

## **Yu Ying Bullying Policy (Prevention, Sanctions and Remedies).**

A key responsibility of Washington Yu Ying PCS is to provide services in a respectful and positive environment. Acts of bullying, harassment and intimidation are an attack on core Washington Yu Ying PCS values. Thus, to facilitate our mission, Washington Yu Ying PCS's, in consultation with youth, families and staff, has established this comprehensive bullying prevention policy. This policy protects the dignity and safety of the Washington Yu Ying PCS community and describes Washington Yu Ying PCS's prevention strategies to identify and prevent incidents. Washington Yu Ying PCS will promptly investigate all incidents of suspected bullying, harassment and intimidation and provide appropriate preventative measures as well as intervention strategies if deemed necessary as per this bullying prevention policy.

This policy serves as Washington Yu Ying PCS's bullying prevention plan.

## **Definitions**

Washington Yu Ying PCS defines bullying as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. May be based on a person's (any member of the Yu Ying community including students, staff, parents, stakeholders,) 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 or residence or business, or any other distinguishing characteristic, or on a person's association with another person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:
  1. Place the person in reasonable fear of physical harm to their person or property;
  2. Cause a substantial detrimental effect on the person's physical or mental health;
  3. Substantially interfere with a student's academic performance or attendance; or
  4. Substantially interfere with the person's ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.

## **Prohibition against Bullying**

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

Washington Yu Ying PCS's school counselor is responsible for coordinating Washington Yu Ying PCS's bullying prevention efforts. All questions, comments and concerns about the bullying policy and Washington Yu Ying PCS prevention efforts should be able to be directed to the school counselor Ms. Tynill Jones at [tjones@Washingtonyuyingpcs.org](mailto:tjones@Washingtonyuyingpcs.org).

## Prevention Leadership

Responsibility for the implementation and execution of this policy is vested with the school counselor and Assistant Principal who shall have responsibility for:

1. Planning and organizing the prevention plan's professional development activities
2. Designing or choosing and implementing the programming and curricula the agency uses to address bullying;
3. Receiving and recording incidents of bullying;
4. Responding to incidents of bullying and addressing the needs of victims and bullies;
5. Managing the data collaboration and collection process in cooperation with the District citywide prevention coordinator;
6. Coordinating community engagement efforts and;
7. Regularly reviewing and updating the policy and any procedures developed as part of it.

If the Assistant Principal chooses to delegate responsibility for any of these areas, it must be done in consultation with Washington Yu Ying PCS's Head of School. All such decisions will be recorded to ensure that there are clear lines of responsibility for each prevention activity.

## Policy Evaluation

Washington Yu Ying PCS will annually review and update this policy with new prevention strategies if applicable based on continuing research on best practices in bullying prevention. Policy changes will be made to rectify gaps identified in the current prevention effort and to build on successful strategies.

## Primary Prevention Strategies

### Create Positive Agency Atmosphere

Washington Yu Ying PCS will establish a culture of respect and safety. As part of this commitment, Washington Yu Ying PCS will incorporate bullying prevention messages and efforts into all aspects of its operation via our IB World School curriculum framework and the positive behavioral support approach model, Prevent Act Resolve (PAR), detailed in Section 4 of the Washington Yu Ying Family Handbook. Washington Yu Ying also utilizes the Communicate Action Report Embrace (CARE) problem solving model to encourage positive interactions between peers as well a mechanism through which students can report incidents of suspected bullying.

Staff must be committed to creating a positive and respectful environment. Accordingly, Washington Yu Ying PCS will include, in all employment application interviews, questions about how prospective employees would support bullying prevention and the creation of a positive Washington Yu Ying PCS environment at their job.

### Community Education

Safe, positive environments are best supported by an active partnership between Washington Yu Ying PCS and the community. This begins with parents and guardians. Accordingly, Washington Yu Ying PCS will provide the parents and guardians of young people with resources such as:

1. How parents and guardians can use activities at home to build on the bullying prevention lessons taught at Washington Yu Ying PCS;
2. The dynamics of bullying and its impact on youth;
3. Information about internet safety and cyberbullying;
4. Washington Yu Ying PCS's legal and administrative responses to bullying;
5. Information on parent and guardian relevant sections of Washington Yu Ying PCS's prevention policy.

Such information will also be made available by Washington Yu Ying PCS to the community, and in particular to Washington Yu Ying PCS youth. Where possible Washington Yu Ying PCS will coordinate education efforts with other District agencies to effect citywide community education and awareness.

