

Respect for All

Bullying Prevention and Intervention

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Safety and Youth Development

SY 2023-2024



Opening

“There can be no keener revelation of a society’s soul than the way in which it treats its children.” – Nelson Mandela

Parents as Partners

*Students, **parents** and school staff all have a role in ensuring schools are safe and supportive learning environments and must work together to achieve this goal.*



What is bullying?

- Bullying behavior always involves an **imbalance of power** (physical or social) or strength between the person doing the bullying and the target of the behavior.
- Harassment and/or bullying **may take many forms** and can be physical, non-verbal, verbal, or written.
- **Electronically transmitted** communications (e.g., via technology including, but not limited to internet; cell phone; email; personal digital assistant; wireless handheld device; social media; blogs; texting; apps; chat rooms; and gaming systems).
- It may be a **single incident or a series of related incidents**.
- Bullying is behavior that is **intended** to cause some kind of harm.
- The person doing the bullying **purposely** says or does something to hurt the target of their behavior.

What is bullying?

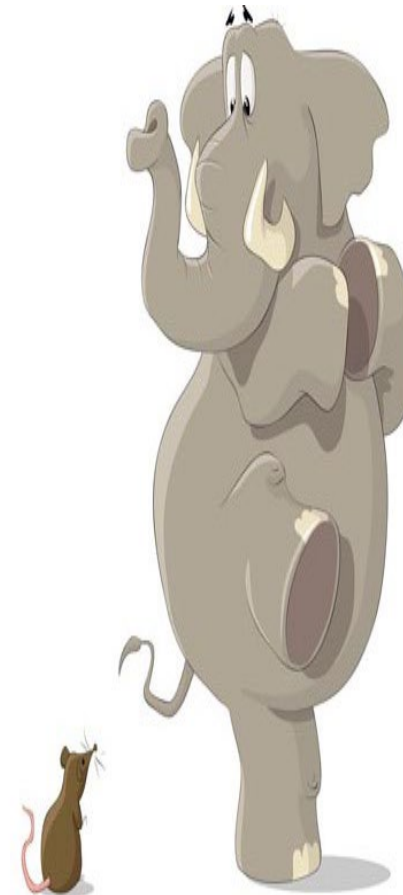
Bullying Is **PAIN**:

Power Imbalance

Aggressive

Intentional

Numerous but can be one single incident



Chancellor's Regulation

- [Chancellor's Regulation A-831](#): Student-to-Student Sexual Harassment
- [Chancellor's Regulation A-832](#): Student to Student Discrimination, Harassment, Intimidation and/or Bullying

It is the policy of the New York City Department of Education (“DOE”) to maintain a safe and supportive learning and educational environment that is free from harassment, intimidation and/or bullying committed by students against other students and discrimination by students against other students **on account of actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability, or weight.**

Reporting Incidents

Parents and students can report concerns regarding bullying behavior by

1. Notifying the school's Respect for All (RFA) liaison(s), Sexual Harassment Prevention (SHP) liaison(s), a member of the child's school's administration, or any other school employee; or
2. Submitting online complaint ([Bullying Reporting Portal](#)) or emailing the Office of Safety and Youth Development (OSYD) at RespectforAll@schools.nyc.gov; or
3. Calling P311 at **718-935-2288 Monday through Friday, from 9:00AM-5:00PM.**
4. [Student and Parent Complaint/Reporting Form](#)
5. **If the issue involves sexual or gender-based harassment, also emailing the DOE Title IX Coordinator at Title_IX_Inquiries@schools.nyc.gov.**

*Parents should ask for the incident number from school administration for follow up. This is also known as Online Occurrence Reporting System (OORS) number.

What happens after a report is made?

