



SHINING STARS
MONTESSORI ACADEMY
— PUBLIC CHARTER SCHOOL —

Bullying Prevention Policy

School Year 2014-2015

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Executive Summary

On June 22, 2012, the District of Columbia City Council passed the *Youth Bullying Prevention Act of 2012* to address bullying on a comprehensive, citywide level. The Act requires that all District agencies, grantees, and educational institutions that provide services to youth adopt a bullying prevention policy. The law includes any entity who provides services to youth on behalf of, or with funding from, the District of Columbia. The law also creates the Mayor's Task Force on Bullying Prevention, whose role is to assist District agencies in their bullying prevention efforts and in the creation of their prevention policies. The Task Force has compiled a model policy designed around evidence-based best-practices in bullying prevention.

The Bullying Prevention Act requires each youth-serving agency within the District of Columbia to develop and implement a bullying prevention policy that includes nine elements of the law:

- The legal definition of bullying;
- A statement prohibiting bullying;
- A statement that the policy applies to participation in functions sponsored by the agency, educational institution, or grantee;
- The expected code of conduct;
- A list of consequences that can result from an identified incident of bullying;
- A procedure for reporting bullying;
- An investigation procedure that include the name and contact for people charged with investigating bullying;
- An appeal process; and
- A statement that prohibits retaliation for reporting incidents of bullying.

Objectives and Purpose

Shining Stars Montessori Academy Public Charter School (hereafter known as SSMA PCS) recognizes and believes that our school should be emotionally and physically safe and secure for all members of the school community. SSMA PCS promotes good citizenship, social responsibility, respect and a positive environment for its community so that students can be engaged and learn and the teachers can teach effectively. To ensure the rights of all students and groups to have a safe and secure learning environment, SSMA PCS prohibits acts of bullying, harassment and intimidation. These behaviors are contrary to the values and mission of SSMA PCS and interfere with SSMA PCS' ability to educate its students. All administrators, faculty, staff, parents, volunteers, and students are expected to be intolerant of bullying, harassment and intimidation and to demonstrate behavior that is respectful and civil. It is especially important for adults to model positive behaviors in order to provide positive

examples for student behavior. SSMA PCS is establishing this comprehensive bullying prevention policy to protect the dignity and safety of the SSMA PCS community. This policy also describes SSMA PCS' prevention strategies to identify and prevent incidents. SSMA PCS will promptly report and investigate all alleged incidents of bullying, harassment and intimidation and provide appropriate remedies for students who are bullied.

Definitions

SSMA PCS defines bullying or harassment as any gesture or written, verbal, graphic or physical act or conduct, including electronically transmitted acts through the use of internet, cell phone, personal digital assistant (PDA), computer, or wireless handheld device, currently in use or later developed and used by students or adults that:

May be reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic such as: a student's actual or perceived race, color, ethnicity, ancestry, religion, national origin, gender, age, marital status, personal appearance, sex, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, mental, physical or sensory disability or impairment, source of income, status as a victim of an intra-family offense, place or 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.

Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. All such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where an individual's imminent safety or overall well-being may be an issue.

Bullying and harassment is conduct that meets the following criteria:

1. Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm to their person or property or emotional distress;
2. Is directed at one or more students; and
3. Is conveyed through physical, verbal, technological or emotional means causes a substantial detrimental effect on the students' physical or mental health; substantially interferes with the students' (i) academic performance or attendance, (ii) educational opportunities, or (iii) ability to participate in or benefit from SSMA PCS' learning environment or programs.

Prohibition Against Bullying

Acts of bullying, including harassment, intimidation and cyber-bullying, whether by students, volunteers or staff, are prohibited:

1. On SSMA PCS grounds and immediately adjacent property, at SSMA PCS-sponsored or related events on and off SSMA PCS grounds, on any vehicle used for SSMA PCS business, at any transit stop at which youth are transported to SSMA PCS business, or through the use of any electronic devices owned by the SSMA PCS, leased by the SSMA PCS or used for SSMA PCS business; and
2. At any location or function unrelated to the SSMA PCS, through the use of any electronic devices, including those not owned or leased by the SSMA PCS, if the acts of bullying or cyber-bullying (i) create a hostile environment at SSMA PCS, (ii) result in a substantial disruption of the school learning environment for one or more students, or (iii) infringes on one or more students' rights at SSMA PCS.

