



Bullying Prevention Policy

- I. Definition of Bullying, Harassment, and Intimidation
 - A. Mundo Verde PCS defines bullying as: Any severe, pervasive, or persistent intentional act or conduct, whether physical, electronic¹ or verbal 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 and:
 1. May be motivated by an actual or a perceived personal characteristic including 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 or 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 (see Appendix A, Youth Bullying Prevention Act of 2012).
 - B. Both acts of bullying and acts of retaliation for reporting bullying are covered by this policy.
 - C. This policy applies to conduct that occurs on school property during typical school day, during extended school day hours, on a school bus, during any activities or events held at Mundo Verde PCS outside of the typical school day and any events or activities sponsored or organized by Mundo Verde PCS that occur beyond school grounds.
 - D. This policy extends to conduct that occurs via electronic communication to the extent that it interferes with a youth's ability to participate in or benefit from

¹ Electronic communication means a communication transmitted by means of an electronic device including a telephone, cellular phone, computer, or pager

- the services, activities or privileges at Mundo Verde PCS
- E. Technology and electronic devices owned or leased by Mundo Verde PCS may not be used by students, volunteers or staff to commit acts of bullying.
- II. Preventing bullying at Mundo Verde PCS
- A. Bullying, harassment, or intimidation are serious and will not be tolerated at Mundo Verde.
- B. As stated in the 2016-2017 Family Handbook, all students have the right:
1. To be shown respect,
 2. To be heard,
 3. To be taught by a caring and competent teacher, to disagree with others, and
 4. To experience the joy of learning.
- C. Also stated in the 2016-2017 Family Handbook, all students are expected to fulfill the following responsibilities:
1. To show respect to others in word and deed,
 2. To speak at appropriate times, in an appropriate manner, and to listen patiently to others,
 3. To be prompt and prepared each day,
 4. To resolve all conflicts peacefully and quickly, and
 5. To strive for excellence and to persevere in the face of challenges.
- III. Prevention Leadership
- A. The Restorative Practices Coordinator at Mundo Verde PCS is responsible for:
1. Responding to reports of bullying made by students, staff or volunteers,
 2. Enforcing the discipline procedures specified in the Student Code of Conduct, outlined in the SY 2016-2017 Family Handbook,
 3. Providing training on bullying prevention to all employees and volunteers who have significant contact with students,
 4. Annually overseeing the publicization of this policy to students, staff, volunteers, families and other stakeholders.
- B. The Restorative Practices Coordinator during the SY 2016-2017 is Daphne Johnson (djohnson@mundoverdepcs.org).
- IV. Reporting Acts of Bullying
- A. [Students, staff, volunteers, family members of students and other stakeholders are expected to report acts of bullying using Mundo Verde PCS's Bullying, Harassment and Intimidation Reporting Form \(see Appendix B, Bullying, Harassment and Intimidation Reporting Forms\) .](#)
- B. Students may also use a simplified version of this form to report concerns about any incidents of bullying they may have witnessed (see Appendix C, Mundo Verde Bilingual PCS Concern Form).
- C. The forms are available in multiple locations around the school building, or can be printed from a shared website.
- D. The forms are available in both English and Spanish.
- E. The forms may be completed anonymously (though no formal response will be taken solely on the basis of an anonymous report).
- F. The form will be received by the The Restorative Practices Coordinator , who will initiate an investigation.
- V. Responses to Acts of Bullying

A. Consequences for students:

1. Expectations for student behavior and a list of consequences for committing acts of bullying or retaliation for reporting bullying are specified in the Student Code of Conduct, in the SY 2016-2017 Family Handbook (see Appendix D, Student Code of Conduct).
2. In addition to the consequences for Tier 4 offenses described in the Student Code of Conduct, school teachers and administrators may employ the following consequences for perpetrators of bullying in response to acts of bullying or retaliation for reporting acts of bullying. These consequences may be applied differently for each unique situation, and should be applied as appropriate for the nature of the incident, developmental age of the student and any history of problem behavior the student may have.
 - a) A meeting between the school administrator, student and the student's family members to explain that the child's conduct is considered bullying,
 - b) The establishment of a behavior contract with cooperation from the student's family,
 - c) Peer mediation,
 - d) Social skills classes,
 - e) Out-of-school suspension
 - (1) Out of school suspension should be limited to students in grades 2 or above, when other interventions and consequences have not been effective,
 - f) Referral for mental health services.
3. Consequences should be selected intentionally to appropriately correct the bullying behavior, prevent another occurrence of bullying or retaliation and protect the target of bullying.

B. Investigation:

1. Upon receiving reports of bullying, the The Restorative Practices Coordinator will investigate using this process (See Appendix E, Incident Investigation Form):
 - a) Notify family of investigation
 - b) Interview the victim
 - c) Interview relevant staff
 - d) Interview accused
 - e) Interview named witnesses
 - f) Based on findings, take corrective action
 - g) Notify families impacted

VI. Appeals Process

A. Mundo Verde PCS's grievance process for employees, students, parents and visitors is outlined in the SY 2016-2017 Family Handbook (see Appendix F, Grievance Process).

1. Persons impacted by an investigation of bullying, including the student accused of bullying, the target of bullying, or anyone who is not satisfied with the outcome of the initial investigation, may appeal the action taken to any other member of the school administration (Principal, Executive Director) by outlining grievance

- a) New information
 - b) Concerns about investigation process
 - c) Other.
2. This appeal must be made within 30 days of the conclusion of the initial investigation.
 3. Different staff person will conduct another round of interviews
 4. Administrator will oversee new investigation process within 30 days of the first investigation. This may be extended by up to 15 if circumstances require additional time to complete a thorough investigation and the administrator enumerates reasons for doing so.
 5. Administrator will deliver findings to family with resolution to grievance.
 6. Those who file an appeal shall be informed of the right to seek further redress under the Human Rights Act.

VII. Data Collection

- A. Mundo Verde PCS records all disciplinary incidents and responses to such incidents, including acts of bullying, in a student information system. This enables Mundo Verde PCS to report aggregated data to relevant oversight agencies upon request.