- The principal/designee must advise the parent(s) of the alleged victim and the accused student of the allegations whenever a report is received.
 - **Such notification must be made immediately but no later than two (2) school days following receipt of the report by the principal/designee.**
- At the **conclusion of the investigation**, the principal/designee must enter the following information into OORS:
 - the **investigative findings**;
 - a **determination of whether the allegations have been substantiated**;
and
 - a **determination of whether the conduct constitutes a violation** of the regulation.
 - This information must be entered into OORS **within ten (10) school days of receipt of the report, absent extenuating circumstances.**

Notices of Determinations

Date: _____

Letter for Victim

Dear Parent:

The school has completed its investigation of the complaint alleging that your child was the victim of behavior which may have violated Chancellor's Regulation A-831 (Student-to-Student Sexual Harassment) and/or Chancellor's Regulation A-832 (Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying.)

The school has reached the following determination:

The allegations were were not substantiated.

The conduct does does not constitute a violation of Chancellor's Regulation A-831.

The conduct does does not constitute a violation of Chancellor's Regulation A-832.

Because of the nature of the behavior, any misconduct which is found to violate Chancellor's Regulation A- 831 is deemed by the Department of Education also to violate Chancellor's Regulation A -832.

Please contact the school to discuss this matter and any follow-up action and the availability of interventions and supports, if appropriate.

Letter for Accused

Dear Parent:

The school has completed its investigation of the complaint alleging that your child engaged in behavior which may have violated Chancellor's Regulation A-831 (Student-to-Student Harassment) and/ or Chancellor's Regulation A-832 (Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying).

We have determined the following:

The allegations were were not substantiated.

The conduct does does not constitute a violation of Chancellor's Regulation A-831.

The conduct does does not constitute a violation of Chancellor's Regulation A-832.

Because of the nature of the behavior, any misconduct which is found to violate Chancellor's Regulation A- 831 is deemed by the Department of Education also to violate Chancellor's Regulation A -832.

Please contact the school to discuss this matter and any follow-up action and the availability of interventions and supports, if appropriate

Individualized Support Plan (ISP) Template

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ISP Components:

- Each student who receives a plan must receive an individualized plan.
- The ISP must include a start date, a review date and a proposed end date (no longer than 3 weeks).
- On the review date, the principal or their designee must meet with the student and primary point of contact. The student's parent should also be given the opportunity to join this meeting. The group will review the effectiveness of the plan and determine whether:

- the targeted behavior has stopped
- additional modifications are necessary
- and if the proposed end date is appropriate or should be extended.

- The plan should cover the entire school day, from the time a student arrives at school until he/she leaves the school at the end of the day. If a student uses a school bus or participates in after school programs, it should address that time as well.
- The ISP must also identify the type of bullying behaviors that led to its creation — and when and where they took place — in order to help schools determine appropriate interventions and supports.
- The plan must designate a Primary point of Contact for the student. This person might be their teacher, counselor, the person they reported the incident to, or anyone who makes them feel comfortable.
 - The role of the Primary Staff Contact is to check in with the student at a specified time and support implementation of the plan. The ISP must also identify a back-up primary contact in the event the primary contact is absent or unavailable.
- The plan must also identify individual staff members responsible for monitoring the student throughout the day. The staff members should support the student on the specific concerns raised in the ISP.
- For aggressors, the plan must identify interventions and supports designed to help the student understand and address their behavior.
- For victims, the plan must identify interventions and supports to protect the student and to address the impact of the bullying on the student. The plan should be carried out in a way that is minimally intrusive.

Names of Staff Members who will support the student

- _____ is designated as the student's primary point of contact on staff. The Primary Point of contact will check in with the student at (specify time and frequency): _____
- _____ is designated as the student's back-up primary point of contact on staff.
- _____ is designated as the lunch time cafeteria monitor.
- _____ is designated as a classroom monitor.
- _____ is designated as the recess monitor.

