Bullying, Harassment, Intimidation, or Hazing Procedure

I. Announcement/Dissemination of Information
A. The Policy/Procedure to Address Bullying, Harassment, Intimidation or Hazing will be publicized in student handbooks, on the Wicomico County Public Schools website and at other venues determined necessary or appropriate by the school system.
B. Annually, the principal will notify students, parents/guardians, employees and third parties of the general provisions of the policy and procedure. Such notifications may be:
   1. Given via announcements over the school’s public-address system;
   2. Published in newsletters, on the school/system websites, or in handbooks;
   3. Posted on bulletin boards in offices and other common use areas.

II. Reporting Procedures
A. If a student reports that he/she is currently the victim of bullying, harassment, intimidation, or hazing the staff member will respond quickly and appropriately to investigate and intervene, as safety permits.
B. If a student expresses a desire to discuss an incident of bullying, harassment, intimidation or hazing with a staff member, the staff member will make an effort to provide the student with a practical, safe, private, and age-appropriate way of doing so.
C. The Bullying, Harassment, or Intimidation Reporting Form (Appendix 1) may be obtained in the school’s main office, counselor’s office, and on the school system’s website. These forms may be submitted by a student, parent, close adult relative, or staff member to school administration. A student may request assistance from a staff member to complete the form if the student wishes.
D. Information obtained from the Bullying, Harassment, or Intimidation Reporting Form shall be recorded for data collection, storage, and submission according to the requirements of Education Article §7-424, Annotated Code of Maryland.

III. Investigation Procedures
A. Written Reports
   1. All reports must be written using the Bullying, Harassment, or Intimidation Reporting Form.
   2. All reports must be promptly and appropriately investigated by school administrators or the administrative designee, consistent with due process rights, using the Bullying, Harassment, or Intimidation Incident Investigation Form (Appendix 2).
3. Investigations must be initiated within two (2) school days after receipt of a reporting form or as timely as possible for school administration.

B. School administrators or the administrative designee will determine whether bullying, harassment, intimidation or hazing actually occurred by taking steps to verify who committed the act of bullying, harassment, intimidation or hazing and whether others played a role in perpetuating this act. Other related complaints, if any, will be reviewed in making this determination.

C. Neither victim nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or if a hearing may result from the ultimate outcome of the investigation. Efforts should be made to increase the confidence and trust of the victim and any witnesses. They will be informed that any information discussed and recorded will be confined to “need to know” status.

D. School administrators or the administrative designee will immediately notify parents of the victim and offender of the incident.

E. School administrators or the administrative designee will apply consequences and/or remedial actions consistent with due process rights using the range of listed consequences as a guide.

F. The offender will be informed that retaliation against a victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues.

G. School administrators or the administrative designee will create a written record of the bullying, harassment, intimidation, or hazing incident and any disciplinary actions taken as well as the statements of the victim, witnesses, and offender. Discussions with all parties will be documented as soon as possible after the event. Any materials, records, or evidence will not be discarded while a criminal investigation or prosecution resulting from the incident is ongoing.

H. Separate conferences with the victim and offender will occur within two weeks after the investigation to determine whether the bullying, harassment, or intimidation has continued and whether additional consequences need to be implemented. These conferences may occur as part of the counseling intervention. Another follow-up conference or conversation will be held with the victim four weeks after the initial follow-up conference to determine if the bullying, harassment, or intimidation has ceased.

I. Some acts of bullying, harassment, intimidation, or hazing could also be delinquent acts. If they are delinquent acts, they promptly shall be reported to the responsible law enforcement agency according to Code of Maryland Regulations (COMAR) 13A.08.01.15.
IV. Support Services Available to the Student Bully, Victim, Witnesses, and Any Bystanders

The following list of types of support services is presented as a representative guide and does not serve to limit such services available in the school. Interventions and programs should be implemented as appropriate based on context, situation, age, and severity.

A. Counseling.
B. Conflict resolution.
C. Problem solving skills training (proactive, constructive, relationship-building)
D. Parental involvement.
E. Peer support groups.
F. Schedule modifications.
G. Mentor programs.
H. Restorative practices.

V. Prevention, Intervention, Remediation and Consequences

A. Prevention strategies may include but are not limited to:
   1. Annual professional development for administrators and staff to increase awareness of the prevalence, causes, and consequences of bullying and to increase the use of evidence-based strategies for preventing bullying.
   2. School climate improvement efforts in order to promote student involvement in the anti-bullying efforts, peer support, mutual respect, and a culture which encourages students to report incidents of bullying to adults.
   3. Collaboration 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 to prevent it.

B. Intervention/remediation strategies may include but are not limited to:
   1. Professional development for staff on how to respond appropriately to students who bully, are bullied, and are bystanders who report bullying.
   2. A range of interventions developed to prevent bullying by addressing the social, emotional, behavioral, and academic needs of students who bully in order to prevent further incidents, while taking great care to ensure the safety of the victim.
   3. Counseling with the school counselor, psychologist or social worker.
   4. Support/counseling for the victim with protection from retaliation and further episodes of bullying.
   5. Positive behavioral supports.
   6. Remedial measures designed to correct the bullying behavior, prevent another occurrence, and protect the victim.

