

PROCEDURE

PROCEDURE TITLE: Bullying, Cyberbullying, Harassment or Intimidation Reporting Procedures		
ADOPTION/EFFECTIVE DATE: July 22, 2009	MOST RECENTLY AMENDED: December 19, 2011	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

I. Purpose

The purpose of this procedure is to establish procedures for the reporting of bullying, cyberbullying, harassment and intimidation as defined herein.

II. Definitions

A. Bullying, cyberbullying, harassment or intimidation means:

1. Intentional conduct including verbal, physical or written conduct, or an intentional electronic communication that:
 - a. Creates a hostile educational environment by substantially interfering with a student's education benefits, opportunities or performance, or with the student's physical or psychological wellbeing and is:
 - 1) Motivated by an actual or perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability or disability; or
 - 2) Threatening or seriously intimidating; and
 - a) Occurs on school property at a school activity or event or on a school bus; or
 - b) Substantially disrupts the orderly operation of a school.

B. Electronic communication means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager.

C. Student means any person enrolled for the purpose of receiving education services from Harford County Public Schools (HCPS).

- D. **Reprisal or retaliation** means unlawful acts or acts which violate Board or School policy which are taken against an individual specifically because he/she reported acts of bullying, cyberbullying, harassment or intimidation.

III. **Procedures for Reporting**

- A. If a student complains that he/she is currently the victim of bullying, cyberbullying, harassment, or intimidation, the staff member shall respond quickly and appropriately to investigate and intervene, as safety permits.
- B. If a student expresses a desire to discuss an incident of bullying, cyberbullying, harassment, or intimidation with a staff member, the staff member shall make an effort to provide the student with a practical, safe, private, and age-appropriate way of doing so.
- C. *Bullying, Cyberbullying, Harassment, or Intimidation Reporting Forms* may be obtained in the school's main (front) office, counselor's office, media center, cafeteria, and health room and may be submitted by a student, parent or guardian, close relative, or staff member to school administration.
- D. *Bullying, Cyberbullying, Harassment, or Intimidation Reporting Forms* may also be obtained electronically from the school system's website or a school's website and may be submitted by a student, parent or guardian, close relative, or staff member to school administration.
- E. *Bullying, Cyberbullying, Harassment, or Intimidation Reporting Forms* shall be included in the beginning of the year packets for students and their parents.
- F. A security box shall be placed in a location or locations selected by school administration so that a student may submit a completed *Bullying, Cyberbullying, Harassment, or Intimidation Reporting Form* if the student feels uncomfortable submitting the reporting form in person. (A staff member shall be assigned to collect these forms daily and forward them to school administration for investigation.)
- G. Information obtained from the *Bullying, Cyberbullying, Harassment, or Intimidation Reporting Forms* shall be recorded for data collection, storage, and submission according to the requirements of Education Article §7-424, Annotated Code of Maryland.
- H. The central office shall provide summary information obtained from the *Bullying, Cyberbullying, Harassment, or Intimidation Reporting Forms* to their schools.

IV. Procedures for Distribution of Information Regarding the Reporting Process

- A. Schools shall inform staff about the availability of the form for their use during opening-of-school meetings and then periodically throughout the school year.
- B. Schools shall inform students about the availability of the form and its use during orientation sessions in classes during the first week of school.
- C. Forms shall be included in the beginning of the year packet for students and their parents.
- D. A description about the availability of the form and its use shall be published in a school's student/parent handbook and in its Code of Conduct.
- E. A description about the availability of the form and its use shall be published on the local school system's main website which should include the capability for downloading the form.
- F. Forms shall be available in all schools in the main (front) office, counselor's office, media center, cafeteria, and health room.
- G. A student may request assistance from a staff member to complete the form at school if the student wishes.
- H. A secure box shall be placed in a location or locations selected by school administration so that a student may submit a completed form if he/she feels uncomfortable submitting the form in person. The box shall be emptied daily and the forms shall be submitted to school administration.

Approved By:

Robert M. Tomback, Ph.D.
Superintendent of Schools