



Bullying Prevention & Intervention Policy SY 18-19

Objectives & Purpose

CMI expects all students and staff to behave in a way that promotes an understanding of the Personal Goals outlined in the social-emotional curriculum, derived from the IEYC, IPC & IMYC. These Personal Goals allow us to maintain a safe and inclusive environment for all students, CMI staff, and community members. CMI expects students and staff to treat each other with respect and does not tolerate acts of harassment, intimidation, or bullying. Similar to violent or highly disruptive behaviors, this type of conduct violates the rights and abilities of students to engage in learning and makes it difficult for CMI staff to adequately educate students in a safe environment. CMI has created a bullying prevention and intervention policy in order to protect our school culture, safety, and wellbeing of all members of our school community. CMI staff will utilize this policy to immediately investigate reports of bullying, harassment, and intimidation and determine appropriate next steps for all involved in an incident.

Definition of Bullying

CMI defines bullying as any severe, pervasive, or persistent act or conduct, whether physical, electronic, or verbal that:

- 1) May be based on a youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place of residence or business, or any other distinguishing characteristic, or on a youth's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
- 2) Shall be reasonably predicted to:
 - a) Place the youth in reasonable fear of physical harm to his or her person or property;
 - b) Cause a substantial detrimental effect on the youth's physical or mental health;
 - c) Substantially interfere with the youth's academic performance or attendance; or

- d) Substantially interfere with the youth's ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.

Prohibition Against Bullying

Acts of bullying, including cyber bullying, whether by youth, volunteers or staff, are prohibited:

- 1) On CMI grounds and at CMI sponsored or related events on and off the CMI grounds, on any vehicle used for CMI business, at any transit stop at which youth wait to be transported to CMI business, or through the use of any electronic devices owned by CMI, leased by CMI or used for CMI business;
AND
- 2) At a location or function unrelated to CMI, through the use of any electronic devices, including those not owned or leased by CMI, if the acts of bullying or cyberbullying create a hostile environment at CMI for the victim or witnesses, infringe on their rights at CMI or materially and substantially disrupt the orderly operation of CMI.

Retaliation against a youth, volunteer or staff member who reports bullying, provides information about an act of bullying, or witnesses an act of bullying is also prohibited.

Reporting Bullying Concerns

The Bullying Prevention & Intervention Policy, and age appropriate versions thereof, will be distributed to CMI students and parents annually through the Student & Family Handbook as well as the Code of Conduct. All CMI staff will be trained on the bullying policy and reporting procedures annually. Our School Wellness Team are responsible for coordinating CMI's bullying prevention efforts. All questions, comments, and concerns about the bullying policy and CMI prevention efforts can be directed to our School Social Worker or School Counselor by calling 202-588-0370 or emailing [sst@creativemindspcs.org](mailto:ssst@creativemindspcs.org).

Reporting Incidents of Bullying or Retaliation

CMI expects all staff members to report incidents of bullying or retaliation they witness or are made aware of. Staff members should immediately report all such incidents to the School Social Worker or School Counselor. Students, parents, and guardians, are encouraged by CMI to report any incidents of bullying that they witness or become aware of. Reports of bullying may be made to the School Wellness Team by completing an [online reporting form](#), a paper form, or calling 202-588-0370.

Reports of bullying by students, parents, and guardians may be made anonymously, but disciplinary action cannot be taken by CMI solely on the basis of an anonymous report, though such a report may trigger an investigation that will provide actionable information. All reports received as part of this process will be transcribed onto a CMI Bullying Incident Report Form.

Investigating Incidents of Bullying

An investigation of an incident will be initiated no more than one day after the School Wellness Team (SWT) receives a report of bullying and will conclude no later than 30 days after the receipt of such a report. As part of the investigation the SWT will interview any involved or relevant parties. Prior to the investigation of an incident, the SWT will take steps to ensure the safety of the alleged victim referenced in a reported bullying incident. These steps will be designed to restore a sense of safety to the victim and to protect them from further incidents if necessary. Examples of such actions may be to establish a staff “safe” mentor, create preferential seating, or to change the alleged bully/bullies’ school schedule when necessary. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the victim from additional incidents of bullying or retaliation.

Once a report of bullying has been received by CMI, the following groups will be notified as needed by the School Wellness Team:

Parents and guardians: CMI will notify the parents or guardians of victims, bullies, and if appropriate, witnesses to an incident of bullying behavior about the nature of the incident and the procedures and steps in place for responding to it.

Law enforcement agencies: If Creative Minds International PCS determines that the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities after approval of the school principal. As part of making this determination the School Wellness Team may wish to consult with either a law enforcement officer or legal counsel with the Director of Student Culture’s guidance.

Notification will be undertaken to ensure that services are provided to victims and bullies and to protect victims from further or sustained victimization. CMI will make every effort to protect the confidentiality of those who report bullying incidents.

The School Wellness Team is charged with making determinations as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident. If the School Counselor

determines that an incident of bullying has occurred, appropriate disciplinary steps will be taken in conjunction with the school administration to prevent the recurrence of an incident and restore the safety of a victim.

Consequences of Bullying and Retaliation

CMI recognizes that for sanctions to be an effective component of a bullying prevention plan, they must be applied consistently, fairly, and equitably. To this end, CMI shall ensure that staff follows these guidelines as closely as possible, while allowing for flexibility to adapt sanctions to individual contexts. Furthermore, to ensure equitability in applying sanctions, measures will be applied on a graduated basis determined by the nature of the offense, the disciplinary history of the student(s) involved, and the age and developmental status of the student(s) involved.

Responses to incidents of bullying are outlined in the student handbook. Potential consequences of bullying include, but are not limited to:

- Change in proximity
- Loss of privileges
- In or Out of School Suspension

To ensure that single incidents of bullying do not become recurring problems, CMI's response to an active incident of bullying will always include the referral of both victim(s) and bully/bullies to the School Counselor for remedial mental health services. CMI does not endorse the use of punitive strategies associated with "zero-tolerance" policies when applying sanctions to an incident of bullying. CMI shall communicate to students these consequences that students can expect for participating in bullying behavior.

Appeals

Parties dissatisfied by the outcome of a bullying investigation may appeal the determination of the School Wellness Team at Creative Minds International PCS. This appeal should be submitted no later than 30 days after the initial determination. Upon receipt of an appeal, the Program Directors in consultation with the Executive Director must conduct a secondary investigation within 30 days of the receipt of an appeal. This 30-day period may be extended by up to an additional 15 days if the Creative Minds International PCS indicates why more time is needed to conduct an investigation.

CMIPCS BULLYING PREVENTION & INTERVENTION INCIDENT REPORTING FORM

1. Name of Reporter/Person Filing the Report: _____

****This line may be left blank if an anonymous report is being made****

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior Reporter (not the target)

3. Check whether you are a: Student Staff member (specify role) _____
 Parent Administrator Other (specify) _____

Your contact information/telephone number: _____

4. If student, state your school: _____ **Grade:** _____

5. If staff member, state your school or work site: _____

6. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

*****FOR ADMINISTRATIVE USE ONLY*****

9. Signature of Person Filing this Report: _____ **Date:** _____

(Note: form can be filled out anonymously)

10: Form Given to: _____ **Position:** _____

Signature: _____ **Date Received:** _____