## **Code of Conduct**

Washington Yu Ying PCS expects youth to behave in a way that supports Washington Yu Ying PCS's objective to provide a safe and welcoming environment for other youth, Washington Yu Ying PCS staff, parents and community members. Youth who are part of the Washington Yu Ying PCS community are expected to:

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

## **Training and Professional Development**

### **Training**

Washington Yu Ying PCS will provide to all personnel whose duties consistently bring them into contact with youth by design or incident, training on Washington Yu Ying PCS's bullying prevention policies, as well as the procedures for responding to and reporting an incident of bullying. Staff will also learn to engage with each other and youth reflectively to build an agency-wide atmosphere of respect. These training efforts will be assisted, at Washington Yu Ying PCS request, by the citywide coordinator. This training will be provided regularly to Washington Yu Ying PCS staff by the opening of the District academic school year immediately following the publication of this policy.

Staff assigned to Washington Yu Ying PCS's bullying prevention team will receive additional training on how to provide immediate support for victims and witnesses during or after an incident and may obtain District citywide coordinator support to provide this training. This additional training will be provided regularly to Washington Yu Ying 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 Assistant Principal will have the appropriate background checks needed to ensure they are allowed to work with children.

### **Ongoing Professional Development**

Washington Yu Ying PCS recognizes that in addition to training, staff members require ongoing professional development to build the tools and knowledge needed to prevent, identify, and respond to incidents of bullying. Therefore, Washington Yu Ying 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 Washington Yu Ying PCS;
2. Age and developmentally appropriate strategies for identifying, preventing, and responding constructively to incidents of bullying;
3. Specific populations that may be particularly at-risk in the Washington Yu Ying PCS environment;
4. Internet safety and cyberbullying issues;
5. The components and delivery of the agency’s prevention curriculum.

## **Curriculum**

As an IB World School, a key element of Washington Yu Ying’s curriculum framework is the development of our Approaches To Learning and Teaching (ATL, ATT) within daily lessons. Approaches to Learning refer to those skills that students develop when they learn and think effectively, and how to process information and manage their emotions. The ultimate intentions of approaches to learning is to develop self regulated (self managed, self directed, independent) learners through skills based, process focused teaching. These approaches facilitate a dynamic learning atmosphere with the students taking on responsibility for the learning and teachers explicitly teaching and helping students apply learning skills that relate to communication (communication skills including: being assertive, being respectful, negotiating and compromising); social skills (friendship and collaboration skills including: cooperation, including others, joining in with others, accepting responsibility, respecting others, resolving conflict, group decisionmaking, adopting a variety of group roles); self-management (self-regulation skills including: controlling impulses, focusing, sustaining and shifting attention, listening to and remembering information); empathy training and emotion management (including recognizing and identifying one’s own feelings, learning strategies for calming down strong emotions, managing stress/anxiety) and other skills including: gross motor skills, fine motor skills, spatial awareness, organization, time management, safety, healthy lifestyle, codes of behavior, and making informed choices. Within each unit of inquiry, teachers select the skills that will be

taught and applied. This approach allows for students to develop these skills throughout each day and as a part of their content learning. In addition to incorporating the ATL into our daily curriculum, the students work to develop the character traits of the Learner Profile and the Attitudes.

The IB Learner Profile and the Attitudes traits include; Risk-taker, Knowledgeable, Principled, Inquirer, communicator (communications including: listening, speaking, reading, writing, viewing, presenting, nonverbal communication); thinker (acquisition of knowledge, comprehension, application, analysis, synthesis, evaluation, and dialectical thought, metacognition); caring and open-minded (perspective-taking including: appreciating similarities and differences, recognizing and identifying feelings of others, understanding that feelings can change and are complex); reflective (problem-solving including: learning a process for solving problems; goal setting); appreciation, commitment, confidence, cooperation, creativity, curiosity, empathy, enthusiasm, independence, integrity, respect, tolerance.

The OSSE Health Education Standards will align with the IB PYP curriculum framework. A wide variety of resources, including the District citywide coordinator may be utilized to support the explicit teaching of lessons within each unit of inquiry for the IB Approaches to Learning and the Learner Profile and Attitudes.

Development and integration of these lessons into Washington Yu Ying PCS's IB curriculum framework will be completed by the opening of the District academic school year after the adoption of this policy.

## **Data Collection**

### **Data Collaboration**

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

### **Incident Database**

Washington Yu Ying 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 bully, victim, or witnesses. The Assistant Principal 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 the Assistant Principal will have access to individualizing information in the database.

