# Diversity, Equity, & Inclusion

*Fulfilling the District's mission for every child*

# Cultural Proficiency Advisory Committee Recommendation

☒ Policies and Procedures ☐ Professional Development

☐ Curriculum ☐ Cultural Programming

☐ Behavioral Health

## User & Access-Friendly Bullying/Harassment Form

| Description |
| --- |
| 1-2 sentence project description |
| Create an easy to use, easy to access form for students, parents, and staff to take proactive action against bullying and harassment, including incidents concerning marginalized groups. This would be a uniform, online form that would be linked to the District and individual schools' websites. Once submitted, forms will be forwarded to the appropriate building level administrators. |
| **Objective** |
| Which objective(s) does this recommendation address? |
| • Establish a process by which students, parents, staff members report racial incidents. <br> • Review anti-harassment and bullying policies including procedures for following policies. |
| **Rationale** |
| How does this recommendation help advance cultural proficiency in Hudson City Schools? |
| After reviewing HCSD's current Bullying and Other Forms of Aggressive Behavior policy, 5517.07, we found references to reporting bullying /aggressive behavior incidents. <br><br> To facilitate another option for school community members who wish to report such incidents, we recommend the creation of an easy to use, easy to access form for students, parents, and staff to report bullying.  Currently, a standardized way to report incidents does not exist.  By making the form easy to use and access, reporting all forms of bullying and harassment, including incidents targeting marginalized groups, will be easier to report and document for all students, parents/guardians, teachers, and other school staff. |
| **Grades** |
| Which grade is this recommendation geared toward? |
| ☒ PreK-2   ☒ 3-5   ☒ 6-8   ☒ 9-12 |

## Team
### Who are the lead and support people or groups for this recommendation?

The Pupil Services Director, district and building-level administrators, Policies and Procedures Subcommittee, and DEI Coordinator are the lead and support people for this recommendation.

## Timeline
### What is the start and end dates of this project? Include key dates in between. *This section can be general (e.g. fall semester; second quarter; October)*

- The P & P Committee started our review of current policies and practices in April, 2021.
- We reviewed other schools who used online reporting forms for bullying / harassment.
- The P & P Committee and the DEI Coordinator are currently drafting a form. (March, 2022)
- We suggest a focus group of target users (students, staff, parents, etc.) to pilot test the form and provide suggestions to increase clarity, ease of use, and completeness. (April / May, 2022)
- We recommend submitting the form to the BOE for approval prior to the 2022-23 school year.

## Anticipated Outcomes
### What do we hope to gain as a result of this recommendation?

By providing an easy-to-use, easy-to-access form for students, parents, and staff to take proactive action in their community, we hope to increase:

1. The number of incidents reported by community members to District administrators
2. The number of appropriate actions taken by the District in response to reports
3. The amount of information about our school culture, including problems related to bullying and other forms of harassment, that is available to create solutions that move us towards a "zero indifference" culture where all students know they are seen, heard, protected, and valued.

## Budget
### What are the costs associated with this recommendation?

There is no cost.

## Sustainability/Replicability
### Is this recommendation ongoing? If so, what is needed to enable it to continue?

We recommend ongoing, annual training for administrators and others who are responsible for using the information collected in the form. The District should develop a sustainable communication strategy for ensuring that information about reporting procedures is provided to all members of the HCSD throughout the year.

Stakeholder feedback should be included in an annual review and update of the form to make sure it is meeting the needs of the District. The HCSD technology department and building level administrators should be involved in decisions about how to best use state-of-the-art technology to make this form as accessible and secure as possible.