

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

I. Purpose

- A. All students have the right to be free from bullying, harassment, or intimidation. Calvert County Public Schools is committed to providing a safe, productive, and inclusive learning environment. Bullying problems are symptomatic of relationship problems best addressed holistically by students, schools, parents/caregivers, and the entire community. Our schools should be places where students are surrounded by caring adults who encourage students to treat others with kindness and empathy, while helping to build a relationship-focused, welcoming, supportive school environment fostering academic and personal growth for every student.

II. 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.
- C. In accordance with the statute, a school employee who reports an act of bullying, harassment, or intimidation under the Education Article, Annotated Code of Maryland, Section 7-424.1 in accordance with the county board's policy is not civilly liable for any act or omission in reporting or failing to report an act of bullying, harassment, or intimidation under this section.

III. Definitions

- A. Bullying- is unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. To be considered bullying, the behavior must be intentional and include: 1) an imbalance of power (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others), and 2) repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).
- B. Cyberbullying- is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through texting, apps, or online via social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or hurtful

content about another student. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

- C. Discrimination- Unfair treatment, prejudice, inequity, intolerance
- D. Harassment – includes actual or perceived negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, family/parental or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability. Bullying is a form of harassment.
- E. Intimidation – is any communication or action directed against another student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.
- F. 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)
- G. Hazing - an initiation process involving harassment.

IV. Prohibited behaviors.

- A. Bullying, harassment, or intimidation of any person on school property or at school-sponsored functions or by the use of electronic technology at a public school is prohibited in all Maryland schools. Reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation is prohibited in all Maryland Schools.
- B. The following are prohibited:
 - 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.

V. 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.

Administration 1118.3

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- 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.
- F. Information obtained from the Bullying, Harassment, or Intimidation Reporting Form is confidential and may not be redisclosed except as otherwise provided under the Family Educational Rights and Privacy Act (FERPA) and may not be made a part of a student's permanent educational record.
- G. Notification of the parent and/or guardian of the alleged targeted student and the alleged perpetrator will occur promptly after the date the act is reported.

VI. 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 incident will be promptly and appropriately investigated by school administration or the administrative designee, consistent with due process rights, within two school days after receipt of a reporting form or other form of report or as timely as possible for school administration.
- 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.
- 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.

VII. Disciplinary Consequences and Remedial Actions Available for Students Engaging in Prohibited Behaviors

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- 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. Avoid using exclusionary discipline measures when addressing bullying behavior and should only be used after all other available and appropriate behavioral interventions have been exhausted or if a student's continued presence in school would pose a threat to the safety of others.
- D. Consequences for disciplinary infractions should be equitably, consistently, and fairly applied after an appropriate and thorough investigation has determined that a bullying offense has occurred.
- E. The offender will be informed that retaliation against a targeted student or bystander is strictly prohibited and that further administrative interventions may occur if the activity continues.
- F. Schools are encouraged to choose rehabilitative interventions that seek to restore relationships and are designed so students have an opportunity to learn from their mistakes. Schools should assess each bullying situation to determine whether a restorative process is appropriate.
- G. Schools are encouraged to address bullying behaviors by using culturally responsive, trauma informed, restorative interventions and work with students to problem-solve, repair harm, and restore relationships.
- H. Delinquent acts shall be reported promptly to the responsible law enforcement agency in accordance with the Code of Maryland Regulations (COMAR) 13A.08.01.15.
- I. 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.

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11. Other consequences as deemed appropriate.

- VIII. 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.
- IX. 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 incident.
- X. Incident subject to any limitation imposed by the Family Educational Rights and Privacy Act and other state laws governing student and employee records.
- XI. 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
- XII. 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.

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3. Information is available through school guidance offices and the Department of Student Services.

C. Community Awareness

1. Collaborate with families and the community to inform parents about the prevalence, causes, and consequences of bullying, including its central role as a public health hazard, and the means of preventing it.