

About Bullying, Harassment, or Intimidation

The Howard County Public School System (HCPSS) is committed to providing a safe, inspiring, engaging, and supportive environment for all students. Preventing bullying is an important part of this goal. Our schools provide a variety of initiatives to teach students, families and staff about bullying prevention.

Many times the question comes up from parents and staff alike about the differences between actual bullying behavior and normal peer conflict and harassment. Here is some information that may be helpful as we work together to create school environments where bullying behaviors are not accepted by students and staff.

Bullying – Includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose repeatedly.

Peer Conflict – Is not bullying when two kids with no perceived power imbalance fight, have an argument, or disagree. Conflict resolution or peer mediation may be appropriate for these situations however they are not appropriate for cases of bullying behavior.

Harassment – Although bullying and harassment sometimes overlap, not all bullying is harassment and not all harassment is bullying. Under federal civil rights laws, harassment is unwelcome conduct based on a protected class (race, national origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. (www.stopbullying.gov)

If you believe your child is being bullied, please refer to the Student/Parent Handbook available on the [HCPSS website](#) or at your child's school. In addition, please be sure to complete a Bullying, Harassment or Intimidation (BHI) Reporting Form in [paper format](#) or through the [HCPSS Family Portal](#) – described later in this document. By working together, we can prevent bullying behaviors.

In accordance with HCPSS Policy 1060, Bullying, Cyberbullying, Harassment or Intimidation, reports will be investigated within two school days after receipt. If you are reporting an emergency please get in touch with the authorities or dial 911.

Normal Peer Conflict	Bullying/Harassment
Peers have equal power or friends with each other	Imbalance of power between peers; not friends
Conflict happens occasionally or rarely	Repeated negative actions that happens often
May be accidental	Purposefully done
May not be serious; no threat of harm	Serious with threat of physical or emotional harm
Equal emotional reaction from both peers	Strong emotional reaction from victim and little or no emotional reaction from bully
Not seeking power or attention and not trying to gain something	Seeking power, control, or material things
General remorse – will want to take responsibility	No remorse – bully blames victim; no guilt from bully
Effort on both sides to solve the problem	No effort to solve the problem

Create a Bullying, Harassment, or Intimidation Report through the HCPSS Family Portal

The HCPSS Family Portal provides the ability to complete and submit a Bullying, Harassment, or Intimidation (BIH) Reporting Form.

NOTE: You must have a valid user name and password to access the HCPSS Family Portal. If you do not know your username and password, please contact your child's school.

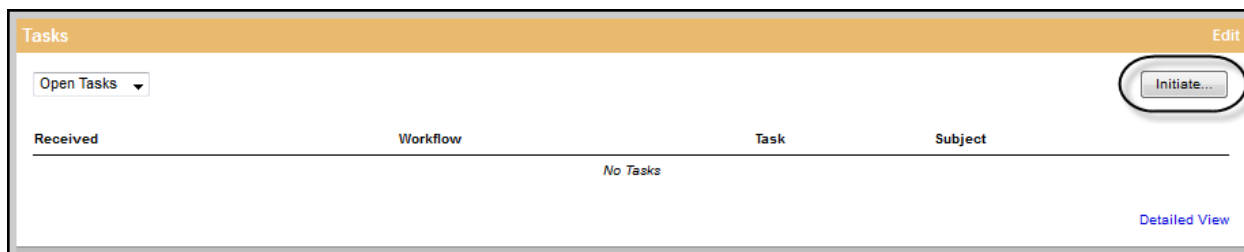
1. Launch your Internet browser, e.g., Firefox, Internet Explorer, or Safari.

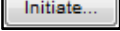
NOTE: Make sure your browser is set to allow for pop-up windows.

2. In your browser's Address Bar, type <https://fp.hcpss.org>

TIMESAVER: You may want to bookmark this page as a favorite for future use. For security reasons, do not have the browser remember your username and password.




3. In the **Login ID** field, enter your username.
4. In the **Password** field, enter your password.
5. Click **Log On**. The Aspen Home page appears.
6. Observe the **Tasks** pane on the right. This is where you will begin the Bullying, Harassment, or Intimidation Report.




7. In the **Tasks** pane, click the **Initiate...** button . The **Initiate Workflow: Workflow Selection – Step 1 of 3** dialog box displays.

NOTE: Step 1 of 3 is where you select the appropriate workflow.


8. **Complete Step 1 of 3:**

- A. **Workflow:** From the drop-down menu, select **Portal Bullying Report**. This field is required.
- B. **Date:** This is the reporting date. This field defaults to the current date. To change the date, click the **Calendar** icon  and select the desired date.
- C. **School:** Click the lookup icon  and select the school for which you are reporting. This field is required.
- D. In the lower left corner of the dialog box, click the **Next** button . The **Initiate Workflow: Details – Step 2 of 3** dialog box displays.

