

# Bullying: How to Identify it and What to do About it



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Advocates for Children of New York  
Protecting every child's right to learn since 1971



# What is Advocates for Children (AFC)?

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AFC is an independent agency that protects the education rights of all NYC students

## Our Services:

- Helpline: **1-866-427-6033** (Mon-Thurs, 10am – 4pm)
- Guides and resources: [www.advocatesforchildren.org](http://www.advocatesforchildren.org)
- Workshops and trainings
- Free legal services to low-income families

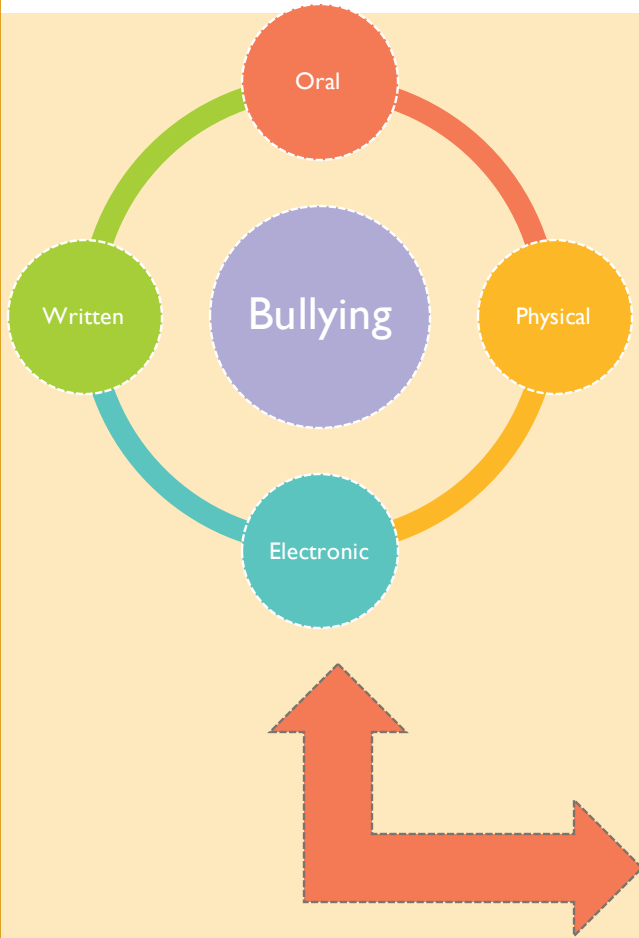
# Today's Training

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- Introduction
- What is Bullying
  - How are Students Protected from Bullying
  - How is Bullying Reported
  - How is Bullying Investigated
  - How is Bullying Determined
  - How Should Schools Respond to Bullying
  - Transfers
  - What Are the Rights of Students with Disabilities
- Social Emotional Supports for Students
- Resources

# What is Bullying?

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Substantially interferes with student learning

Substantially interferes with students mental, emotional & physical wellbeing

**Hostile Environment**

Reasonably causes fear for safety

Reasonably expected to cause physical injury or emotional harm

# What Kinds of Behavior May Be Forms of Bullying?

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Physical violence

Stalking

Threats, taunts, teasing

Aggressive or menacing gestures

Derogatory language, name calling, or slurs

Exclusion from peer groups designed to humiliate or isolate

# Cyber-bullying

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- Written or graphic material, including graffiti, photographs, drawings, or videos, containing comments or stereotypes that are electronically circulated or are written or printed.
  - Snapchat
  - Facebook
  - YouTube
  - Zoom chat
  - Google classroom



# Recognizing Bullying

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## Characteristics of Bullying

- Power difference
- Actual or intention to cause harm
- Repetitious

## Most likely to Occur

- Toward commonly targeted groups
- Low adult presence (important to pay attention to online spaces)

# Bias-based Bullying

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- Some bullying can be based on a student's membership in a group
  - race
  - color
  - creed
  - ethnicity
  - national origin
  - citizenship/immigration status
  - religion
  - gender
  - gender identity
  - gender expression
  - sexual orientation
  - disability
  - weight
- Membership can be actual or perceived





# Questions?

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# How Are Students Protected from Bullying?

