and Bullying Defined <sup>2</sup>

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, (e.g., the use of electronic or wireless devices), as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

7. “Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager, whether it be school property or personal property.

<sup>2</sup> *Mt. Laurel Board of Education Policy #5139.9, October 18, 2011, p. 3-4.*

# What might the “protected categories” look like or sound like...

Any gesture, written, verbal or physical act motivated by:

Race – one being “black/ white/Hispanic/Chinese...” that are insulting

Color –skin color or comments that insult one based on skin color like “you are so white/black etc”

Religion –items worn (crucifix, Star of David, Yakamas) or about practices/attending synagogue, church etc...

Ancestry – by being Irish, German, Italian,

National Origin – being from USA, Middle East, accents

Gender – “girls/boys aren’t allowed to do....”, violating personal space or inappropriate touching...

Sexual Orientation – rumors about same gender liking same gender or calling someone “gay”

Gender Identity & Expression – suggesting a female looks like or acts like a boy or vice versa; suggesting one should or should not use a particular restroom

Mental, Physical or Sensory Disability – learning disability, blindness, wheel chair or use of crutches...

Any other distinguishing characteristic – association with a particular person, economic class, particular clothing.

# How children bully...

## Direct Bullying

- Hitting, kicking, shoving, spitting
- Taunting, teasing, slurs, verbal harassment
- Threatening, obscene gestures

## Indirect Bullying

- Getting another person to bully someone for you
- Spreading rumors
- Deliberately excluding someone from a group or activity
- Cyber-bullying (text messaging, e-mail, Facebook...)

**If you see this or hear this, notify the principal and/or designee immediately!**



## How are Conflict and Bullying Different?

### **Conflict:**

- “Mutually” competitive or opposing action or engagement.
- Includes disagreements, arguments and fights

### **HIB:**

- HIB is one-sided.
- The intent is to physically or emotionally hurt someone.
- One or more students are victims of one or more person’s aggression, as it applies to HIB.

## What helps prevent HIB...

1. Efforts to improve school climate.
2. Promote positive youth development.
3. Encourage positive interactions between students/staff.
4. Create connections – a sense of belonging and acceptance. <sup>3</sup>

## What can you do about...

1. **Climate ~ Be mindful of how powerful your language is.**

**Reinforcing** Language... Give positive feedback and recognize children's efforts at self-discipline. Name specific actions and avoid global praise or personal judgment. Example: "Vinnie, I noticed that you were using respectful language today."

**Reminding** Language... Give the children or child the opportunity to show the appropriate behavior; the reminder can be in form of a statement or question and may be followed by an observation. "Let me hear your 'indoor voice' since you are in the office?"

**Redirecting** Language ... Use when a child's behavior is unsafe or uncaring, probably after several reminders have been given; name the appropriate behavior." Susan, keep your hands to yourself."

## 2. Promoting positive youth development ...

Consider:

- ~ Do students know how to seek your help?
- ~ Do students know how to support each other?
- ~ How do you respond when a student reports a problem or seeks help?

## 3. Encouraging positive interactions between students & between you and the students...

Consider:

- ~ What do your words/actions convey?
- ~ **Model, model, model!**
- ~ What do you do when you observe something inappropriate?  
**Intervene!**

## 4. Create connections and a sense of belonging...

Consider:

- ~ Do you know students' names?
- ~ Do you encourage students to use names when referring to each other?

<sup>3</sup> "Harassment, Intimidation and Bullying: Prevention and Intervention Laws and Strategies Resource Packet 2011", page 22; Rutgers University

## Some additional resources:

### Websites:

Stop Bullying Now - [www.StopBullying.gov](http://www.StopBullying.gov)

CNN Report

<http://www.cnn.com/SPECIALS/2011/bullying/>

The Trevor Project Hotline

<http://www.youtube.com/trevorprojectmedia>

Champions Against Bullying:

<http://www.championsagainstbullying.com/>

### Podcasts/Videos:

McGruff talks about bullying

<http://www.ncpc.org/cms/cms-upload/ncpc/files/Clues15.mpeg>

### **Contact information**

#### **Mount Laurel Schools Anti-Bullying Coordinator:**

Kelly Neiman, District Anti-Bullying Coordinator

Phone: 856-231-5899 ext 5101

Address: 397 Hartford Road, Mt. Laurel, NJ 08054

Email: [kneiman@mountlaurel.k12.nj.us](mailto:kneiman@mountlaurel.k12.nj.us)

**Please sign and return this form to your building principal.**

I, \_\_\_\_\_, acknowledge  
*(Printed First and Last Name )*

that I have read the Mt. Laurel manual on Harassment, Intimidation and Bullying. I understand the requirements and will report potential incidents of HIB.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School(s) at which I volunteer:

\_\_\_\_\_  
\_\_\_\_\_