



## Howard County Chinese School (HCCS) Anti-Bullying Policy

### Section I. Purpose and Commitment

Howard County Chinese School (HCCS) is committed to providing a safe, respectful, and inclusive learning environment for all students, parents, teachers, volunteers, and staff. Consistent with the School's mission to promote academic excellence, character development, cultural education, and community engagement, HCCS maintains a zero-tolerance policy toward bullying in any form.

Bullying undermines the safety, dignity, and well-being of our school community and is inconsistent with the values of respect, integrity, and mutual support that HCCS upholds.

### Section II. Definition of Bullying

Bullying is defined as any intentional conduct, whether verbal, physical, written, electronic, or social, that causes harm or creates an intimidating, hostile, or unsafe environment.

Bullying includes conduct that causes physical or emotional harm, substantially interferes with a student's participation in school activities, or involves a real or perceived imbalance of power.

Examples include physical aggression, verbal harassment, spreading rumors, intentional exclusion, cyberbullying through electronic communication, and harassment based on race, ethnicity, language, gender, disability, religion, or other protected characteristics.

This policy applies to all school classes, programs, events, field trips, extracurricular activities, and school-related communications, including online interactions.

### Section III. Prohibited Conduct

Bullying in any form is strictly prohibited.

Retaliation against any individual who reports bullying or participates in an investigation is also prohibited. False accusations made with the intent to harm another person are considered serious violations of school policy.

### Section IV. Reporting Procedures

Students, parents, and staff are encouraged to report concerns promptly. Reports may be made to a teacher, program instructor, a member of the Executive Committee, or school administration.

Reports should include, when possible, the names of individuals involved, the date and location of the incident, a description of what occurred, and any witnesses.

All reports will be handled with appropriate discretion and confidentiality, consistent with the need to conduct a thorough and fair investigation.

### Section V. Investigation Process

Upon receiving a report, the School will conduct a prompt, fair, and impartial investigation. Relevant individuals and witnesses may be interviewed, and documentation will be maintained by the administration or Executive



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Parents or guardians of minor students involved may be notified as appropriate.

#### **Section VI. Corrective and Disciplinary Actions**

If bullying is substantiated, corrective actions may include verbal or written warnings, parent conferences, behavioral agreements, temporary suspension from school activities, removal from specific programs, or dismissal from HCCS.

Disciplinary measures will be age-appropriate and proportionate to the severity and frequency of the conduct.

#### **Section VII. Prevention and School Culture**

HCCS is committed to fostering a respectful and inclusive school culture. Teachers, volunteers, and school leaders are expected to model respectful behavior at all times. Students are expected to treat others with dignity and courtesy.

Through education, communication, and community engagement, HCCS strives to prevent bullying and promote positive character development.

#### **Section VIII. Acknowledgment**

All parents and students are required to review and acknowledge this Anti-Bullying Policy as part of the enrollment process.