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## Dignity for All Students Act (DASA) Chancellor's Regulation A-832

Right to a safe learning environment. Students should not be afraid to go to school

No bullying, harassment, and discrimination because of actual or perceived race, color, creed, ethnicity, national origin, citizenship, immigration status, religion, gender, gender expression, sexual orientation, disability, or weight

School districts must report bullying incidents at the end of every year to the New York State Education Department (NYSED)

New York State Human Rights Law also protects students from bullying

[NYC DOE Respect for All Webpage with FAQs](#)

# What Must Schools Do?

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## Plan

Create plan to prevent and address harassment, intimidation & bullying

## Publicize

Share Respect for All with students and parents annually

Make CRA-832 available to parents

## Train

RFA-trained liaison on staff at school

Train all students and staff on bullying policies by 10/31 annually

## Act

Report  
Investigate  
Stop

# What Must Schools Do?

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- Respect for All (RFA) Liaison:
  - School staff member trained in bullying, discrimination, and harassment issues and reporting, investigation, and responses.
  - Each school must have an RFA Liaison
  - It can be someone with other responsibilities
    - ✦ Example: Parent Coordinator, Assistant Principal
- Goal of RFA Liaison is to **prevent** bullying, harassment and discrimination in schools

# RFA Liaison

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- You can find the name and contact information for your child's school RFA Liaison's on the school website
- Additional resources:  
<https://www.schools.nyc.gov/school-life/policies-for-all/respect-for-all>

The screenshot shows the NYC Department of Education website. The browser address bar displays <https://www.schools.nyc.gov>. The page features a navigation menu with links for Enrollment, School Life, Special Education, Multilingual Learners, Careers, and About Us. A search bar is located in the top right. The main content area is titled "Overview" and displays the following information:

- School Number:** Q080
- Accessibility:** Partially Accessible
- Grades:** PK, 0K, 01, 02, 03, 04, 05, SE
- Students:** 501
- Geographic District:** 28
- Borough:** Queens

Below this information, there is a section for "The School Quality Snapshot" which provides a summary of each school based on the learning environment and the performance of its students. It lists several snapshots:

- School Quality Snapshot - Pre-K - 2016-2017
- School Quality Snapshot - Pre-K - 2015-2016
- School Quality Snapshot - Elementary School - 2016-2017
- School Quality Snapshot - Elementary School - 2015-2016

At the bottom, there is a "General Information" section with the following details:

- School Leader:** Kassandra Cox, Principal
- Parent Coordinator:** Valeria Byrd
- Respect for All Liaison:** Winsome Christie
- How to report bullying:** [Link]
- Space:** Not shared
- School Hours:** [Link]



# Questions?

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# How to Report Bullying

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## School Staff MUST Report Bullying

- Orally report to Principal or RFA liaison within 1 day, AND
- File written report within 2 days

## Any Person Can Report Bullying to School

- Email [respectforall@schools.nyc.gov](mailto:respectforall@schools.nyc.gov) in any language
- Submit a complaint online:  
<https://www.nycenet.edu/bullyingreporting>
- Use DOE [complaint form](#)
- Call 718-935-2288
- If the issue involves sexual or gender-based harassment, contact the [Title IX](#) coordinator

[NYC DOE Respect for All Webpage with FAQs](#)

# How to Report Bullying By School Staff

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- **Actions by School Staff toward students and families** can also be considered bullying, harassment or discrimination
- To report bullying, harassment or discrimination by School Staff:
  - Tell the principal
  - Email [Respectforall@schools.nyc.gov](mailto:Respectforall@schools.nyc.gov)
  - Call the Office of Special Investigations (OSI) at (718) 935-3800
  - File an [OSI Report](https://www.nycenet.edu/cpu) at <https://www.nycenet.edu/cpu>
- Discrimination against parents based on race, color, ethnicity, national origin, immigration status or religion, can also contact:
  - The NYC DOE Office of Equal Opportunity and Diversity Management's Complaint Unit (718) 935-3320.



