

## **Harassment, Intimidation & Bullying Policy –**

N.J.S.A. 18A:37-15 (3)(b)(2) defines bullying as: "Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that is reasonably perceived 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 handicap, or by any other distinguishing characteristic, that takes place on or off of school property, at any school-sponsored function or on a school bus and that:

- a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- acts of harassment, intimidation and bullying can occur on or off of campus and before or after school hours.

Some acts of bullying are cases of one child exercising power and control over another, either in isolated incidents (e.g. intimidation, harassment) or as patterns of harassing or intimidating behaviors (e.g. Bullying).

**Cyber bullying, also known as electronic bullying or online social cruelty, is defined as bullying:**

- through email.
- through instant messaging.
- in a chat room.
- on a website or gaming site.
- through digital messages or images sent to a cellular phone.

### **Ways to Deal with Harassment/Discrimination/Bullying**

- By positively confronting people directly
- By giving support through listening and reporting things to trusted adults in school
- By giving feedback to peers
- By using school complaint procedures

### **School Complaint Procedures**

Any student who wishes to file a complaint of harassment by any staff member or student should see the building affirmative action officer, HIB specialist, principal, vice- principal, counselor, teacher, or available staff member.

If you should file a complaint or otherwise report harassment in a responsible manner it will not affect your status as a student, nor will it impact upon grades or future job recommendations.

### **Disciplinary Actions**

This school will not accept, tolerate or overlook harassment. As a result, cases of harassment will be dealt with any/all of the following measures.

- Parental notification
- Documentation of events
- Meeting with Affirmative Action Officer
- School disciplinary actions
- Counseling
- Police notification
- Legal actions by victim
- Temporary removal from classroom
- Change of schedule

### **Harassment**

Harassment of students is a real and serious problem in education at all levels. It can affect any student regardless of sex, race, or age. Harassment can threaten a student's physical or emotional well-being, influence how well a student does in school and make it difficult for a student to achieve his or her career goals. Moreover, harassment is illegal. Preventing and remedying harassment in schools and at any school-sponsored function, on a school bus or off of school grounds is essential to ensure nondiscriminatory, safe environments in which students can learn.

### **Types of Harassment/Discrimination/Bullying**

- |                       |  |
|-----------------------|--|
| 1. Race               | 9. Affectual Orientation                           |
| 2. Color              | 10. Marital Status                                 |
| 3. Ancestry           | 11. Familial Status                                |
| 4. National Origin    | 12. Age  |
| 5. Nationality        | 13. Atypical Hereditary Disease                    |
| 6. Creed              | 14. Disabilities (Physical, Mental, Developmental) |
| 7. Sexual             | 15. Genetic Testing Results                        |
| 8. Sexual Orientation |  |

### **Sexual Harassment**

Sexual harassment includes all unwelcome advances or suggestions, requests for sexual favors, and verbal, nonverbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

Some examples of sexual harassment can include:

- Bumping or brushing against a person on purpose
- Grabbing, touching, pinching
- Sexual advances or touching of a sexual nature
- Graffiti, notes, stories, jokes, rumors of a sexual nature
- Talking about one's sexual activities in front of others
- Displaying or distributing of sexually explicit drawings, pictures, and written materials
- Threats, insults, and comments about a person's body

### **Reprisal or Retaliation Prohibited**

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal or his/her designee after consideration of the nature of the circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

#### **Responsibility to Prevent Harassment**

- Make sure you notice how your behavior impacts others
- Take responsibility for treating people with respect.
- It is important that you listen to and support your friends who feel harassed and that you take their concerns seriously.
- It is also important to try, whenever possible, to confront people whose behavior has created an intimidating, hostile or offensive environment for yourself or others.
- Sometimes it will not be easy or even appropriate, especially if you feel threatened. In these cases, you should report this behavior to appropriate school personnel and/or other trusted adults or professionals.
- The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct.
- The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.
- The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

Policy 5512.01

### **DATING VIOLENCE AT SCHOOL**

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to acts or incidents of dating violence at school. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions, and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation,

intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/legal guardian of a pupil less than eighteen years of age shall be permitted, within a reasonable period of time after the request is made, to examine the dating violence education instruction materials developed by the school district.

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for pupils within the district and in any handbook.

N.J.S.A. 18A:35-4.23a; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37  
New Jersey Department of Education Model Policy and Guidance for Incidents Involving Dating Violence – September 2011  
Adopted: 27 February 2012

### **HEALTH SERVICES VISITATION TO THE HEALTH OFFICE**

If a student becomes ill during school time, he/she should request a pass from the teacher to report to the Nurse. If the student feels the need to see the Nurse between classes, he/she must first report to his/her next scheduled class and then obtain a pass from the teacher. If a student is absent from a class because of illness and fails to report to the nurse, the student will be regarded as cutting class. All sick or injured students must be signed out through the Nurse's Office. Absences from class resulting from a sign out through the Nurse's office are cumulative absences. Students who become ill or injured during the school day should report to the Nurse's Office and not simply call parents to sign them out. If it is necessary for the student to be sent home, the nurse will make the necessary arrangements with the student's parents.

