

AFFIRMATIVE ACTION PROGRAM

Affirmative Action Program for School and Classroom Practices (Policy No. 230)

The Board of Education declares it to be the policy of this district that each child resident in the district shall be provided an equal opportunity to achieve his or her maximum potential through the programs offered in these schools unhindered by discriminatory attitudes or practices based on distinctions of race, color, creed, religion, gender, ancestry, national origin, place of residence, handicap, or socioeconomic background. Delsea Regional School District practices open enrollment procedures.

A district vice principal shall serve as Affirmative Action Officer and shall coordinate all activities designed to implement this policy. It will be the responsibility of the Affirmative Action Officer to:

1. Review current and proposed curriculum guides, textbooks, and supplemental materials to detect any bias based upon race, gender, religion, national origin, ancestry or culture and determine whether such materials fairly depict the contribution of both genders and the various racial and ethnic groups in the development of human society;
2. Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of racial, gender, religious, national, or cultural bias in all aspects of the school program;
3. Review current and proposed programs, activities, and practices to insure that all pupils have equal access to them and are not segregated on the basis of race, color, creed, gender or national origin in any duty, work, play, classroom, or social practice except as may be permitted under regulations of the State Board of Education;
4. Insure that similar aspects of the school program receive commensurate support as to staff size and compensation, purchase and maintenance of facilities and equipment and access to such facilities and equipment;
5. Insure that tests, procedures, guidance and counseling materials that are designed to evaluate pupil progress or rate aptitudes or analyze personality or in any manner establish or tend to establish a category by which a pupil may be judged are not differentiated or stereo-typed on the basis of race, color, creed, gender or national origin.

Parents, pupils, staff members and members of the public shall be informed annually about the district's Affirmative Action Plan for school and classroom practices, the designation of the Affirmative Action Officer, and the procedure by which an Affirmative Action grievance may be filed and processed.

The Affirmative Action Officer shall report as required to the Board of Education on the progress made in the Affirmative Action Program for school and classroom practices.

The Board will annually review this progress toward the objectives of any state approved Affirmative Action Plan.

20 U.S.C.A. 1701
N.J.S.A. 18A:36-20
N.J.A.C. 6:4-1, *et seq.*, 6:8-4.3(a)9 Date Adopted: 7/20/89

Affirmative Action Committee

The Delsea Regional High School District Board of Education is an equal opportunity employer and does not discriminate in employment because of sex, race, color, creed, religion, handicap, domicile, marital or parental status, or national origin.

A copy of the district's affirmative action plan and grievance procedure is available for review in the Student Code of Conduct and is also on Delsea's web site. Mrs. Jill Bryfogle, Delsea Regional Middle School Vice Principal, is the affirmative action officer and as such is responsible for monitoring the plan as approved by the Board. The AAO also works in coordination with the Affirmative Action Committee.

Alleged grievances of discrimination should be presented promptly to the affirmative action officer. Any questions or concerns regarding affirmative action should be addressed to Mrs. Bryfogle, Vice Principal, Delsea Regional Middle School, P. O. Box 405, Fries Mill Road, Franklinville, NJ 08322.

The district's Affirmative Action Plan is revised annually in cooperation from students, staff, parents and administration. Any local resident or staff member interested in serving on Delsea Regional's Affirmative Action Committee, please contact Mrs. Bryfogle at 694-0100 ext. 241.

Contact Information

Delsea's HIB procedures are always available through the website. Each year, a committee of Employees, parents, students and community members meet to review Delsea's student handbook, including HIB procedures, and assist in the completion of the district reports. Please email jbryfogle@delsearegional.us if interested in serving on this important committee. Every student will receive a copy of the Code of Student Conduct to carry home for their parent/guardian in September of each school year.

Delsea Regional HS District Affirmative Action Officer:

Jill Bryfogle
Delsea Middle School
242 Fries Mill Road
Franklinville, N.J. 08322
(856) 694-0100 ext. 241
jbryfogle@delsearegional.us

... From Student Code of Conduct (Student Handbook) ...

Harassment

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

- A. It is the duty of the administration, teaching, and support staff to create a safe environment for both employees and pupils. Students and staff are expected and required to report harassment or intimidation to the office. Staff members are immune from any damages caused in any remedy to the reported issue. Ongoing threats to students will receive severe discipline. Appropriate remedial action for a student who commits an act of harassment or intimidation will take into account the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Remedial action may include a **behavioral assessment** through the district's Threat Assessment Specialist, child study team review, I.R.&S. involvement or appropriate measures.
- B. The Board of Education explicitly forbids any conduct or expression that may be construed as the **sexual harassment** of a pupil or of any employee of the district. Sexual harassment includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal 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.
- C. **Bias Acts** – Any material that creates ill will or hatred. A confirmed offense or unlawful act which occurs to a person, private property, or public property, on the basis of race, color, creed, ethnicity, religion, or sexual orientation.
- D. **Suspected Gang Activity:** Pupils that initiate, advocate, or promote activities and/or threaten the safety of others, disrupt the school environment or are harmful to the educational process will be disciplined. Any physical or verbal harassing, intimidating or bullying conduct by a pupil or group of pupils directed toward any school staff member or any other pupil or group of pupils will not be tolerated.