- _____ will check in with after school supervisor
- The bus driver will be instructed to report any bus incidents immediately to the school principal.
- Other:

Interventions for the Student

- At-risk counseling
- Guidance interventions to support communication skills
- Restorative approaches
- Schedule/Class change to decrease contact between students
- Other:

Student Responsibilities (victim)

- Student will immediately report bullying to an adult when it occurs
- Identify friend(s) with whom the student feels safe
- Participate in counseling, Restorative approaches or other intervention sessions.
- Other:

Student Responsibilities (aggressor)

- Reach out to primary point of contact or other trusted adult if pressured to engage in bullying behavior or subject to retaliatory action
- Participate in counseling, or other intervention sessions.
- engage in responsible use of social media
- other:

Parent Responsibilities

- Monitor and support the student with this plan
- Monitor the student's use of technologies for potential cyber bullying
- Immediately notify the school if additional bullying or retaliatory behavior takes place

This plan is in place from through _____, at which time it will be reviewed, revised or continued, if necessary.

We agree to the ISP as stated above.

Student _____ Parent _____

Principal _____ Date _____

Review meeting: _____

Reevaluation Referral Guidelines

Reevaluation Referral Guidelines for 2023-2024

1. During the investigation of a bullying, harassment (which may include sexual violence), or discrimination incident in which the alleged victim or accused is a student with a disability, the principal/designee should interview relevant staff (such as teachers, related services providers, guidance counselors, etc.) and, if appropriate, the student, regarding possible changes in the student's academic performance or behavior since the incident(s), and consider the following factors, as well as any other relevant information:
 - a. Changes in academic performance over several classes or period of time (e.g., student displays academic decline in class; student has decreased performance on assessments)
 - b. Regression and/or changes in behavior in and out of class (e.g., increased difficulty concentrating in class or participating in academic or socialization activities; the student's behavior in school is impacted; the student is withdrawn or isolating themselves; the student appears to be anxious, depressed, or distracted)
 - c. Changes in demeanor or engagement
 - d. Changes in interactions with peers or school staff
 - e. Avoidant behaviors, including absences or tardiness to school, asking to stay home from school, in-class avoidance of work, and academic or social avoidance
 - f. Physical changes (ex: weight gain/loss, hygiene changes).
2. If principal/designee concludes that the student's need for special education and related services, including needs related to functional performance, may have changed, the principal should consider whether short-term interventions (e.g., at-risk counseling, academic intervention services) may be appropriate and/or refer the student for reevaluation (in SESIS).
3. The case manager must determine whether new assessments are warranted, including, but not limited to, a Functional Behavioral Assessment (FBA) (and Behavioral Intervention Plan (BIP), if warranted), or other specialized assessments as set forth and described in the Special Education Standard Operating Procedures Manual (SOPM).
4. Following any assessments, there will be an IEP meeting that includes a staff member(s) familiar with the incident and related changes, if any, in academic performance or behavior as a member of the IEP team. At the IEP meeting, participants should determine whether, and to what extent, additional or different services are needed to meet the current needs of the student. Examples of IEP considerations related to bullying, harassment (which may include sexual violence) or discrimination include, but are not limited to:
 - a. Related Services:
 - i. Speech-language therapy as necessary
 - ii. Counseling, which may include counseling by the school psychologist or social worker, as needed
 - b. Goals:
 - i. Improving social understanding through interpersonal skill building (e.g., social skills group)
 - ii. Improving ability to self-identify early signs of dysregulation
 - iii. Developing and/or strengthening self-advocacy skills
 - iv. Developing emotional self-regulation and social-emotional skills
 - v. Developing a non-confrontational verbal response to bullying behaviors
 - c. Management needs:
 - i. Use of a BIP or other behavior supports and interventions
 - ii. Addressing specific tactics that relevant staff can use to support the student (e.g., advance communication of changes in schedule, use of breaks if warranted and/or recommended in the student's IEP)
 - iii. Separating and/or limiting interactions between students involved in incident (e.g., separate seating, support plan for transition between classes)
 - d. Supports and Services for School Personnel:
 - i. Related training for teachers and paraprofessionals



Confidentiality

- It is the policy of the DOE to respect the privacy of all parties and witnesses to reports made under this regulation. However, the need for confidentiality must be balanced against the obligation to cooperate with police investigations, to provide due process, and/or to take necessary action to investigate or resolve the report, including providing supports and interventions. Therefore, **information regarding the report may be disclosed in appropriate circumstances or as required by law or where necessary to protect a student whose safety or well-being is at risk.**
- The DOE respects the privacy of all complaints being made.
- Therefore, **the parents of the alleged victim may only be notified of any follow-up action, interventions or supports that pertain to the alleged victim and the parents of the accused student may only be notified of any follow-up action, interventions or supports that pertain to the accused student.**