Seniors who drive to school and become ill or injured may drive themselves home with parent permission. The Health Office staff and Attendance staff must be notified by a parent/guardian granting permission for the student to drive him/herself home. Any accident occurring on school property should be reported to the school nurse immediately. All parents/guardians must present proper I.D. at the Visitors Center and receive a visitor badge before going to the Nurse's Office.

### **ELEVATOR USAGE FOR MEDICAL REASONS**

Students with an injury may receive an elevator key from the health office. A doctor's note is necessary in order for the key to be issued. The lost/damaged key charge is \$20.00

### **IMMUNIZATION**

All students attending public school must have recorded in the health office the following required immunization (Students delinquent in verifying the below information will be excluded from school):

- A. DPT Series of 4 with DT booster recommended every 10 years. One dose of DPT must be on or after the 4<sup>th</sup> birthday or any 5 doses.
- B. Polio Series - including the booster. One dose of polio must be given on or after the 4<sup>th</sup> birthday.
- C. Measles – 2 doses.

- Rubella and Mumps Vaccine, - 1 dose or 2 MMR combinations.
- D. Mantoux Test (TB)
- E. Hepatitis B Vaccine – 2 dose adult or 3 dose traditional vaccine.
- F. Tdap if born 1/1/97 or after
- G. Meningococcal – born 1/1/97 or after
- H. Varicella

### **EMERGENCY CARDS**

Parent or guardian signatures are required for the administration of emergency medical treatment and consent to share information regarding the health issues of students. An emergency card must be completed for all students at the beginning of each school year with updated/current phone numbers and emergency contact information and sent to the school nurse. If any changes occur during the school year, please notify the Health Office and Guidance Office as necessary.

### **INSURANCE COVERAGE**

Insurance is available to all students. Any student injured at school is covered by a Board of Education “Excess” insurance policy. All claims must first be submitted to your family’s primary insurance carrier. Any expenses not covered by a personal family policy will be reimbursed by the Board of Education’s insurance company. The policy and its limitations will be fully explained in a separate pamphlet, which will be sent home to each parent.

#### **To File A Claim:**

- Be sure the accident/injury is reported to the faculty supervisor at the time it occurs so that an accident report can be filed by the coach/advisor with the nurse.
- Submit all bills to your personal insurance company for reimbursement.
- Obtain an insurance form from the nurse’s office for any unpaid balance.
- Complete form and attach itemized bills (paid and unpaid) to insurance form.
- Do not return forms to the school. They must be mailed directly to the Board of Education insurance carrier whose name and address appears on the school insurance form.

### **RETURN TO SCHOOL AFTER AN EXTENDED ABSENCE**

A student returning to school after an extended absence or from homebound instruction must present to the health office and the attendance office a parent and doctor’s note permitting the student to return to class. **\*Please be advised that this note does not necessarily excuse the absences.** See Attendance Policy. Parents are strongly encouraged to contact the school counselor and set up a re-entry meeting in order to develop an academic plan for success.

## **MEDICATION**

Medication will be given by the school nurse, during school hours, when provided with a written request form, indicating type, dosage and method, signed by both physician and parent/guardian. This applies to both prescription medication, as well as over-the-counter medication.

All medication must be in the original prescription bottle or manufacturer's container and will be kept in the nurse's office.

The permission is effective for the school year for which it is granted and is renewed for each subsequent year upon fulfillment of these requirements.

Medication must be transported to school by the parent/guardian during school hours. The parent/guardian will pick up all medication at the termination of the school year.

- **The only exception to this policy is students with potentially life-threatening illnesses may self-medicate, if proper written permission has been obtained.**

District guidelines regarding the use of medication by students during trips are as follows:

The school nurse, who dispenses medication to students during the school day, does not attend all field trips. By law, teachers and other school personnel are not permitted to administer medication to students. We have established provisions to accommodate the needs of students who require medication. Laws are in place, which allow self-administration of medication in potentially life-threatening situations. To use this option, the student's physician must certify that the child is capable of self-administering his/her medication and the parent must authorize that the child has permission to do so. The certification and authorization form is available from the school nurse.

Students who do not suffer from life-threatening conditions but require medication may receive the medication prior to, or following a trip. The parent may accompany his/her child on the trip to administer the medication. Another option, although not recommended, is a parental request to have their child remain in school and not attend the field trip.

All forms related to the options mentioned above must be submitted prior to the date of the field trip. Please contact the school nurse if you have further questions.

### **PHYSICAL EDUCATION EXCUSES**

- Students excused from Physical Education must present to the health office a note from a Medical Doctor requesting to be excused from physical activity.
- The physician note **must have an end date to be excused from gym.** “until further notice” is not acceptable.
- If the student is to be excused for two (2) weeks or more, the student shall then report to the Guidance Office to be rescheduled to a study hall.
- If the student is medically excused from gym the **student cannot participate in any sport or activity** until cleared by their Medical Physician.
- Notes cannot be accepted from physical therapists, chiropractors, acupuncturists, homeopaths or other practitioners.
- IT IS THE STUDENT'S RESPONSIBILITY TO RETURN TO PHYSICAL EDUCATION AT THE APPROPRIATE TIME.