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

Publication and Contact Information

This policy will be made available on SSMA PCS's website (www.ss-Montessori.org). The policy will be distributed to parents of students in contact with SSMA PCS annually, and SSMA PCS will emphasize that the policy applies to participation in functions sponsored by SSMA PCS.

Additionally, this policy will be included in all publications of agency rules, regulations, and solicitations and agreements for contracts and grants.

THE BULLY PREVENTION TEAM IS PRIMARILY RESPONSIBLE FOR COORDINATING SSMA PCS'S BULLYING PREVENTION EFFORTS. ALL QUESTIONS, COMMENTS AND CONCERNS ABOUT THE BULLYING POLICY AND SSMA PCS PREVENTION EFFORTS SHOULD BE DIRECTED TO THE EXECUTIVE DIRECTOR (CO-CHAIR) OR J. COLEMAN (CO-CHAIR) AT 202-723-1467.

Prevention Leadership

Responsibility for the implementation and execution of this policy is vested with the SSMA PCS' Bullying Prevention Team members [contact numbers for team members are posted on the schools' website] who shall have responsibility for:

1. Ensuring that all staff participate in annual professional development and as-needed, subsequent training activities;

2. Maintaining contact with staff members who implement the curricula the school uses to address bullying with students;
3. Receiving and recording incidents of bullying;
4. Responding to incidents of bullying and addressing the needs of targets, witnesses and perpetrators;
5. Managing the data collaboration and collection process in cooperation with the District citywide prevention coordinator;
6. Coordinating community engagement efforts and;
7. Annually reviewing and updating the policy and any procedures developed as part thereof.

If the Bullying Prevention Team chooses to delegate responsibility for any of these areas, it must be done in consultation with the School's Executive Director. All such decisions will be recorded to ensure that there are clear lines of responsibility for each prevention activity.

Policy Evaluation

SSMA PCS will annually review this policy and update when deemed appropriate after consultation with community stakeholders, continuing research on best practices in bullying prevention, and the agency's data collaboration with the citywide coordinator. Policy changes will be made to rectify gaps identified in the current prevention efforts and to build on successful strategies.

Primary Prevention Strategies

Create Positive School Atmosphere

SSMA PCS believes that standards for student behavior are set through interaction among the students, parents and guardians, staff, and community members of the school, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, parents, and community members.

As part of this commitment to create a positive, respectful and safe environment, SSMA PCS will incorporate bullying prevention messages and efforts into all aspects of its operations that serve students or that support student-serving operations.

Staff will be expected to be committed to creating a positive and respectful environment. Accordingly, SSMA PCS will include, in all employment application interviews, questions about how prospective

employees would support bullying prevention and the creation of a positive SSMA PCS environment at their job.

Community Education

Safe, positive environments are best supported by an active partnership between SSMA PCS and the community. This begins with parents and guardians. Accordingly, SSMA PCS will provide the parents and guardians of young people regular bulletins and annual presentations to educate them on:

1. How parents and guardians can use activities at home to build on the bullying prevention lessons taught at SSMA PCS;
2. The dynamics of bullying and its impact on youth;
3. Information about internet safety and cyber-bullying (current research suggests cyber-bullying is as or more common than physical violence);
4. SSMA PCS' legal and administrative responses to bullying; and

5. Information on parent and guardian relevant sections of SSMA PCS' prevention policy.

Such information will also be made available by SSMA PCS to the community and in particular to SSMA PCS students and community advisory panels. These educational opportunities will be made available annually.

Where possible, SSMA PCS will coordinate education efforts with other District agencies to effect citywide community education and awareness.

Code of Conduct

SSMA PCS expects students and staff to behave in a way that supports SSMA PCS' objective to provide a safe and welcoming environment for students, SSMA PCS staff, and community members. SSMA PCS students and staff are expected to:

1. Treat all members of the SSMA PCS community with respect;
2. Respect the property of SSMA PCS, its staff, and other students connected to SSMA PCS; and
3. Respond appropriately to instructions from SSMA PCS staff.

