



MILWAUKEE COLLEGE PREP

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Bullying Policy

Milwaukee College Prep is unwavering in its commitment to providing a secure environment for scholars to achieve academic excellence and to foster positive interpersonal relationships. Bullying is strictly prohibited within our institution as it undermines our mission and the safety and well-being of both scholars and staff. Bullying is defined as an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. Bullying can manifest in various forms, including physical, verbal, indirect (e.g., cyberbullying), and through proxies. Bullying is strictly prohibited in all school-related settings, including school activities under supervision, and through electronic means of communication.

Bullying behavior can be:

- **Physical** - *assault, hitting, kicking, theft, etc.*
- **Verbal** - *threatening, or intimidating language, name calling, cruel rumors, racist remarks, etc.*
- **Indirect** - *spreading of rumors, social exclusions and isolation, using technology in a harmful manner*
- **Cyber bullying** - *Cyber bullying includes, but is not limited to, use of email, google classroom, Flip Grid (or any other online/social media platforms), Instant messaging, text messages, digital pictures or images, cell phones, or website postings.*
- **Bullying by proxy** – *someone engaging in bullying through another or on behalf of another*

1. Bullying VS Conflict

1.1 - Bullying and peer conflict are two different things that can occur in schools. Peer conflict refers to a disagreement or argument between two or more students that is typically a one-time or occasional occurrence and is not characterized by a power imbalance. On the other hand, bullying is a repetitive and intentional behavior that is meant to harm or intimidate a person who is perceived as less powerful. It involves a power imbalance, where the bully has more physical or social power than the victim. While peer conflict can be resolved through communication and mutual understanding, bullying requires more intervention and support to address the power imbalance and prevent further harm.



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1.2 - Characteristics of Conflict VS Bullying

Normal Peer Conflict	Bullying
<i>Equal Power</i>	<i>Imbalance of Power</i>
<i>Happens Occasionally</i>	<i>Repeated negative actions</i>
<i>Accidental</i>	<i>Purposeful</i>
<i>Not serious</i>	<i>Serious with threat of physical or emotional harm</i>
<i>Equal emotional reaction</i>	<i>Strong emotional reaction from victim and little or no emotional reaction from bully</i>
<i>Not seeking power or attention</i>	<i>Seeking power, control, or material things</i>
<i>Not trying to get something</i>	<i>Attempt to gain material things or power</i>
<i>Remorse - will take responsibility</i>	<i>No remorse - blames victim</i>
<i>Effort to solve the problem</i>	<i>No effort to solve problem</i>

****Please note that bullying can also take place between scholar and scholar, scholars and adults, or adults and adults.****

2. Bullying Prevention

2.1 - Milwaukee College Prep shall make available evidence-based resources and comprehensive research-based programs to prevent bullying. Prevention activities may include, but are not limited to, social and emotional learning programming, proactive relationship and community building strategies, morning meetings, community circles, surveys and evaluation tools, staff training, and scholar skill building.

3. Reporting Bullying Concerns

3.1 - Step 1: Report to a Staff Member - If a scholar experiences or witnesses bullying, their first step is promptly reporting it to a staff member. This staff member may be a teacher, counselor, administrator, educational assistant, or trusted staff member. Trusted staff members should collect details in writing and depending on the severity of the concern, staff members should work to resolve/mediate the concern or report it to the Dean of Culture.



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3.2 - Step 2: Share the Details - When reporting a bullying concern, the scholar should provide as many details as possible about the incident. This includes information about the time, place, individuals involved, and any witnesses. Clear and accurate information is crucial for addressing the issue effectively.

3.3. Step 3: Maintain Confidentiality - Staff members are committed to preserving the confidentiality of the scholar's report to the fullest extent possible while addressing the issue appropriately. It's essential to understand that, in some cases, confidentiality may need to be compromised to ensure the safety of all scholars.