### **PHYSICAL EXAMINATIONS**

At least one comprehensive physical examination must be performed on all students between grades 9 –12. Students going to their medical home base must bring proof of the exam to the health office. Forms can be obtained from the school nurse.

Any student transferring into or entering the Mount Olive School district must present evidence of a physical exam by a health care provider that was performed within 365 days of entrance. In the event that a student does not have a health care provider or has not had an exam within 365 days of entrance, the school physician may perform the examination.

All students who participate in athletic sports must have a full physical.

- Those students who intend to get their sports physical from the school doctor must have their form submitted to the Health Office 2 weeks prior to the scheduled physical.
- Those students who get their physical from their private doctor must also return their form, signed by their MD, to the Health Office for review 2 weeks before the school doctor is scheduled for physicals.

No student will be allowed to play or practice without completing the physical exam process.

All students must be participating in gym with no restriction to participate in a sport.

### **WORKING PAPERS**

Students under 18 years of age, who are promised employment, must have working papers. A student must apply in person at the Vice

Principal's office in the Commons Area. Working papers cannot be done by mail.

- A. The State of New Jersey provides a form to be completed by the student, employer, physician, parent/guardian and school and may be obtained from the office of Ms. Pasqualone, Vice Principal. Forms may also be printed from <http://www.nj.gov/labor/wagehour/content/childlabor> - A300 (Employment) Combined Certification Form. Upon completion of the application, return form along with proof of age to Ms. Pasqualone's office in the Commons Area for final signatures and processing. It is then the student's responsibility to pick up the completed working paper form to be returned to his/her employer. Working papers will NOT be processed during TAG or class time.
- B. A physical examination is necessary, if the student does not have an existing school physical. The school doctor is periodically available to perform working paper physicals. The nurse will advise students as to the dates that the doctor will be here or students may obtain a physical by their own doctor at their own expense.

## **LIBRARY/MEDIA CENTER**

Welcome to the Mount Olive High School Library! The Library is open for student use throughout the day including during TAG and Unit Lunch, and afterschool on Tuesdays and Thursdays. Please check the Library website for updated schedule information. All students have online access to Library resources through the MOHS Library website. All freshmen students receive library orientation at the beginning of the school year. Instruction in research skills and processes continues throughout a student's years at Mount Olive High School.

### **LIBRARY PASSES**

All students using the Library must show their student I.D. and present their own, signed Agenda with the date, time, and teacher's name clearly written to the duty teacher at the sign-in desk upon entry. Students will also use their school ID card to check out materials. Students will be assigned a computer station when available. Scheduled classes using Library computers will have priority.

### **LIBRARY CONDUCT**

**The Library is for quiet study, reading, and research only.** Any student who cannot utilize the Library with the idea of a quiet atmosphere in mind will be asked to leave the Library until such time as he/she can abide by this policy. The Librarian, library aide, or assigned duty teacher will enforce this policy. No food or drinks are permitted in the Library at any time. The Library follows the MOHS Acceptable Use Policies regarding use of electronic devices. The MOHS Library follows

all copyright policies, including electronic copyright policies, as per Board of Education Policy.

#### **LOCATING MATERIALS**

The Library has both print and electronic resources for student and faculty use. Resources at the Mount Olive High School Library may be accessed from the Library website. The MOHS Library uses an online integrated library system called *Destiny*. The system may be searched by keyword, author, title, or Sears subject heading. Electronic Reference via subscription databases is available for student and staff use through the MOHS Library website as well. **All databases have the same username and password: mountolive and mohs.** Please consult the Librarian for more information. Students may also access the Morris County Library system online at [mopl.org](http://mopl.org). All MOHS students are entitled to a free Mount Olive Public Library card.

#### **BORROWING GUIDELINES**

- Students **MUST** provide a valid student ID in order to check out materials.
- Materials from the general collection may be borrowed for a four-week period with the option for renewal.
- The due date is stamped in the book as a reminder.
- Students **MUST** bring the material back for renewal. A new due date will be stamped in the book.
- All materials are to be returned during school hours in the return slot located in the front of the circulation desk and nowhere else.
- The student or faculty member who borrows library materials is responsible for returning them to the library. If anything is **lost or damaged** while checked out in either the student or faculty member's name **he/she is responsible** for paying the replacement cost(s) plus cataloging cost(s) for each item. Replacement cost(s) are at the cost to the library/media center at the time of replacement regardless of the cost printed on the material(s). The date stamped in the book or on the material is the First Notification. A Second Notification of Overdue Material will be sent. If materials are lost, the borrower will be required to pay the replacement cost(s) of the item plus cataloging cost(s). Library privileges will be revoked until all fines and/or materials are returned. Students must have returned all Library materials to take Final Exams.

<b><u>ACCEPTABLE USE OF COMPUTER TECHNOLOGIES, NETWORK SERVICES AND INTERNET RESOURCES –</u></b>
--

This policy is available on the district web page – <a href="http://www.mtoliveboe.org">www.mtoliveboe.org</a>
--