Since bystander support of bullying and harassment can encourage bullying behaviors, SSMA PCS prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students (i) not to be part of the problem; (ii) not to walk away from these acts when they see them; (iii) to constructively, if safe to do so, attempt to stop the bullying or to find a staff member to do so, (iv) to report them to designated authority; and (v) to reach out in friendship to the target. When bystanders do report bullying or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

Training and Professional Development

Training

SSMA PCS will provide to all personnel whose duties consistently bring them into contact with students by design or incident, training on identifying and responding to bullying on the spot. Staff will also learn to engage with each other and students respectively to build a school-wide atmosphere of respect. These training efforts will be assisted, at SSMA PCS' request, by the Citywide Coordinator. This training will be provided annually and on an as-needed basis to SSMA PCS staff by the opening of the District of Columbia's academic school year immediately following the publication of this policy.

Staff assigned to SSMA PCS' Bullying Prevention Team will receive additional training on how to provide immediate support for targets and bystanders during or after an alleged or actual bullying incident and may obtain District citywide coordinator support to provide this training. This additional training will be provided annually and on an as-needed basis to SSMA PCS staff by the opening of the District academic school year immediately following the publication of this policy.

Staff tasked with carrying out investigations into an incident of bullying as described in "Investigating Incidents of Bullying" will receive additional training on how to carry out these investigations. The Bullying Prevention Team members will have the appropriate background checks needed to ensure that they are allowed to work with children.

Ongoing Professional Development

SSMA PCS recognizes that in addition to training, staff members need ongoing professional development to build the tools and knowledge needed to prevent, identify, and respond to incidents of bullying. Therefore, SSMA PCS will ensure that staff has ongoing access to professional development opportunities that include information on:

1. The specific locations and dynamics of youth and bullying interactions at SSMA PCS
2. Age and developmentally appropriate strategies for identifying and responding constructively to incidents of bullying;
3. Specific populations that may be particularly at-risk in the SSMA PCS environment;

4. Internet safety and cyber-bullying issues.

Data Collection

Data Collaboration

Prior to each academic year, SSMA PCS, in collaboration with the Citywide Coordinator will determine what data will most productively assist SSMA PCS in supporting an effective SSMA PCS-wide bullying prevention policy. Based on this feedback, SSMA PCS and the Citywide Coordinator will determine a set of service and incident metrics to be collected by SSMA PCS. Efforts will be made to ensure consistent metrics and research products across years and to the extent possible, across agencies.

Incident Database

The SSMA PCS will submit to the Citywide Coordinator a dataset of all incident and service measures designated in this policy. This data will not include any identifying information about the perpetrator, target, or witnesses. The SSMA Bullying Prevention Team will be responsible for ensuring the Citywide Coordinator has accurate information on incident and service measures. Given the sensitive nature of information contained in this database, only committee members will have access to individual information in the database.

Incident Measures

SSMA PCS will collect the following pieces of information about reported incidents of bullying:

1. Name(s) of the target, perpetrator, and any witnesses
 - a. Reliable contact information for the target, perpetrator and any witnesses/bystanders.
2. Relevant attributes about the target, perpetrator and any witnesses/bystanders including:
 - a. Any prior incidents involving either the target or perpetrator;
 - b. Connection of the target, perpetrator, and any witnesses to the incident (i.e. are they students, staff, volunteers, etc.).
3. The nature of the bullying incident
 - a. Where the incident occurred;
 - b. What time the incident occurred;
 - c. What type(s) of bullying it was (physical, verbal, cyber, relational, etc.);
 - d. What factors were underlying the incident of bullying (social status, personal appearance, race, sexual orientation, etc.);
 - e. What adult supervision was in place;
 - f. Context of the incident; and

- g. Were there any witnesses/bystanders

SSMA PCS will only attempt to collect this information in so far as it does not jeopardize the safety of the target and witness (es) and allows non-staff reports of bullying to be made anonymously.

Service and Climate Measures

The Bullying Prevention Team will collect the following measures of prevention service provision:

1. Training Measures
 - a. Number of staff who have attended prevention training sessions;
2. Curriculum Measures
 - a. Number of prevention curricula sessions provided to youth
3. SSMA PCS Climate-surveys administered to students and staff desired to measure perceptions of:
 - a. SSMA PCS climate
 - b. Safety at SSMA PCS
 - c. Youth self-reports of bullying

Reporting to the Citywide Coordinator

SSMA PCS will provide a report of bullying prevention and incident metrics to the Citywide Coordinator every six months or with greater or lesser frequency as may be required by the Citywide Coordinator. The SSMA PCS report will include all service and incident measures included in this policy.