C. Consequences and remedial actions for persons committing acts of bullying.
harassment, intimidation, or hazing, persons engaged in reprisal or retaliation, and for persons found to have made false accusations

1. Standard consequences may include but are not limited to:
   a. Time out.
   b. Loss of privilege.
   c. Verbal reprimand.
   d. Parental notification.
   e. Detention.
   f. Reassignment of seating.
   g. Reassignment of classes.
   h. Reassignment of transportation.
   i. Reassignment to another school.
   j. Apology letter.
   k. In-school suspension.
   l. Out-of-school suspension.
   m. In-school intervention.
   n. Extended suspension.
   o. Transfer to an appropriate alternative program.
   p. Referral to law enforcement.
   q. Expulsion.

2. Remedial actions may include but are not limited to:
   b. Counseling with school counselor, social worker, or psychologist.
   c. Behavioral agreement.
   d. Positive behavior supports.
   e. Education about effects of bullying, harassment, intimidation, or hazing.

Related Documents:
- SFS-GEN-PL-028, WCPS Student Code of Conduct
- SFS-SAF-PL-029, Bullying Harassment, Intimidation or Hazing Policy
- COMAR 13A.08.01.15
- §7-424, Annotated Code of Maryland
- Safe Schools Reporting Act of 2010
- Maryland State Department of Education Model Policy on Bullying, Harassment, or Intimidation in Maryland Public Schools, [www.marylandpublicschools.org](http://www.marylandpublicschools.org)
BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Directions: Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged bullying harassment, or intimidation that occurred during the current school year on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school*, or on the internet-sent on or off school property; or that substantially disrupted the orderly operation of the school. Bullying, harassment and intimidation mean any intentional conduct, including verbal, physical or written conduct, or an intentional electronic communication, 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. The conduct must (1) be motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability, or (2) be threatening or seriously intimidating. Electronic communication means communication transmitted by means of electronic device, including a telephone, cellular phone, computer and pager. Conduct that is of a sexual nature is the most commonly reported form of sexual harassment. This term is generally thought to mean actions, language or visual materials which specifically refer to, portray or involve sexual activity or language. Conduct of a sexual nature may include overt sexual solicitations, inappropriate touching, sexual jokes and inquiries about a person's sex life. Sexual harassment is the broader term that encompasses conducts of a sexual nature such as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment also includes acts that are not overtly sexual but rather are directed at individuals based on their gender such as profanity or rude behavior that is gender-specific.

If you are a student, the parent/guardian of a student, a close adult relative of a student, or a school staff member and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the Principal at the student victim’s school. You may contact the school for additional information or assistance at any time.

(PLEASE PRINT ALL INFORMATION)

Today’s date: ___________/__________/__________ School: ____________________________________________

Month Day Year

School System: ________________________________________________________________

PERSON REPORTING INCIDENT

Name: ________________________________________________________________

Telephone: ___________________________ E-mail: _________________________________

Place an X in the appropriate box: ☐ Student ☐ Parent/guardian of a student ☐ Close adult relative of a student ☐ School Staff ☐ Bystander

1. Name of student victim(s):_________________________ Age: ______ School ______

_________________________ Age: ______ School ______

2. Name of alleged witness(es) (if known):

_________________________ Age: ______ School ____________________________

_________________________ Age: ______ School _________________

3. Name(s) of alleged offender(s) (if known):

_________________________ Age ______ School _________________

4. On what date(s) did the incident happen?:

_/_________/__________ /_________/__________ /_________/__________

Month Day Year Month Day Year Month Day Year

4. On what date(s) did the incident happen?:

_/_________/__________ /_________/__________ /_________/__________

Month Day Year Month Day Year Month Day Year
5. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- Any bullying, harassment, or intimidation that involves physical aggression
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip
- Related to the student’s disability
- Related to the student’s perceived sexual orientation
- Cyber bullying (e.g. social media including Facebook, Twitter, Vine, Instagram, etc.)
- Electronic communication (e.g. email, text, sexting, etc.)
- Gang related
- Gang recruitment
- Human trafficking/Prostitution recruitment
- Racial Harassment
- Sexual Harassment
- Sexual in nature
- Other (specify)

6. Where did the incident happen (choose all that apply)?

- On school property
- At a school-sponsored activity or event off school property
- On a school bus
- On the way to/from school
- Via Internet- sent on or off school property

*Will be collected unless specifically excluded by local board policy

7. Describe the incident(s), including what the alleged offender(s) said or did.

__________________________________________________________

__________________________________________________________

__________________________________________________________

(Attach a separate sheet if necessary)

8. Why did the bullying, harassment or intimidation occur?

__________________________________________________________

__________________________________________________________

(Attach a separate sheet if necessary)

9. Did a physical injury result from this incident? Place an X next to one of the following:

- No
- Yes, but it did not require medical attention
- Yes, and it required medical attention

10. If there was a physical injury, do you think there will be permanent effects? ☐ Yes ☐ No

11. Was the student victim absent from school as a result of the incident? ☐ Yes ☐ No

   If yes, how many days was the student victim absent from school as a result of the incident? _________

12. Did a psychological injury result from this incident? Place an X next to one of the following:

- No
- Yes, but psychological services have not been sought
- Yes, and psychological services have been sought

13. Is there any additional information you would like to provide?

__________________________________________________________

__________________________________________________________

__________________________________________________________

(Attach a separate sheet if necessary)

Signature: ____________________________ Date: _____________________