 **NOTE:** Step 2 of 3 is the Bullying, Harassment, or Intimidation Report to be completed. There is a great deal of information in this window. You can scroll the window to see content and/or resize the window.

Initiate Workflow: Details **Step 2 of 3**

Portal Bullying Report Details for Atholton High School

Reporting Date * 

Reporter Name *

Reporter Phone

Reporter Email


Reporter Type *


Enter the victim(s) information


Name	Age	Is a Student
No matching records		



Enter the offender(s) information

Name	Age	Is a Student
No matching records		


Incident Date 1 * 

Incident Date 2 



Incident Date 3 

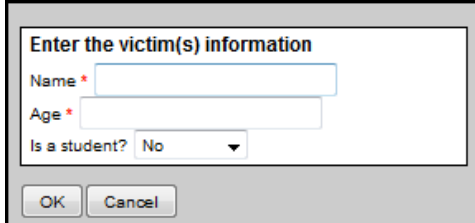
Where did the bullying occur? *  

9. **Complete Step 2 of 3:**



- A. **Reporting Date:** Click the **Calendar** icon  and select the reporting date. This field is required.
- B. **Reporting Name:** Enter the name of the person reporting the incident. This field is required.
- C. **Reporting Phone:** Enter the phone number of the person reporting the incident.
- D. **Reporting Email:** Enter the email address of the person reporting the incident.
- E. **Reporter Type:** From the drop-down menu, select type of person reporting. This field is required.

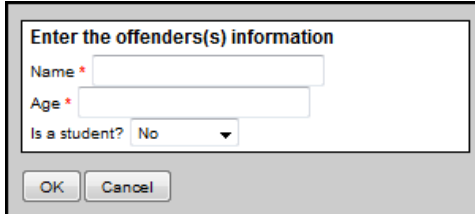
F. Enter the victim(s) information:

- 1. Click the **Add** button .
- 2. In the **Name** field, enter the victim's name.
- 3. In the **Age** field, enter the victim's age.
- 4. From the **Is a Student** drop-down list, select Yes, No or Unknown.
- 5. Click the **OK** button .
- 6. Repeat these steps to report additional victims.








G. Enter the offender(s) information:

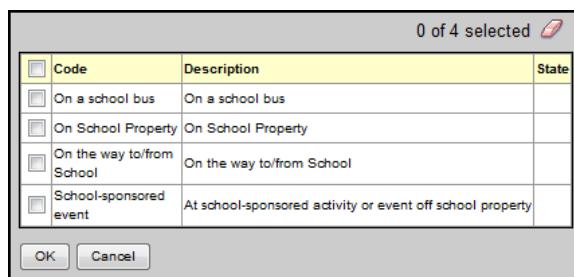
- 1. Click the **Add** button .
- 2. In the **Name** field, enter the offender's name.
- 3. In the **Age** field, enter the offender's age.
- 4. From the **Is a Student** drop-down list, select Yes, No or Unknown.
- 5. Click the **OK** button .
- 6. Repeat these steps to report additional offenders.





H. Enter Incident information:

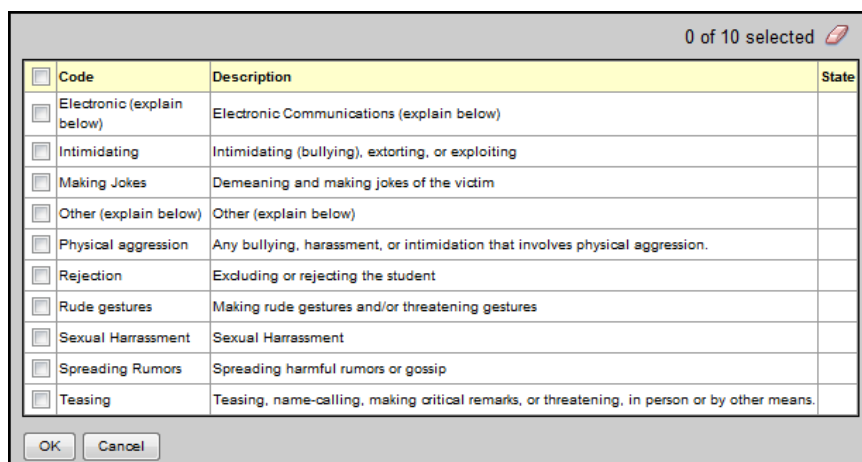
- 1. **Incident Date 1:** This field is a required field. Click the **Calendar** icon  and select the date of the incident.
- 2. **Incident Date 2:** Click the **Calendar** icon  and select a second date of the incident if appropriate.
- 3. **Incident Date 3:** Click the **Calendar** icon  and select a second date of the incident if appropriate.