# Tips for Reporting Bullying

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- Report in writing with proof of date sent
  - Use email or online form
- Include details
  - What occurred
  - Who was involved
  - When did the incident(s) take place
  - Where did the incident(s) take place
  - How did the incident(s) harm the student
- Chancellor's Regulation A-832 protects people who report bullying from retaliation

# How is Bullying Investigated?

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- Once a complaint is made it must be entered into the Online Occurrence Reporting System (OORS) within **24 hours** of receiving the oral report
- The principal must investigate the complaint within **five days of the oral report.**



# How is Bullying Investigated?

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## Interview the target

Request written statement describing behavior, location, time and witnesses

Documented conversation



## Interview the accused

Advise to stop behavior if occurred

Document conversation

Request written statement



## Interview witnesses

Document conversation

Request written statements

# How is Bullying Investigated?

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- At the beginning of the investigation, the Principal or RFA liaison must contact the parents of all students involved to discuss the allegations
  - Exception: Schools cannot contact parents if there are safety concerns
- At the conclusion of the investigation, the Principal or RFA liaison must report the results of the investigation to the parents of all students involved

# How is Bullying Determined?

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Any decision about what is considered bullying must consider the totality of circumstances, including:





# Questions?

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# How Should Schools Respond to Bullying?

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STOP bullying behavior

Prohibit retaliation against anyone involved

Recommend supports and interventions for all involved

- individual counseling, positive behavioral supports, education services, and collaborative problem solving

Use restorative practices

- Conflict resolution, mediation

Use progressive discipline if behavior violated discipline code

# What if the School Does Not Respond or the Bullying Continues?

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File Complaint  
with DOE

- Email [respectforall@schools.nyc.gov](mailto:respectforall@schools.nyc.gov) or form on the DOE's website
- Call 311 or 718-935-2288
- Contact Superintendent's Office or Escalation Staff Assistance Form on webpage: [NYC DOE Respect for All Webpage with FAQs](#)

File Complaint  
with NYS  
Department of  
Human Rights  
(DHR)

- Department of Human Rights Complaint Form: <https://dhr.ny.gov/complaint>
- Call DHR's toll-free discrimination hotline: 1-888-392-3644

File Complaint  
with DOE Office  
of Civil Rights  
(OCR)

- Must be within 180 days of incident(s)
- Bullying, harassment or discrimination must be on the basis of race, color, national origin, ethnicity, ancestry, sex, transgender status, religion, limited English proficiency, disability, religion, or age
- [OCR Complaint Form](#)



# How Can Parents Work With The School?

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Create Safety Plan/ Individual Support Plan (ISP)

Change seat, schedule, program, lunch, dismissal time(s)

Request counseling for students

Notify staff of bullying history

Restorative practices

Suggest staff/student trainings

Designate “safe” adult for student

Ask staff to keep lookout for conflict

# Responses to Cyberbullying

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Request that the school teach all students about “digital citizenship”, so they know how and understand the importance of responsible online behavior

Ask for school to provide students with social emotional supports

Request restorative practices to help address conflict



# Who Should I Reach Out to in the DOE?

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## Start with the School

Parent Coordinator, Social Worker, School Counselor, Principal,  
School Based Support Team

## District Superintendent's Office

Family Support Coordinator, Student Services Manager, Special  
Education Manager, Restorative Justice Director, Behavior Expert

## DOE Central – Office of Special Education

(718) 935-2007 or [specialeducation@schools.nyc.gov](mailto:specialeducation@schools.nyc.gov)

For school and superintendent information visit  
[this directory of DOE contacts.](#)



# Questions?

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# Other Options: School Transfers

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## Safety Transfers

- Can be difficult to get
- Details are important
- Get as many documents as you can (school documents, police report, medical records)

## Guidance Transfers

- You aren't progressing academically or socially
- A transfer would help you
- You must request -- Your school can't use this to force you out
- Superintendent must approve if for attendance or academics

## Additional Transfers

- See A-101 for other categories (medical, travel, sibling) <https://www.schools.nyc.gov/enrollment/enrollment-help/transfers>

# Students with Disabilities: Considerations

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- Bullying can impact the child's academic, social, emotional, or behavioral functioning
- If the student is engaging in or experiencing bullying
  - Request an **IEP meeting** to address bullying behavior
  - Discuss this concern at an IEP meeting
  - IEP should include a plan to prevent and address bullying; account for behavior of other students
  - Consider requesting
    - ✦ A **Functional Behavioral Assessment (FBA)** to develop a **Behavioral Intervention Plan (BIP)**
    - ✦ **IEP goals** that account for bullying behavior
    - ✦ **Supplementary aids and services**



# Functional Behavioral Assessment (FBA)



## Function

- Why does the behavior occur?