4. Staff Member's Responsibilities

4.1 - Step 1: Receipt of Complaint - When the Dean of Culture receives a complaint from a scholar about bullying, the administrator should partake in The 4-A Response Process while addressing the scholar's complaint:

4.2 - The 4-A Response Process

The 4-A Response Process	
Affair the Scholars Feelings	<ul style="list-style-type: none"> ● <i>"You were right to report this to an adult."</i> ● <i>"I am really glad you told me about this."</i> ● <i>"I am glad you asked for help with this."</i> ● <i>"It must have been really difficult for you to come to me."</i> ● <i>"This sounds like a really tough situation."</i>
Ask questions	<ul style="list-style-type: none"> ● <i>Who was involved?</i> ● <i>What happened?</i> ● <i>When and where did it happen?</i> ● <i>How long has this been happening?</i> ● <i>How many times has this happened?</i> ● <i>Has anyone else seen this?</i> ● <i>What have you tried?</i> ● <i>What do you need to feel safe?</i>
Assess the scholars safety	<ul style="list-style-type: none"> ● <i>Do you feel safe?</i> ● <i>What do you need to feel safe?</i>



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	<ul style="list-style-type: none"> • <i>Are you concerned for the safety of the student being bullied? (When asking an upstander)</i>
Act	<ul style="list-style-type: none"> • <i>Begin Investigation</i>

4.3 - Notify Parents - Reach out to parents and inform them of the claims and the start of the investigation. Have the scholar present when notifying the parent.

4.4 - Step 2: Investigate - Initiate investigation **immediately** after receiving the report. Complete the investigation as soon as possible, within **24 hours** of receiving the report, unless sufficient reason exists to extend the timeline.

- **Gather available information**
- **Interview all parties involved separately**
- **Keep a written record of the investigation in administrative records/files**
 - *collect written statements from victim, offender, and witnesses*
- **Maintain confidentiality**
- **Make a determination of whether bullying occurred**
 - *If bullying has not occurred, communicate with the parent of the victim detailing investigation and inability to substantiate bullying. If bullying has occurred, proceed to Step 3.*

4.5 - Step 3: Take Appropriate Action

- **Do environmental changes need to happen to promote the safety of scholars?**
 - *Ex. Change in classrooms or campus?*
 - *Ex. Supervision Plan, Stay-Away Contract, check-in/check-out for the offender(s)*
 - [MCP School Based Stay Away Agreement](#)
- **Balance need for accountability (discipline) and the need to teach appropriate behavior (support)**
 - *Awareness-raising consequences in conjunction with logical consequences*
 - *Develop Restorative and/or Self Education Projects/Task*
 - *Restricted access to areas or heightened adult supervision*
 - *Success Plan*
 - *Supervision Plan*
- **Document consequences within Skyward and ensure parents receive all documentation (i.e full withdrawal, suspension documentation)**

4.6 - Step 4: Notify parents/guardians of affected parties and the outcome of the investigation