Definition:

“Harassment or intimidation means any gesture, written, verbal or physical act, or any electronic communication that takes place on school property, at any school-sponsored function or on a school bus and that:

- 1. Is motivated by any actual or perceived characteristic, such as race, age, creed, color, religion, ancestry, national origin, marital status, gender, affectional or sexual orientation, gender identity and expression, socioeconomic status, pregnancy, parenthood, or mental, physical or sensory disability; or
- 2. By any other distinguishing characteristic; and
- 3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- 4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause a substantial disruption in, or substantial interference with, the orderly operation of the school.”

Steps to Filing Harassment Complaints:

- 1. Any information regarding the actual or perceived harassment, intimidation of a student by a school employee or other student must be reported to the school building

principal. The district has means of anonymous reporting through Delsea's website.

2. The building principal will forward the report to the district Affirmative Action Officer (AAO).

3. The AAO shall notify the parents of the victim and alleged harasser or intimidator of the issue. To facilitate the resolution of the problem, a description of the complaint procedure as well as the avenues for formal and informal action will be explained. A discussion of desired outcomes or responses to the behavior will also be initiated.

4. The AAO must conduct a prompt, thorough and impartial investigation, including gathering information and documenting data, to confirm or deny any harassing, intimidating behaviors.

5. School district administrators may take interim measures during the AAO's investigation. The AAO may contact outside agencies or law enforcement. The district prohibits and will make appropriate responses to any act of retaliation. Filing false harassment charges is also prohibited. False harassment accusations and any act of retaliation against victim/witnesses will be subjected to the same disciplinary measures as outlined in the following harassment procedures.

6. The AAO will present a summary of his/her findings to both parties. A determination of whether or not HIB behaviors were present will be made. Depending on the outcome of the investigation, the school district will take reasonable, age-appropriate and effective corrective action aimed at the prevention and elimination of the behaviors and protection of the victim/witnesses. Counseling services for victims of harassment are always available through guidance. Follow up inquiries and staff training may be needed.

7. An appeal process is available for any person not satisfied with the findings of the AAO.

First Offense

1. Three days external suspension
2. Parent conference with principal
3. Counseling services through Delsea Middle School Guidance, IRS Team, Peer Leaders and group sessions.
4. Possible court complaint, possible behavioral assessment, possible schedule change or possible change in educational setting
5. Loss of extra-curricular activities for 30 days
6. Parts B & C will be reported to proper authorities

Second Offense:

1. Five days external suspension
2. Parent conference with principal
3. Counseling services through Delsea Middle School Guidance, IRS Team, Peer Leaders and group sessions.
4. Court complaint and behavioral assessment, possible student schedule change or possible change in educational setting
5. Loss of extra-curricular activities for remainder of school year
6. B & C referred to proper authorities

Each subsequent offense will result in ten days external suspension, parent conference with superintendent and CST review pending, court complaint and loss of extra-curricular activities for one calendar year.

Application of Delsea's Code of Student Conduct is at the discretion of the administration.

Bullying/Teasing

Students are not permitted to tease, frighten, threaten or inflict physical, verbal or emotional abuse on another. The Board of Education prohibits acts of cyber-bullying. Cyber-bullying involves the use of any electronic information and/or communication devices.

Delsea Middle School expects students to be good citizens, not passive bystanders. Students and staff are expected and required to report bullying to the office. Staff is immune from any damages caused in any remedy to the reported bullying.

Definition:

Bullying occurs when one or more other persons repeatedly and intentionally hurt, frighten or leave out another person. Bullying always involves an imbalance of power, and the actions of the bully are unwanted.

School authorities have the right to impose consequences on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A: 16-7.6. This authority shall be exercised only when it is reasonably necessary for a pupil's physical or emotional safety, security and well being or for reasons relating to the safety, security and well being of other students, staff or school grounds. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

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| First Offense: | 1. | Possible Peer Mediation |
| | 2. | Parent contact by Assistant Principal |
| | 3. | One day, two hour detention |
| | 4. | Counseling services through Delsea Middle School Guidance, IRS Team, Peer Leaders and group sessions. |
| Second Offense: | 1. | One day Friday School |
| | 2. | Parent contact by Assistant Principal |
| | 3. | Counseling services through Delsea Middle School Guidance, IRS Team, Peer Leaders and group sessions. |
| Third Offense: | 1. | Two days internal suspension |
| | 2. | Parent contact |
| | 3. | Counseling services through Delsea Middle School Guidance, IRS Team, Peer Leaders and group sessions. |

What do I do if I see bullying?

Bullying or teasing can be reported to any adult staff member at Delsea Middle School. It can also be reported **anonymously** by a parent or student through the use of the "Bully" box, a phone call or note to administration, or through the link on Delsea's web site under "Students", then "Comments and Suggestions." Delsea Middle School is participating in a school wide anti-bullying program through cooperating with "Unity Day." Counseling services for victims of Bullying are always available through guidance. Delsea Middle School will take systemic corrective action aimed at the prevention and elimination of bullying and the protection of the victims/witnesses through our annual assembly programs.

Delsea Middle School prohibits and will make appropriate responses to any act of retaliation with regards to bullying or reporting it. False bullying complaints and any act of retaliation against victims or witnesses will also be subjected to the same disciplinary measures as outlined in the above procedures.