## Behavior

- What behavior needs to change?



## Assessment

- When does the behavior occur? Where?
- How often? For how long?



# What goes in a BIP?



## Data from FBA

Classroom observations

Reports

Interviews



## BIP

Prevent behavior from occurring

Manage the behavior

Measure progress



# Students with Disabilities: Considerations

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**NOTE:** Students with disabilities have discipline rights even *if the alleged behavior is considered bullying.*

**Manifestation Determination Review (MDR)** to determine if the student cannot be suspended from school for behavior that is a manifestation of the student's disability, see [AFC Guide on MDRs](#).



# Social-Emotional and Behavioral Supports





# School-Based Supports



At-risk  
counseling

Informal  
behavior  
interventions

Crisis  
De-escalation  
Plans

STH Community  
Coordinators,  
Single Shepherd

School-based  
Mental Health  
Services

For a list of mental health programs by school, go to

<https://www.schools.nyc.gov/school-life/health-and-wellness/mental-health>



# School-Based Mental Health Services

School Response  
Clinicians

STH staff can  
also support  
students in  
care!

School  
Response  
Teams

School  
Mental  
Health  
Specialist  
Program

School MH  
Prevention &  
Intervention  
Program

Schools  
with Health  
& Hospitals  
MH Clinic  
Partnership

Community  
School  
Mental  
Health  
Program

School-  
Based  
Health  
Centers  
and Mental  
Health  
Clinics

For a list of programs by school, go to

<https://www.schools.nyc.gov/school-life/health-and-wellness/mental-health>



# Finding Supports on School's Website

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Find a School - New York City De x +

schoolsearch.schools.nyc

NYC Department of Education

Select Language

Powered by Google Translate

Home ▶ Find a School

## Find a School

Submit your feedback

School Name or Address

Grade: All

Borough: All

Search

Map Schools Filters

Each school has a DOE website that lists the specific mental health supports in each school:

Go to:  
schoolsearch.schools.  
nyc

Type in name of school or address and any information you have, then select "Search"



# Finding Supports on School's Website

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## Jill Chaifetz Transfer High School

Transfer

778 Forest Avenue, Bronx, NY 10456

718-402-2429

718-402-3120

School Website

Overview

School Quality

Reports



School Number: X379



Accessibility: Partially Accessible



Grades: 09,10,11,12



2020-2021 Enrollment: 208



Geographic District: 07



Borough: Bronx



School Contacts and Information



Superintendent and District Contacts



Mental Health and Wellness

Click on Mental Health and Wellness tab!





# Finding Supports on School's Website



## Mental Health and Wellness

Ask your Parent Coordinator, School Social Worker, or School Counselor for more information about your school's mental health program.

### School-Based Mental Health Clinic

Astor Services for Children & Families: [917-921-2570](tel:917-921-2570)

### Community School

Quinna McNair: [718-402-2429](tel:718-402-2429) Ext: 1242, [qmcnair@bronxworks.org](mailto:qmcnair@bronxworks.org)

### NYC Mental Health for All

Mental Health for All [🔗](#) is a central hub where every New Yorker can connect to care and find mental health resources for themselves and their loved ones. No matter the age, ZIP code, ethnicity, or gender, we want every New Yorker to be able to live their best life.

### NYC Well Hotline

NYC Well offers free-confidential-24/7 support for problems like stress, depression, anxiety, and drug or alcohol use. NYC Well services include: counselors who will respond without judgment; connection to suicide prevention, crisis counseling and emotional support for you or someone you care about; and referrals to Mobile Crisis Teams for people experiencing a behavioral health crisis. Text and chat available in English, Spanish, and Chinese; for service in other languages please call number provided below.