Escalation Assistance

- Incidents may be escalated to the Superintendent and Family Support Coordinator if:
 - Parent believes **school staff retaliated against you or your child** for making a prior A-831 (student-to-student sexual harassment) or A-832 Complaint (student-to-student discrimination, harassment, intimidation and/or bullying) at the same school; or
 - **Child has been the victim of two or more A-831 or A-832 Complaints in the same school year** that were determined to be material incidents (i.e., violations of Chancellor's Regulations A-831 or A-832); or
 - **Parent did not receive a Notice of Determination from the school within 10 school days of the school's receipt of the open A-831 or A-832 Complaint;** or
 - The victim, accused, and/or witnesses need **additional help accessing supports and interventions** regarding an A-831 or A-832 Complaint reported to the school.



Request for Escalation Staff Assistance Form

The list of superintendents and their Family Support Coordinators can be found on the [Superintendents page](#) of the DOE website.

Escalation Staff Assistance Request Form 2023-2024

You may seek assistance from escalation staff to coordinate the completion of an open investigation of a complaint of student-to-student harassment, discrimination, intimidation and/or bullying (A-832 Complaint), including sexual harassment (A-831 Complaint) if:

- You believe school staff retaliated against you or your child for making a prior A-831 or A-832 Complaint at the same school; or
- Your child has been the victim of two or more A-831 or A-832 Complaints in the same school year that were determined to be material incidents (i.e., violations of Chancellor's Regulations A-831 or A-832); or
- You did not receive a Notice of Determination from the school within 10 school days of the school's receipt of the open A-831 or A-832 Complaint; or
- Your child as the victim, accused, and/or witness need additional help accessing supports and interventions regarding an A-831 or A-832 Complaint reported to the school.

Please complete the form and email it to the [Family Support Coordinator](#) for the superintendent that oversees your school. The list of superintendents and their Family Support Coordinators can be found on the Superintendents page of the DOE website. You can also find your Family Support Coordinator on your school's webpage, which can be located with the [Find A School tool](#).

Student Information

- Last Name:
- First Name:
- Middle Name:
- Student ID # (if known):
- Date of Birth (mm/dd/yyyy):
- Home Address (House number, Street name, Apt. #, City, State, Zip):
- Home Phone Number:
- Name of School:

Parent/Guardian Information

- Last Name:
- First Name:
- Relationship to Student:
- Home Address (House number, Street name, Apt. #, City, State, Zip):

Communications/Resources to Parents

- At the start of the school year, schools must share the following with staff, students and/or families:
 - **RFA Letter** that informs them of the NYC Public Schools policy to maintain and safe and supportive learning environment free of bullying, harassment and discrimination.
 - **A link to the [Respect for All Handouts](#) webpage** to all school staff, parents, and students by **October 31**.
 - **Presentations to students and staff** regarding Chancellor's Regulation A-831 and A-832.
- **This family-facing information explains DOE policies and procedures** for preventing and addressing student-to-student sexual harassment, gender-based harassment, bullying, intimidation, and/or discrimination.
- **These materials also include contact information for supports and reporting instructions for parents, if the school fails to address their complaint or retaliates against them for making a complaint.**
- Parents and students may request a hard copy of these materials if they do not have a way to access to the electronic versions.

Online Portal



Bullying Reporting

Select Language: العربية বাংলা 中文 English Français Kreyòl Ayisyen 한국어 Русский Español اردو

Report Student-to-Student Discrimination, Intimidation, and Harassment, Including Sexual Harassment and/or Bullying

Under DOE policy, students may not harass, intimidate, bully or sexually harass other students. Students may also not discriminate against or harass, intimidate or bully students on the basis of actual or perceived race, color, citizenship/immigration status, religion, creed, national origin, disability, ethnicity, gender, gender identity, gender expression, sexual orientation, or weight.

