

**Administrative Procedures for Policy #1118 Discrimination (Administration) of the Board of Education
Regarding Harassment, Intimidation, and Bullying in Calvert County Public Schools**

I. State Reporting Guidelines

- A. The Safe Schools Act of 2005 (Section 7-424 of the Education Article of the Annotated Code of Maryland) requires Maryland State Department of Education to require a county board of education to report incidents of harassment or intimidation against students in public schools under the county board's jurisdiction.
- B. In compliance with this law, incidents of harassment, intimidation, bullying and discrimination will be reported to the Maryland State Department of Education as required.

II. Definitions

- A. Bullying- Targeting a peer for threatening repetitive, negative actions resulting in a feeling of powerlessness on the part of the victim.
- B. Cyberbullying- Any harassment that occurs via electronic communication including, but not limited to, cell phones, Internet, computer, or other devices that send or post text and/or images intended to hurt or embarrass another.
- C. Discrimination- Unfair treatment, prejudice, inequity, intolerance
- D. Harassment and Intimidation - Intentional Conduct, including verbal, physical, written, or intentional electronic communication conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is motivated by an actual or a perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening
 - 1. Harassment- Any repeated action that is severe, pervasive, or persistent so as to interfere or limit the ability of an individual to participate in or benefit from the programs or activities of Calvert County Public Schools
 - 2. Bullying is a form of harassment.
- E. Sexual Harassment- Unwanted sexual attention. The range of behaviors includes, but is not limited, to; leering, pinching, grabbing, suggestive verbal comments, and pressure for sexual activity. Attempted rape and rape are the most physically violent forms of sexual harassment. (See CCPS Procedure 1118.2 Regarding Sexual Harassment)
- F. Hazing - an initiation process involving harassment.

III. Prohibited behaviors.

- A. The following are prohibited:

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1. Harassing, intimidating, bullying and discriminatory behaviors.
2. Acts of hazing.
3. Reprisal or retaliation against any individual who reported an act of harassment, intimidation, bullying or discrimination.
4. Actively or passively encouraging another to engage in acts of harassment, intimidation, bullying or discrimination.
5. Knowingly making false accusations of harassment, intimidation, bullying and/or discrimination; and
6. Sexual harassment.

IV. Reporting Incidents of Harassment, Intimidation, Bullying and Discrimination

- A. Any student or group of students who has a complaint regarding an act of bullying, harassment, or intimidation or discrimination by another student or a school employee during school hours, at a school sponsored event or through an intentional electronic communication should bring the problem to the attention of a school administrator or another adult in the school as soon after the event as possible.
- B. If the act is witnessed by or reported to an adult other than a school administrator, that adult shall assist the student in reporting the act to one of the administrators.
- C. A complaint may be oral or written.
- D. A complaint may be reported on behalf of a student by any interested party including, but not limited to, a parent, a school employee, another student, or a community member.
- E. The school administrator to whom the complaint is made may request, but not require, the person filing the complaint to complete the Harassment or Intimidation (Bullying) Reporting Form.

V. Investigations

- A. All complaints that are reported will be investigated.
- B. It is the policy of Calvert County Public Schools to provide for the adequate, reliable and impartial investigation of all complaints.
- C. If the original complaint is made to an individual other than a school administrator, the person receiving the complaint will promptly notify the appropriate administrator.
- D. The principal and his or her designee will promptly investigate the complaint.
- E. A student complaint against a staff member will be initially investigated by the school principal or designee in consultation with the Director of Human Resources and the Director of Student Services.
- F. The Principal will work with the Director of Human Resources and Director of Student Services when a complaint is made against a volunteer, or a person having business or contact with the school system. The name(s) of the accused, witnesses, if any, and a description of the incident will be obtained.

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- G. All investigations will be conducted using the Calvert County Public School guidelines for investigations.
 - H. Maryland State Department of Education (MSDE) contact information: MSDE employees who are familiar with the reporting and investigating procedures in Calvert County Public Schools are Walter Sallée, Executive Director of Division of Student, Family, School Support at 410-767-1407.
- VI. Disciplinary Consequences and Remedial Actions Available for Students Engaging in Prohibited Behaviors
- A. Disciplinary consequences will be taken in accordance with Policy 1112 Regarding Student Discipline.
 - B. Policy 1112 defines progressive discipline as: A range of consequences for violations of behavioral standards which provides the foundation of the Calvert County Public Schools disciplinary actions. Student discipline is applied at the lowest level commensurate with the action or behavior that precipitated the intervention. A balanced approach in determining the interventions and or consequences to be used is based on an assessment of the situation and a continuum of disciplinary standards.
 - C. Disciplinary consequences available include:
 1. Student /Parent Conference
 2. Counseling
 3. Mediation
 4. Detention
 5. Behavioral Contract
 6. Saturday School
 7. Denial of participation or attendance to extracurricular activities
 8. In School Suspension
 9. Out of School Suspension
 10. Contact Police - Student may be arrested.
 11. Other consequences as deemed appropriate.
- VII. Disciplinary Consequences for Staff Participating in Prohibited Behaviors
- A. Employees actively or passively participating in behaviors prohibited by this policy or failing to report observed or known acts prohibited by this policy may be subject to progressive discipline in accordance with CCPS Policy 1750 Regarding Employee Discipline.
- VIII. The administrator(s) will notify the parents of both the victim and the aggressors involved in the incident and share information about the disposition of the incident or alleged.
- IX. Incident subject to any limitation imposed by the Family Educational Rights and Privacy Act and other state laws governing student and employee records.

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- X. When appropriate, the following support services will be made available to the person making the complaint (victim), the individual engaging in the prohibited act, and any bystanders:
 - A. Parental Involvement
 - B. Counseling and support services.
 - C. Information on community resources.
 - D. Conflict Resolution.
 - E. Peer Mediation.
 - F. Meet with School Counselor.
 - G. Meet with School Psychologist.
 - H. Meet with School Social Worker.
 - I. Social Skills.
 - J. Anger Management; and/or
 - K. Schedule Modifications
- XI. Training and Awareness Programs
 - A. Employee Training
 - 1. Annual staff development is conducted on the recognition and reporting of harassment, intimidation, bullying and discrimination in Calvert County Public Schools.
 - 2. Training is provided for all new employees.
 - B. Student Awareness
 - 1. Information on harassment, intimidation, bullying and discrimination is included the Code of Student Conduct. This includes information about remedial actions and disciplinary consequences. The document is distributed to every student and is posted on the website for public view.
 - 2. Assemblies and/or teacher led discussions reviewing the Code of Student Conduct are held at the beginning of each school year.
 - 3. Information is available through school guidance offices and the Department of Student Services.
 - 4. CCPS will gradually implement the Olweus Bullying.