SSMA PCS will make a copy of the report prepared for the Mayor by the Citywide Coordinator available online at SSMA PCS' website. Copies of the report will also be made available to the community at SSMA PCS' main office.

SSMA PCS will take every possible measure to ensure the privacy and confidentiality of all parties in an incident. To ensure confidentiality, reports provided to outside agencies will not include identifying information about the parties involved in an incident, and will report data only in the aggregate.

Prevention Goals

At the beginning of the District of Columbia public school academic year, SSMA's' Bullying Prevention Team will update goals for SSMA PCS' prevention efforts. SSMA PCS will set out clear, reasonable goals to be achieved in incident reduction, training, and SSMA PCS climate improvement at the 6 month, one year, and three year marks. Each goal created should have clear data measures being collected to track the SSMA PCS progress toward these goals. These goals will be published as part of SSMA PCS reports to the Citywide Coordinator and the community.

Strategies to Aid in Primary Prevention

SSMA PCS will avoid the use of overly punitive policies such as a “zero-tolerance” environment. Sanctions/consequences are an important part of any bullying prevention plan, but certainty of detection has been shown to be much more important and harsh sanctions deter targets and witnesses from reporting bullying. Our policy will educate youth and set forth expectations for bystanders (see Code of Conduct above); without the intention to punish non-reporting youth witnesses. This policy endeavors to encourage the frequency with which witnesses report bullying.

SSMA PCS recognizes that primary prevention strategies should avoid relying on single instances of prevention as one time assemblies, staff trainings, lessons or community meetings alone are not effective at preventing bullying. For this reason, SSMA PCS intends to create effective policies by integrating bullying prevention efforts into every facet of organizational activity in order to create a positive and safe environment. Finally, SSMA PCS intends to train staff to identify and respond to all forms of bullying behavior.

Managing At-Risk Areas

If a location on SSMA PCS premises is identified by the SSMA PCS’ data collection efforts as being particularly prone to hosting incidents of bullying, the team will take steps to improve the safety and security of that location for SSMA PCS students. These steps will include:

1. Reducing student traffic to these areas by altering schedules or activities;
2. Reducing the number of students of different ages or activity groups in an at-risk area by altering schedules or activities; and
3. Increasing supervision in these areas, and training supervising staff in the identification of bullying behaviors particularly common in that place.

SSMA PCS will take measures to address an at-risk location no more than one month after receiving information on the presence of such an area on SSMA PCS premises.

Tertiary Prevention Strategies

Reporting Incidents of Bullying or Retaliation

SSMA PCS expects all community members, and in particular, staff members and volunteers, to report incidents of bullying or retaliation they witness or are made aware of. Staff members should immediately report all such incidents to the a member of the SSMA PCS’ Bullying Prevention Team, who will create a written report of the bullying incident and include the incident in SSMA PCS reports of bullying incidents to the Citywide Coordinator.

Students, parents, guardians, and community members are encouraged by SSMA PCS to report any incidents of bullying that they witness or become aware of. Reports of bullying may be made to any member of the Bullying Prevention Team, including the Executive Director at 202-723-1467. The team member's names will be listed on the school's website.

Reports of bullying by students, parents, guardians and community members may be made anonymously, but disciplinary action cannot be taken by SSMA PCS solely on the basis of an anonymous report, though such a report may trigger an investigation that will provide actionable information. All oral reports received as part of this process will be transcribed into writing and included in SSMA PCS' bullying database.

SSMA PCS will ensure that there are reporting materials available in English and Spanish and that information about reporting is communicated to students connected to the SSMA PCS in an age appropriate manner. Information on how to report incidents of bullying will also be included as appropriate in SSMA PCS mailings to students and their families. Any of the Bullying Prevention Team members are available to assist in reporting incidents of bullying and can be reached at 202-723-1467.

Reports of bullying received by individuals other than the Bullying Prevention Team members will be transmitted to them (and the member responsible for maintaining the prevention database) within one day of the report receipt or creation by the staff member who reported the initial incident.