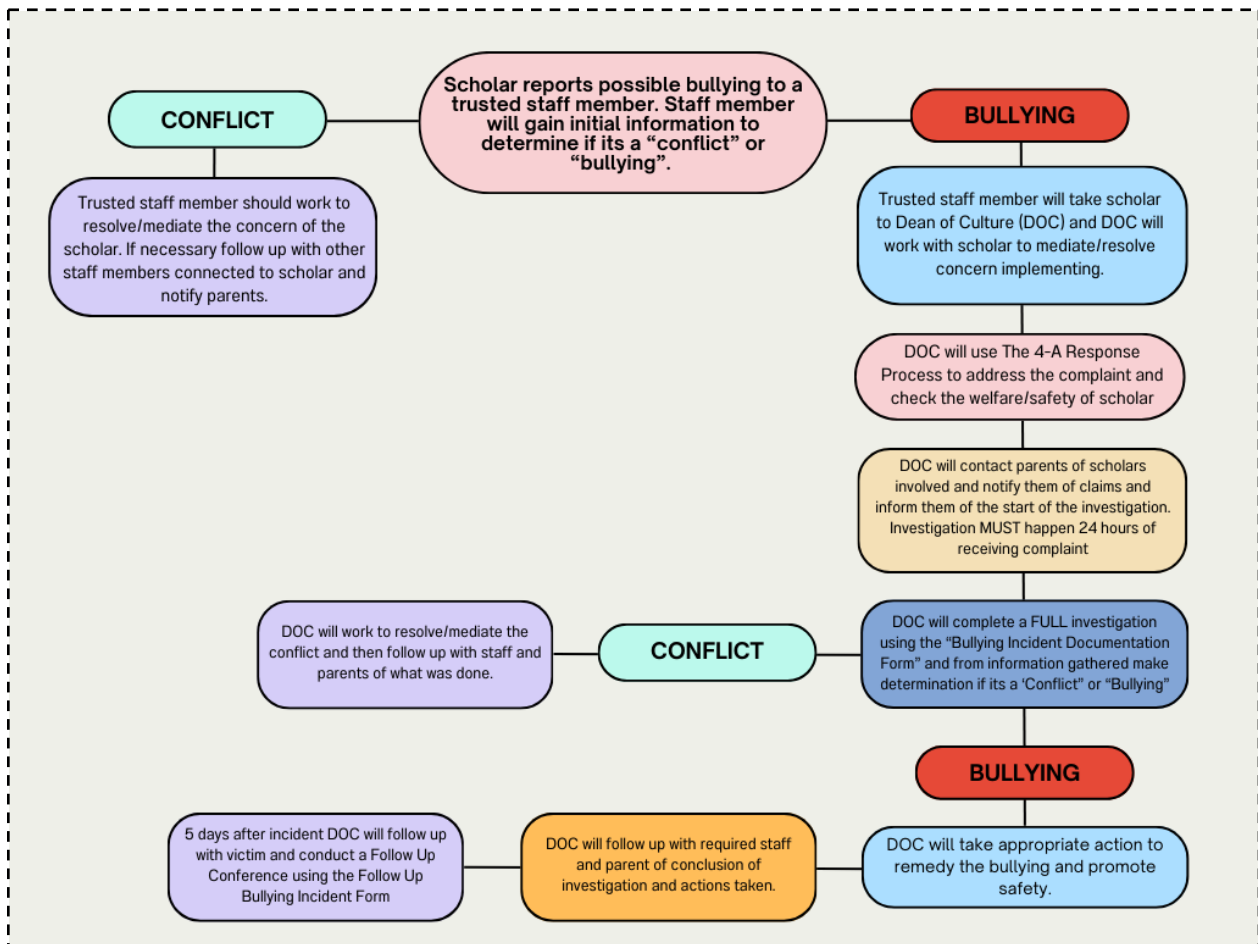
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- **Reach out to the parent and communicate with the parent of the victim detailing investigation and ability to substantiate bullying.**
- **Communicate actions being taken to prevent further bullying and/retaliation**
 - *Increase adult supervision*
 - *Temporarily change offenders schedule/environment*
 - *Establish a safe zone or person for the victim*
 - *Create a personal safety plan*

4.7 - Step 4: Follow Up - Within 5 school days, contact the victim to determine if behavior has recurred and whether additional support is needed. If so, work with appropriate staff to implement and follow up at regular intervals.

4.8 - Bullying Flowchart





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5. Annual Distribution

5.1 - This policy will be distributed annually to all enrolled students, their parents or guardians, and employees to ensure everyone is aware of our commitment to a safe and respectful environment.

6. Responsibilities of Students and Parents

6.1 - This policy emphasizes the importance of open communication about bullying between parents and their children. Scholars are encouraged to report bullying, whether they are victims or witnesses, and parents are urged to contact the school if they become aware of any challenges to their child's safety and comfort.

In summary, this policy outlines clear steps for reporting bullying concerns and Milwaukee College Prep's commitment to addressing and resolving these issues to maintain a safe and nurturing learning environment for all.