4. **Where did the bullying occur?:** This field is a required field. Click the lookup icon  and select the location where the incident took place. You can select more than one location. This field is required. Click the **OK** button  to close the dialog box.




Code	Description	State
<input type="checkbox"/>	On a school bus	On a school bus
<input type="checkbox"/>	On School Property	On School Property
<input type="checkbox"/>	On the way to/from School	On the way to/from School
<input type="checkbox"/>	School-sponsored event	At school-sponsored activity or event off school property

5. **Description of the incident:** This field is a required field. Click the lookup icon  and select the best description as to what took place. You can select more than one description. This field is required. Click the **OK** button  to close the dialog box.




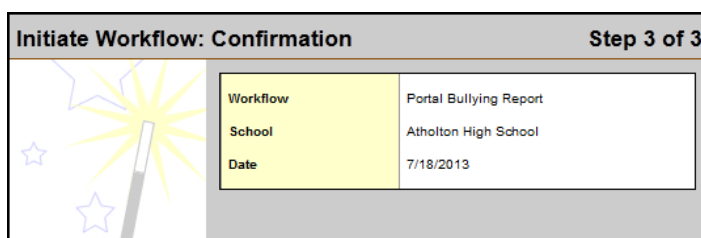
Code	Description	State
<input type="checkbox"/>	Electronic (explain below)	Electronic Communications (explain below)
<input type="checkbox"/>	Intimidating	Intimidating (bullying), extorting, or exploiting
<input type="checkbox"/>	Making Jokes	Demeaning and making jokes of the victim
<input type="checkbox"/>	Other (explain below)	Other (explain below)
<input type="checkbox"/>	Physical aggression	Any bullying, harassment, or intimidation that involves physical aggression.
<input type="checkbox"/>	Rejection	Excluding or rejecting the student
<input type="checkbox"/>	Rude gestures	Making rude gestures and/or threatening gestures
<input type="checkbox"/>	Sexual Harrassment	Sexual Harrassment
<input type="checkbox"/>	Spreading Rumors	Spreading harmful rumors or gossip
<input type="checkbox"/>	Teasing	Teasing, name-calling, making critical remarks, or threatening, in person or by other means.


6. **What did the alleged offender(s) say or do?:** This field is a required field. Enter a detailed description of what was said or done by the offender.
7. **What is the alleged motive?:** This field is a required field. Enter a possible reason for why the incident took place.
8. **Did a physical injury result from this incident?:** This field is a required field. From the drop-down menu, select the appropriate response if the victim sustained a physical injury.
9. **Permanent injury resulted from this incident:** This field is a required field. From the drop-down menu, select the appropriate response if the victim sustained a permanent injury.
10. **Victim was absent as a result of this incident:** This field is a required field. From the drop-down menu, select the appropriate response.
11. **Days absent as result of incident:** This field is a required field. Enter the total number of days the victim missed from school because of the incident.

12. **Psychological injury result from this incident?:** This field is a required field. From the drop-down menu, select the appropriate response if the victim sustained a psychological injury.
13. **Any additional Information?:** Enter any extra information about the incident that you wish to provide.
14. In the lower left corner of the dialog box, click the **Next** button . The Initiate Workflow: Confirmation - Step 3 of 3 dialog box displays.

10. **Complete Step 3 of 3:**

In the lower right corner of the dialog box, click the **Finish** button  to finalize your report. The Bullying, Harassment, or Intimidation (BIH) Reporting Form has been created and appears as an open task in the Tasks pane.



 **NOTE:** At this point, the report has been created but has not yet been submitted to the school for review.

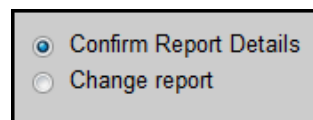
Submit the Bullying, Harassment, or Intimidation Report


Once the Bullying, Harassment, or Intimidation (BIH) Reporting Form has been created, you must confirm the report and submit it to the school for review.

1. In the **Tasks** pane, click the **Confirm Report Details** link. The **Portal Bullying Report: Confirm Report Details – Step 1 of 2** dialog box displays.



2. Review the report.
3. If the report is accurate, select **Confirm Report Details** in the lower left corner of the dialog box. The **Portal Bullying Report: Confirm Report Details – Step 2 of 2** dialog box displays.



4. Click the **Finish** button  to submit the report. The Bullying, Harassment, or Intimidation (BIH) Reporting Form has been submitted to the school for review and no longer appears as an open task in the Tasks pane.