Investigating Incidents of Bullying

Prior to the investigation of an incident, the Bullying Prevention Team members will take steps to ensure the safety of the alleged target –and witnesses, if needed - referenced in a reported bullying incident. These steps will be designed to restore a sense of safety to the target and to protect them from further incidents if necessary. Examples of such steps taken include designating a staff member to serve as that alleged target's "safe" person, altering the alleged perpetrator (s) seating or schedule to reduce access to the alleged target or creating a safety plan in consultation with the alleged target. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the target from additional incidents of bullying or retaliation.

Once a report of bullying has been received, the following groups will be notified as needed by Bullying Prevention Team members:

Parents and guardians: SSMA PCS will notify the parents or guardians of targets, perpetrators, 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. A team member will determine if parents or guardians should be informed prior to or after the investigation of an incident.

Law enforcement agencies: If SSMA 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. As part of making this determination, a team member may wish to consult with either a law enforcement officer or legal counsel. SSMA PCS will obtain, if required by law, prior written consent of the parent or guardian before giving the name and contact information of the alleged target, witness and/or perpetrator.

SSMA PCS will notify these groups of incidents of bullying only to the extent allowed by law. Notification will be undertaken solely to ensure that services are provided to targets and perpetrators and to protect targets from further or sustained victimization. To the extent possible, taking into consideration the safety of the students and staff, SSMA PCS will make every effort to protect the confidentiality of those who report bullying incidents.

The Bullying Prevention Team members are responsible for investigating reports of bullying and can be reached at 202-723-1467. An investigation of an incident will be initiated no more than one day after the team 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 team will interview any involved or relevant parties including alleged targets, perpetrators, witnesses, staff, parents or guardians.

The team will provide confidentiality as far as possible to relevant parties as part of the investigation, and inform all relevant parties that retaliation for reporting acts of bullying is prohibited. Written records of the investigation process should be maintained and may be included in the prevention database to generate a more accurate picture of bullying behaviors at the SSMA PCS. Where necessary, provisions will be made to include the advice of legal counsel.

The team is charged with making determinations as to whether a reported incident constitutes a case of bullying. In investigating an incident of bullying, team members will seek to ensure that the reported incident is one of victimization, a sign of bullying, rather than normal day-to-day developmental or social conflict, which does not rise to the level of bullying or harassment. Thus when investigating a reported incident, Bullying Prevention Team members will attempt to determine, through interviewing the students and individuals involved in, or who, witnessed the incident, both the totality of the facts and the circumstances surrounding the incident.

If the team determines that an incident of bullying has occurred, the response steps enumerated in SSMA PCS' tertiary prevention plan to prevent the recurrence of an incident and restore the safety of a targeted individual will be initiated.

If the team determines that additional support is needed to conduct a thorough and equitable investigation they will contact the Citywide Prevention Coordinator.

Consequences and Remedies for Bullying

Consequences

SSMA PCS recognizes that for consequences to be an effective component of a bullying prevention plan, they must be applied consistently, fairly, and equitably. To this end, SSMA PCS 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, such measures will be applied on a graduated basis determined by the nature of the offense, the disciplinary history of the youth involved and the age and developmental status of the individual involved. Responses to incidents of bullying may include, but are not limited to the following consequences and/or remedial measures:

- Graduated consequences as detailed in our Discipline Rubric
- Bans on participating in optional SSMA PCS activities
- Suspension (in-school or out-of-school) from SSMA PCS
- Expulsion from SSMA PCS
- Legal Actions
- Suspension or termination in case of an employee, as set forth in SSMA PCS' employee handbook.

Sanctions will be applied within one day of the determination that an incident of bullying has occurred, unless an appeal of the incident by the perpetrator has been received in that time as described in the Appeals section of this policy. To ensure that single incidents of bullying do not become recurring problems, SSMA PCS will always conduct follow up meetings with targets and perpetrators involved in an incident, in addition to imposing consequences on perpetrators of bullying.

Although SSMA PCS does not endorse the use of punitive strategies associated with “zero-tolerance” policies when applying consequences to an incident of bullying, SSMA PCS recognizes that certain behaviors or repetition of behaviors may be so extreme and aggressive that in order to provide a safe and secure environment, a perpetrator may be suspended or expelled (or terminated in the case of employees).

SSMA PCS plans to communicate to students who attend SSMA PCS, the consequences that they can expect for participating in bullying behavior.