### **Incident Measures**

Washington Yu Ying PCS will collect the following pieces of information about reported incidents of bullying:

1. Name(s) of the victim(s), bully(ies), and any witnesses
  1. Reliable contact information for the victim(s), bully(ies) and any witnesses
2. Relevant attributes about the victim(s), bully(ies) and any witnesses including:
  1. Any prior incidents involving either the victim(s) or bully(ies)
  2. Connection of the victim(s), bully(ies), and any witnesses to the incident (i.e. are they students, staff, volunteers, parents, etc.)
3. The nature of the bullying incident
  1. Where the incident took place
  2. What time the incident took place
  3. What type(s) of bullying it was (physical, verbal, cyber, relational, etc.?)
  4. What factors drove the incident of bullying (social status, personal appearance, race, sexual orientation, etc.)
  5. What adult supervision was in place
  6. Context of the incident

This is not an exhaustive list, and depending on the situation, more information might need to be collected/investigated. Washington Yu Ying PCS will only attempt to collect this information insofar as it does not jeopardize the safety of the victim(s), bully(ies) and witness(es) and allows non-staff reports of bullying to be made anonymously.

## Secondary Prevention Strategies

### Identifying At-Risk Groups

All staff at Washington Yu Ying PCS will actively seek out youth who are at risk of being victims or bullies to proactively remedy incidents of bullying before they occur. In determining whether a youth is at risk of being a victim of aggression, staff will consider the following risk factors:

1. Individual factors
  - a. Cautious, sensitive, insecure personality
  - b. Difficulty asserting themselves among peers
  - c. Physical weakness, particularly in boys
2. Parental factors
  - a. Possible over-protective parents
3. Peer risk factors
  - a. Lack of close friends.

Risk factors for being a bully in an incident include:

1. Individual factors

- a. Impulsive, hot-headed, dominant personality lacking empathy
- b. Difficulty conforming to rules and low frustration tolerance
- c. Positive attitudes toward violence
- d. Gradually decreasing interest in school or academic achievement
- 2. Parental factors
  - a. Lack of parental warmth and involvement
  - b. Overly-permissive or excessively harsh discipline/physical punishment by parents
  - c. Lack of parental supervision
- 3. Peer risk factors
  - a. Friends/peers with positive attitudes towards violence
  - b. Exposure to models of bullying

## Tertiary Prevention Strategies

### Reporting Incidents of Bullying or Retaliation

Washington Yu Ying PCS expects all staff members and volunteers to report suspected incidents of bullying or retaliation they witness or are made aware of. Staff members should immediately report all such suspected incidents to the Assistant Principal or School Counselor who will create a written report of a suspected bullying incident and include the incident in Washington Yu Ying PCS reports of bullying incidents to the citywide coordinator.

Youth, parents, guardians, and community members are encouraged by Washington Yu Ying PCS to report any suspected incidents of bullying that they witness or become aware of. Reports of suspected bullying may be made to [tjones@washingtoneyu.org](mailto:tjones@washingtoneyu.org) or [hilda@washingtoneyu.org](mailto:hilda@washingtoneyu.org).

Reports of suspected bullying by youth, parents, guardians and community members may be made anonymously, but disciplinary action cannot be taken by Washington Yu Ying 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 Washington Yu Ying PCS's bullying database.

Washington Yu Ying PCS will ensure that there are reporting materials available in a wide variety of languages and that information about reporting is communicated to youth connected to Washington Yu Ying PCS in an age appropriate manner. Information on how to report incidents of suspected bullying will also be included as appropriate in Washington Yu Ying PCS mailings to youth and their families. The Assistant Principal or School Counselor is available to assist in reporting incidents of suspected bullying and can be reached at 202-635-1950.

Reports of suspected bullying not received by the Assistant Principal will be transmitted to them and the Assistant Principal within one day of their receipt or creation by the staff member who

reported the initial incident.

## Investigating Incidents of Bullying

Prior to the investigation of an incident, the school counselor or Assistant Principal 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 steps taken include designating a staff member to serve as that alleged victim's "safe" person, altering the alleged bully/bullies' seating or schedule to reduce access to the alleged victim or creating a safety plan in consultation with the alleged victim. 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 an agency, the following groups will be notified as needed by the Assistant Principal, so long as, in the absence of legal imperative, the parent or guardian's written consent is obtained prior to notification.

Parents and guardians: Washington Yu Ying PCS 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. The Assistant Principal will determine if parents or guardians should be informed prior to or after the investigation of an incident.

Schools: Washington Yu Ying PCS will notify the schools of all victims and bullies in an incident of bullying to ensure that youth are not victimized across agencies and that comprehensive service and protection can be provided to bullies and victims.

Law enforcement agencies: If Washington Yu Ying 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 the Assistant Principal may wish to consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.

Washington Yu Ying 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 victims and bullies and to protect victims from further or sustained victimization. Washington Yu Ying PCS will make every effort to protect the confidentiality of those who report bullying incidents.