There are four ways to report this type of behavior:

- File a complaint online (click the [Get Started](#) button below)
- Notify a staff member at your school, including the Respect for All Liaison or Sexual Harassment Prevention Liaison, verbally or in writing
- Call 718-935-2288
- Email Respectforall@schools.nyc.gov

What You Can Report

You can report any discrimination, intimidation, harassment (including sexual harassment), and/or bullying that happens:

- in school
- online (cyberbullying) including websites and social media
- via phone, email or other digital means
- while on school buses
- while on school property
- while off school property when the behavior threatens or has the potential to threaten the safety or well-being of the school community

To report other types of misconduct or concerns, please visit our [Complaint Procedures page](#).

To report physical punishment or verbal abuse, file a complaint with the DOE Office of Special Investigations on the [OSI Reporting System](#). See Chancellor's Regulations [A-420](#) and [A-421](#) for more information.

Charter school, 3-K and Pre-K program use different processes for handling bullying complaints, but you can still file online here. After you file, your complaint will be forwarded to the charter school or 3-K/Pre-K program.

More Information

- Chancellor's Regulation A-832 - Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying
- Chancellor's Regulation A-831 - Student-to-Student Sexual Harassment
- Discipline Code
- Respect for All
- Frequently Asked Questions: Student-to-Student Discrimination, Sexual and Other Harassment, Intimidation, Bullying

[GET STARTED](#)

Frequently Asked Questions



Frequently Asked Questions

Student-to-Student Discrimination, Sexual and Other Harassment, Intimidation, Bullying

1. How can I report bullying and/or sexual harassment?

It is important to tell your school so that they can take the right steps to make sure that the behavior stops and you/your child gets support.

You can report an incident involving yourself, your child, or another student who is being bullied or harassed by:

- telling any teacher or other staff member in your school
- filling out this form and giving it to any staff member in your school
- filing a complaint on the DOE's online portal: <https://www.nycenet.edu/bullyingreporting>

After reporting, parents may ask the school administration for the incident number, also known as the Online Occurrence Reporting System (OORS) number.

2. How can I learn about the DOE's policies and procedures and ways to get help?

Understanding the DOE's policies and procedures is important. You can talk to any of the following people if you want more information or need help:

- The Respect for All (RFA) Liaison at your school
- The Sexual Harassment Prevention (SHP) Liaison at your school
 - The RFA and SHP Liaisons are trained to help students and parents, and to work with your school to prevent bullying and sexual harassment.
 - If you don't know who these Liaisons are at your school:
 - Ask a staff member
 - Find their names on the Respect for All and the Check & Respect posters in your school.
 - Go to www.schools.nyc.gov, search for your school, and find your Liaisons listed under "School Contacts and Information."
- Any teacher or staff member in your school



Student and Parent Complaint/Reporting Form



Tell Your School/Make a Report (Complaint/Reporting Form)

Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying
(Chancellor's Regulation A-832) or Sexual Harassment (Chancellor's Regulation
A-831)

Please include as much information as you can about the incident you are reporting. If you need help or have questions about this form, please talk with your school's SHP Liaison or RFA Liaison.

Your Name (person filling out this form):

What Happened

Please describe what happened, and tell us as much as you know as clearly and with as much detail as possible (use additional pages if necessary):

Posters in Schools

These posters include the name(s) of Respect for All Liaison(s) and Sexual Harassment Prevention Liaison(s)

RESPECT FOR ALL

THE NYC DISCIPLINE CODE PROHIBITS HARASSMENT, INTIMIDATION, DISCRIMINATION AND BULLYING BEHAVIOR

Students who believe they have been the victim of harassment, discrimination, intimidation and/or bullying by another student or by a staff member, and all students who see or know of such behavior, should report the incident to a school staff member immediately.

Staff members who witness or learn about harassment, discrimination, bullying and/or intimidating behavior will take appropriate action to intervene and stop such behavior, including promptly reporting the behavior to appropriate school staff within one school day.

