

R 8461P REPORTING VIOLENCE, VANDALISM, HARASSMENT, INTIMIDATION,
BULLYING, ALCOHOL, AND OTHER DRUG OFFENSES - APSSD

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence; including harassment, intimidation, and bullying; vandalism; or the possession or distribution of alcohol or other drugs on school grounds, and any school employee who reports a student for being under the influence of alcohol or other drugs, according to the requirements of N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the Principal. The report shall be on a form to include all of the incident details and offender and victim information that are reported on the Student Safety Data System (SSDS). A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512P.

A. Reporting Violence; Including Harassment, Intimidation, and Bullying;
Vandalism; and Alcohol and Other Drug Offenses

1. For each incident report of violence; including harassment, intimidation, and bullying; vandalism; and alcohol and other drug offenses, the Principal shall:
 - a. Review the incident report for accuracy in indicating the incident type, offender information, victim information, student demographics, and incident location;
 - b. Forward a copy of the incident report to the Board President;
and
 - c. Notify the Board President of the action taken regarding the incident.
2. The approved private school for students with disabilities (APSSD) shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.
3. The majority representative of the school employees' bargaining units, if applicable, shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:17-46.
 - a. Personally identifying information may be provided to the majority representative of the school employees' bargaining units, if

applicable, only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.

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B. Reporting Requirements

1. The Principal shall:

a. Submit a report to the New Jersey Department of Education of each incident of violence, including harassment, intimidation, and bullying, vandalism and alcohol and other drug offenses in the school utilizing the SSDS;

(1) The reports shall be submitted twice each school year, once for all incidents occurring between September 1 and January 1 and once for all incidents occurring between January 1 and June 30, and shall include, at a minimum, all information pursuant to N.J.S.A. 18A:17-46;

(2) Prior to submission, the Principal shall verify the accuracy of the reported information;

(3) The grade regarding the harassment, intimidation, and bullying efforts of the school shall be posted on the homepage of the school's website, if applicable, in accordance with the guidelines promulgated by the Commissioner of Education.

b. Provide for annual training of staff to prepare them to fulfill the reporting requirements set forth in N.J.A.C. 6A:16-5.3.

C. Hearing Requirements

The Principal shall report to the School Director, all acts of violence, including, harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses that occurred during the previous reporting period.

D. Knowingly Falsifying the Annual Report on Violence and Vandalism

1. Whenever it is alleged a school employee has knowingly falsified reported information on acts of violence or vandalism, or any incident included in

the annual report on violence and vandalism, the Board shall make a determination regarding whether the employee committed the act.

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2. Any employee alleged to have knowingly falsified reported information shall be notified in writing of such allegation and shall be entitled to a hearing before the Board.
3. Upon a determination by the Board that an employee has knowingly falsified reported information, the Board shall take appropriate disciplinary action.

The Board of Directors shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.