

Harassment, Intimidation & Bullying Prevention
Califon Public School
Reporting Procedure

When reporting an incident of harassment, intimidation, and bullying, remembers:

- A **verbal report** of the incident to the Principal must be made by a board member, employee, volunteer, or a contracted service provider who has contact with pupils, **on the same day** when the individual witnessed or received reliable information regarding an incident.

In the event that the Principal is not in the building that day, the following will be the chain of command for making a verbal report of an incident of harassment, intimidation, and bullying:

- School Nurse (ABS)
- Superintendent
- Teacher-In-Charge

- The **written report form** must be filed with the Principal **within two days** of the verbal report. This written report form may be filed with the Principal at the same time a board member, employee, volunteer, or a contracted service provider who has contact with pupils makes the verbal report. Harassment, intimidation, or bullying report forms will be available in the teacher shared file and in the main office.



Califon Public School



"Making Their Lives Extraordinary"

Mr. Jason Kornegay
Superintendent

Mr. Daniel Patton
Principal

Person reporting incident: *Name: _____

*I wish to remain anonymous; therefore, I am not completing the space for my name.

Date Reported: _____

___ Student ___ Staff Member ___ Parent/Guardian ___ Volunteer ___ Other: _____

Date of alleged incident: _____ Where did the alleged incident occur? _____

Under New Jersey law, "harassment, intimidation, or bullying" means any gesture, any written, verbal, or physical act or any electronic communication whether it is a single incident or a series of incidents, that is:

- a. 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
- b. By any other distinguishing characteristic; and that
- c. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, 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
- d. A reasonable person should know under the circumstances 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
- e. Has the effect of insulting or demeaning any pupil or group of pupils; or
- f. 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.

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