Referral to Services

SSMA PCS' response to an active incident of bullying will always include staff intervention and follow up meetings for both targets and perpetrator(s) (and, in some cases, bystanders/witnesses). If an investigation determines that an individual was involved in an incident of bullying as a perpetrator, target, or witness, the team conducts follow up meetings with each party involved to determine if

further bullying is happening and if additional intervention is needed. The students may be referred for intervention services, on an as-needed basis.

If a referral is made, the team will inform the student's parents or guardian about the services that are available to him/her, if they have not already been informed as part of the investigation and determination process. The team will also explain the reasons they are referring a student, the type of service they are referring the student to and the reason they think that particular service(s) will meet the students' needs.

Services for Perpetrators, Targets and Witnesses

Intervention services to which youth are referred are not designed to be punitive and will not be noted on a youth's SSMA PCS records as such. Intervention services provided to the perpetrator are designed to correct the thinking patterns and inappropriate behaviors that led to the incident, turning a bullying incident into a teachable moment. Intervention services provided to the target and witnesses are designed to restore the students' sense of physical and emotional safety and to empower them to address bullying in a constructive and non-violent manner. Services will be provided to a student no later than one month after an incident of bullying is confirmed by the team.

Rewards for Third Party (Bystander/Witness) Prevention

SSMA PCS encourages third party reporting of bullying and, when safe to do so, constructive intervention in incidents, and recognizes that it may take considerable courage for a student to safely intervene in an act of bullying in a way that does not exacerbate the situation. Therefore, SSMA PCS will recognize and reward students who make a positive contribution to SSMA PCS's climate by intervening, when safe, in an act of bullying. Examples of such rewards include, but are not limited to praise, granting of special or additional privileges at SSMA PCS or rewards. Provided public recognition will not create harm for the student, rewards may be provided in a public forum to serve as a positive example and encourage other students who might be encouraged to intervene in a bullying incident and to further promote a positive agency atmosphere.

Appeals

Parties dissatisfied by the outcome of a bullying investigation may appeal the determination of the Bullying Prevention Team to the Executive Director. This appeal should be submitted no more than 30 days after the initial determination. Upon receipt of an appeal, the Executive Director must begin to conduct a secondary investigation within 30 days of the receipt of an appeal. This time may be extended by up to an additional 15 days if the Executive Director sets forth in writing the reasons why more time is needed to conduct an investigation. Additionally, upon the receipt of an appeal, the Executive Director must inform the party making the submission of their ability to seek additional redress under the Human Rights Act.

BULLYING INCIDENT REPORT

Name _____ of _____ Student:

Grade: _____

Teachers: _____

Details of Incident:

Date: _____

Where _____ it _____ occurred:

Who _____ was _____ involved? _____ :

Were there any witnesses? _____

What happened?

Who was Informed:

Parents:

Teachers:

Administration:

Other:

Follow Up:

Any other relevant information (i.e., number of incidences reported, etc.):

Signed: _____

Date:

SSMA BULLYING INTERVENTION REPORT

Name of Student: _____ Grade: _____

Date of Incident: _____ Time of Incident: _____

Location: _____ Person Reporting: _____

Please check the category on the bullying continuum that best describes the student's infraction:

- | | |
|--|--|
| <input type="checkbox"/> Biting, pinching & scratching
<input type="checkbox"/> Damaging property
<input type="checkbox"/> Excluding & rejecting
<input type="checkbox"/> Ganging up on someone
<input type="checkbox"/> Gesturing
<input type="checkbox"/> Glaring & staring
<input type="checkbox"/> Gossiping
<input type="checkbox"/> Harassing
<input type="checkbox"/> Ignoring others
<input type="checkbox"/> Intimidation
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Laughing & insulting
<input type="checkbox"/> Mobbing
<input type="checkbox"/> Name-calling
<input type="checkbox"/> Pestering & fighting
<input type="checkbox"/> Playing mean tricks
<input type="checkbox"/> Shoving, pushing, tripping
<input type="checkbox"/> Stealing
<input type="checkbox"/> Teasing & taunting
<input type="checkbox"/> Threatening
<input type="checkbox"/> Undermining friends |
|--|--|

Describe the incident:

<u>Interventions:</u>	<u>Date</u>	<u>Initial</u>
Parent contacted	yes no	_____
Student completed writing activity	yes no	_____
Student gave verbal apology	yes no	_____
Student gave verbal promise	yes no	_____
Student talked with privately	yes no	_____
Other: _____		

Further action:

Comments:


BULLYING REPORT for PARENTS

Staff Name: _____ **Grade:** _____ **Date:** _____

Bullying is not accepted in the Shining Stars Montessori Academy Public Charter School, and we will see to it that it comes to an end.