Students who engaged in prohibited behavior are subject to appropriate intervention and disciplinary action consistent with the Citywide Behavioral Expectations to Support Student Learning (Discipline Code) and Chancellor's Regulation A-443.

It is the policy of the Department of Education to maintain a safe and supportive learning environment that is free from harassment, intimidation and/or bullying and from discrimination on account of actual or perceived race, color, creed, gender, gender identity, gender expression, sexual orientation, disability or weight. The policy prohibits such behavior by students against other students and by staff against students.

Prohibited behavior includes, but is not limited to: physical violence; verbal or physical conduct that threatens another with harm, hazing, taunting, taunting from peer groups designed to humiliate or harass. This policy is set forth in Chancellor's Regulations and the Citywide Standards of Intervention and Discipline Measures (The Discipline Code)

To report an Incident: If you need help because someone has discriminated against, harassed, bullied or intimidated you, or you have concerns about such behavior, you can go to <https://www.nycenet.edu/bullyingreporting> or •CALL: 718-935-2288 •EMAIL: RespectForAll@schools.nyc.gov

CHECK & RESPECT

THE NYC DISCIPLINE CODE AND CHANCELLOR'S REGULATION A-831 PROHIBIT SEXUAL HARASSMENT BY STUDENTS AGAINST OTHER STUDENTS

Sexual harassment includes unwelcome and unwanted sexual advances, requests for sexual favors, sexually motivated physical conduct and other verbal, non-verbal or physical conduct or communication of a sexual nature. It is a violation of DOE policy for students to engage in this behavior on school property or off-school grounds when the behavior disrupts or endangers the school community.

If you feel that you have been the victim of, or witnessed, such behavior by another student, please let your teacher, counselor, the school-designated staff member listed below or someone else on the school staff know. If you feel uncomfortable making a report to a school staff member, you may confidentially contact the Office of Safety and Youth Development by emailing your complaint to RespectForAll@schools.nyc.gov. You may also make a confidential written report. Copies of the complaint form and Chancellor's Regulation A-831 are available in the principal's office or on the DOE's website.

HOW TO REPORT OR IF ADDITIONAL ASSISTANCE IS NEEDED:

- Submit complaint online at www.nycenet.edu/bullyingreporting
- Call 718-935-2288
- E-mail: RespectForAll@schools.nyc.gov
- Scan QR code for complaint form

The staff member(s) who is/are designated to handle complaints of student sexual harassment is:

LGBTQ

LESBIAN GAY BISEXUAL TRANSGENDER GENDER EXPANSIVE QUEER OR QUESTIONING

All Students have a right to feel safe at school

Did you know? If you feel you've been bullied or discriminated against in school because of your actual or perceived gender identity, gender expression, or sexual orientation, you have people you can talk to.

Your school prohibits harassment, intimidation, discrimination & bullying.

If you need help or have concerns, talk to your Respect for All Liaison:

How to report or if additional assistance is needed, Submit a complaint online at: <https://www.nycenet.edu/bullyingreporting> or •CALL: 718-935-2288 •EMAIL: RespectForAll@schools.nyc.gov

Students who engaged in prohibited behavior are subject to appropriate intervention and disciplinary action consistent with the Citywide Behavioral Expectations to Support Student Learning (Discipline Code) and Chancellor's Regulation A-443.

Resources

[Chancellor's Regulation A-830](#)

[Chancellor's Regulation A-831](#)

[Chancellor's Regulation A-832](#)

[Discipline Code](#)

[Respect for All: Preventing and Addressing Student-to-Student Discrimination, Sexual and Other Harassment, Intimidation, and Bullying](#)

[Internet Acceptable Use Policy](#)

[Digital Citizenship](#)

[Ways to Support Your Child During Remote Learning](#)

[Parents' Ultimate Guide to Parental Controls](#)

Questions



RespectForAll@schools.nyc.gov

Closing and Thank You



Coming together is a
beginning; keeping
together is progress;
working together is
success.

Edward Everett Hale