- Talk: 1-888-NYC-WELL (1-888-692-9355)
- For Relay Service for Deaf/Hard of Hearing: Call [711](tel:711)
- Text WELL to 65173
- Chat: [nyc.gov/nycwell](https://nyc.gov/nycwell) [🔗](#)

### Crisis Supports

- [Suicide Prevention Lifeline](#) [🔗](#): 1-800-273-TALK ([1-800-273-8255](tel:1-800-273-8255))
- [Crisis Text Line](#) [🔗](#): Text HOME to 741741

### Hite Site

[Hite Site](#) [🔗](#) offers a citywide online search for mental health, social services, and healthcare agencies.



# DOE Embraces Progressive Discipline



students “are better served by providing positive supports that teach students social, emotional, and behavioral skills...”

“provid[e] enhanced support to students with special needs or those suffering from trauma due to exposure to poverty or violence”

“overly punitive methods of discipline are not in the best interests of students”

NYC “will reduce the use of suspensions as a disciplinary tool”

**DOE's  
Mission  
Statement**





# Restorative Justice



## Restorative Justice

- An intervention that replaces punishment and focuses on repairing relationships

## Types of Restorative Practices

- Collaborative negotiation, circle process, peer mediation, conflict resolution, and formal restorative conferencing

## Why Advocate for it?

- Can improve a student's behavior
- Lowers incidence of repeated misbehavior
- Contributes to more positive school environment by fostering respect for one another



# Behavior Management Tools



Use of a visual daily schedule

Cognitive breaks between tasks

Movement breaks

Verbal and visual cues for directions and staying on task

Use of a behavioral contract

Behavior chart – reward system for appropriate behavior

Consistent use of positive reinforcement

Daily teacher feedback to student and parent

# How Should Schools Respond to Bullying?

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STOP bullying behavior

Prohibit retaliation against anyone involved

Recommend supports and interventions for all involved

- individual counseling, positive behavioral supports, education services, and collaborative problem solving

Use restorative practices

- Conflict resolution, mediation

Use progressive discipline if behavior violated discipline code

# Resources



- **Dignity for All Students Act**
  - [www.p12.nysed.gov/dignityact/](http://www.p12.nysed.gov/dignityact/)
- **Respect for All**
  - <https://www.schools.nyc.gov/school-life/policies-for-all/respect-for-all>
- **Developing an IEP that stops and prevents bullying**
  - [abilitypath.org/2015/10/11/bullying-special-needs-iep/](http://abilitypath.org/2015/10/11/bullying-special-needs-iep/)
  - [www.pacer.org/publications/bullypdf/BP-4.pdf](http://www.pacer.org/publications/bullypdf/BP-4.pdf)
  - [www.bridges4kids.org/articles/2004/3-04/IdealLives3-04.html](http://www.bridges4kids.org/articles/2004/3-04/IdealLives3-04.html)
  - [www.cpacinc.org/wp-content/uploads/2012/03/IEP-and-Bullying-PACER.pdf](http://www.cpacinc.org/wp-content/uploads/2012/03/IEP-and-Bullying-PACER.pdf)
- **Cyberbullying/Digital Citizenship**
  - <https://cyberbullying.org/Top-Ten-Tips-Educators-Cyberbullying-Prevention.pdf>
- **AFC Guides & Resources**
  - [https://advocatesforchildren.org/get\\_help/guides\\_and\\_resources/general\\_rights](https://advocatesforchildren.org/get_help/guides_and_resources/general_rights)



# Wrapping up: Reminders!

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- Fill out our [Survey Form!](#)
- If you need help, ask! We are Open!
- Things change, check for updates on our website: [www.advocatesforchildren.org](http://www.advocatesforchildren.org).
- Call Our Helpline: 866-427-6033
  - Toll free
  - Monday-Thursday | 0am-4pm
- Email Us: [Info@advocatesforchildren.org](mailto:Info@advocatesforchildren.org)