Your child, _____, was spoken to today concerning the bullying behavior(s) checked below.

___ name calling

___ telling lies/false rumors

___ teasing/making fun of others

___ damaging property

___ excluding/leaving out/ignoring

___ threatening/forcing others

___ hitting/kicking

___ gesturing

___ pushing/shoving

___ making racial comments

___ taking money from others

___ making sexual

comments

Teacher Comments: (e.g., where, when did this incident occur?)

Please speak with your child about the inappropriateness of the above behaviors(s), sign below and instruct your child to return this form to his/her classroom teacher tomorrow.

Thanks for your support in helping us eliminate bullying behaviors at Shining Stars Montessori Academy!

Parent/Guardian Signature: _____ **Date:** _____

Parent Comments:

Number of offenses: 1st 2nd 3rd _____



REPORTE DE ABUSO PARA INFORMAR A PADRES DE FAMILIA

Nombre de empleado: _____ Grado: _____ Fecha: _____

El abuso de una persona sobre otra no es admitido bajo ninguna circunstancia Shining Stars Montessori Academy Public Charter School, y vamos encargarnos de ¡erradicarlo!

A su hijo(a), _____, se le llamó la atención el día de hoy, porque cometió el abuso que a continuación se indica.

- rumores _____ poniéndole sobre-nombres a otros _____ mintiendo/levantando falsos
- _____ molestando/hacienda mofa de otros _____ destrucción de propiedad
- _____ excluyendo/ignorando a otros _____ amenazando/forzando a otros
- _____ golpeando/pateando _____ imitando o haciendo gestos a
- _____ empujando _____ haciendo comentarios raciales
- _____ tomando el dinero que no le pertenece _____ haciendo comentarios de tipo sexual

Comentarios del maestro(o): (¿en dónde? ¿cuando ocurrió el incidente?)

Por favor hable con su hijo(a) y explíquese la razón por la cual este tipo de comportamientos son inapropiados; firme esta circular y dígale a su hijo(a) que la devuelva a su maestro(a) titular a la mañana siguiente.

Gracias por colaborar en nuestro esfuerzo por erradicar el abuso Shining Stars Montessori Academia!

Firma padre de familia o acudiente: _____

Fecha: _____

Comentarios de padre de familia:

Número de ofensas: 1^a 2^a 3^a _____



SSMA PCS Bullying Discipline Rubric

Behavior	1 st Time	2 nd Time	3 rd Time
<ul style="list-style-type: none"> • Teasing • Name calling • Staring • Sending mean notes 	Verbal feedback describing appropriate behavior and Verbal rebuke, “this behavior is bullying, we don’t tolerate bullying at this school”.	Verbal feedback; behavior documented on reporting forms; parent called; written response to victim (e.g., apology letter).	Verbal feedback; behavior documented; parent called; logical consequence (student misses school-wide or class activity, missed field trips, etc.). Formal meeting with parents. Possible in-school suspension.
<ul style="list-style-type: none"> • Pushing • Shoving • Harassing • Intimidation 	Same as above.	Same as above.	Same as above AND possible out-of-school suspension for additional offenses.
<ul style="list-style-type: none"> • Kicking • Slapping • Spitting • Destroying property • Taking property 	Same as above AND behavior documented; parent called; written response to target.	Same as above AND logical consequence as outlined above.	Same as above.
<ul style="list-style-type: none"> • Other behaviors considered to be bullying, intimidating or harassing 	The repercussions will be decided at the discretion of the Bullying Prevention Team depending upon the nature of the incident, the number of incidents and other relevant factors.	The repercussions will be decided at the discretion of the Bullying Prevention Team depending upon the nature of the incident, the number of incidents and other relevant factors	The repercussions will be decided at the discretion of the Bullying Prevention Team depending upon the nature of the incident, the number of incidents and other relevant factors.