The Assistant Principal is responsible for investigating reports of bullying and can be reached at [hilda@washingtoneyu.org](mailto:hilda@washingtoneyu.org). An investigation of an incident will be initiated no more than one day after the Assistant Principal 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 Assistant Principal will

interview any involved or relevant parties including alleged victims, bullies, witnesses, staff, parents or guardians.

The Assistant Principal 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 Washington Yu Ying PCS. Where necessary, provisions will be made to include the advice of legal counsel.

In investigating an incident of bullying, the Assistant Principal will seek to ensure that the reported incident is one of victimization, a sign of bullying, rather than of conflict. Thus when investigating a reported incident the Assistant Principal will attempt to determine, through interviewing the victim, what mechanisms the victim had and has access to for halting the incident that occurred, and preventing future such instances. If the victim reports a few or no mechanisms for ending the incident or constructively dealing with future instances, that information will serve as compelling, though not conclusive evidence that the reported incident was an incident of bullying.

The Assistant Principal 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 Assistant Principal determines that an incident of bullying has occurred, they should take the response steps enumerated in Washington Yu Ying PCS's tertiary prevention plan to prevent the recurrence of an incident and restore the safety of a victim.

If the Assistant Principal determines that additional support is needed to conduct a thorough and equitable investigation they will contact the citywide prevention coordinator.

## **Sanctions and Remedies for Bullying**

### **Sanctions**

Washington Yu Ying PCS 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, Washington Yu Ying PCS shall ensure that staff follow 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 youth involved, and the age and developmental status of the youth involved. Responses to incidents of bullying may include, but are not limited to:

- Reprimand

- Deprivation of Washington Yu Ying PCS privileges
- Bans on participating in optional Washington Yu Ying PCS activities
- Ban or suspension from Washington Yu Ying PCS facilities

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 bully 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, Washington Yu Ying PCS will always refer victims and bullies involved in an incident to services in addition to imposing sanctions on bullies.

Washington Yu Ying PCS does not endorse the use of punitive strategies associated with “zero-tolerance” policies when applying sanctions to an incident of bullying.

Washington Yu Ying PCS shall communicate to youth in contact with Washington Yu Ying PCS, the consequences that youth can expect for participating in bullying behavior.

### **Referral to Services**

Washington Yu Ying PCS response to an active incident of bullying will always include the referral of both victim(s) and bully/bullies to remedial services. If an investigation determines that a youth was involved in an incident of bullying as a bully, victim, or witness the Assistant Principal will refer them to the appropriate services.

At the time of a referral the Assistant Principal will inform the youth’s parents or guardian about referring the youth to services with the youth’s assent if they have not already been informed as part of the investigation and determination process. The Assistant Principal will also explain the reasons they are referring a youth, the type of service they are referring the youth to and the reason they think that particular service(s) will meet the youth’s needs. Resources will be given directly to the youth. If outside agencies are contacted, the youth’s and/or parent or guardian’s written consent must first be obtained. If parents or guardians do not consent to contact outside services then such services will only be applied to bullies in conjunction with any sanctions applied.

### **Services for Bullies, Victims and Witnesses**

Remedial services to which youth are referred are not designed to be punitive and will never be noted on a youth’s Washington Yu Ying PCS records as such.

Remedial services provided to the bully are designed to correct the thinking patterns, behaviors, and skill deficiencies that led to the incident, turning a bullying incident into a teachable moment.

Remedial services provided to the victim and witnesses are designed to restore youths’ sense of safety and to empower them to address bullying incidents in a constructive and non-violent manner.

Remedial services are designed to help youth build the skills to participate safely and constructively in Washington Yu Ying PCS and will be tailored to youth based on: life skill competencies and deficiencies, extracurricular and academic strengths and weaknesses, available peer and home support networks, mental and behavioral health concerns, and personal traits. Services will be provided to youth no later than one month after an incident of bullying is confirmed by the Assistant Principal.

## Appeals

Parties dissatisfied by the outcome of a bullying investigation may appeal the determination of the Assistant Principal to the Washington Yu Ying PCS Head of School. This appeal should be submitted no later than 30 days after the initial determination. Upon receipt of an appeal, the Washington Yu Ying PCS Head of School must conduct a secondary investigation within 30 days of the receipt of an appeal. This 30 days may be extended by up to an additional 15 days if the Washington Yu Ying PCS Head of School sets forth in writing the reasons why more time is needed to conduct an investigation. Additionally, upon the receipt of an appeal, the Washington Yu Ying PCS Head of School must inform the party making the submission of their ability to seek additional redress under the DC Human Rights Act.

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[1] From “Jones, Lisa, Mia Doces, Susan Swearer, and Anne Collier. *Implementing Bullying Prevention Programs in Schools: A How-To Guide*. Born This Way Foundation & the Berkman Center for Internet & Society, 2012.”