

CAPITAL AREA
 SCHOOL FOR THE
 ARTS CHARTER
 SCHOOL (CASA
 CHARTER SCHOOL)

SECTION: PUPILS
 TITLE: BULLYING/
 CYBERBULLYING
 ADOPTED: 6/10/2013
 REVIEWED: 5/09/2016

249. BULLYING/CYBERBULLYING	
<p>1. Purpose</p>	<p>The Capital Area School for the Arts Charter School Board of Trustees (Board) is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. CASA Charter School recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students.</p>
<p>2. Authority SC Article XVII - A</p>	<p>This policy is in effect while students are on property within jurisdiction of CASA Charter School; while on school-contracted or school-operated vehicles; and while attending or engaged in school-sponsored activities. Students who file a bullying complaint or who have assisted or participated in any manner in a bullying investigation may not be retaliated against.</p> <p>Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline.</p>
<p>3. Definitions SC 1303.1-A</p>	<p>Bullying shall mean an intentional electronic, written, verbal or physical act, or series of acts:</p> <ol style="list-style-type: none"> 1. Directed at another student or students. 2. That is severe, persistent or pervasive. 3. That has the effect of doing any of the following: <ol style="list-style-type: none"> a. Substantially interfering with a student’s education. b. Creating a threatening environment. c. Substantially disrupting the orderly operation of the school. d. Embarrassing, humiliating, intimidating, or otherwise harassing.

<p>SC 1303.1-A</p> <p>4. Delegation of Responsibility</p>	<p>School setting shall mean in the school; on school grounds; in school vehicles; at a designated bus stop; or at any activity sponsored, supervised or sanctioned by the school.</p> <p>Bullying, as defined in this policy, includes cyber bullying. Cyber bullying is defined as using the Internet, cell phones or other electronic devices to send or post text or images that result in any of the above described issues.</p> <p>This policy shall be implemented through the cooperative efforts of the Principal, school staff members, parents/guardians, regional police and state police, and the CASA Charter School community.</p> <p>Each staff member shall be responsible for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene unless the intervention would be a threat to staff members' safety. In that case, or if the bullying persists, s/he shall report the bullying to the CASA Charter School administrator for further investigation. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and any other appropriate means of investigation.</p> <p>Each student shall be responsible in respecting the rights of his/her fellow students, to ensure the rights of his/her fellow students, and to ensure an atmosphere free from all forms of bullying.</p> <p>The Board expects that students and parents/guardians who become aware of an act of bullying shall report it to a school official (usually the principal) for further investigation. Any student who retaliates against another person for reporting bullying, intimidation and/or physical assault shall be subject to further disciplinary action.</p> <p>Students shall be informed about the policy. The policy shall be posted at a prominent location within each school building where such notices are usually posted. Each staff member shall ensure that the policy and procedures for reporting bullying incidents are reviewed with students within ninety (90) days after the adoption of this policy and thereafter at least once each school year.</p> <p>The Principal shall review this policy every three (3) years and recommend necessary revisions to the Board.</p>
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<p>5. Guidelines</p>	<p>The CASA Charter School administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none">1. Board’s Bullying Policy.2. Report of bullying incidents.3. Information on the development and implementation of any bullying prevention, intervention or education programs. <p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the intermediate unit web site, if available.</p> <p><u>Preventive Measures</u></p> <p>A copy of this policy will be included in the student handbooks annually. Teachers, counselors, specialists, and school administrators will routinely discuss bullying with students and will provide appropriate examples and instruction to assist students with recognizing, identifying, and reporting bullying incidents. All students shall be informed that bullying will not be tolerated in any form. All students shall be encouraged to report any bullying regardless of whether they are the victim or an observer.</p> <p>When an investigation substantiates that bullying has occurred, the principal shall inform staff who work with the offending student and the victim about the bullying so that those staff can more closely monitor for future incidents of bullying. The primary purpose of such action is to protect the victim and deter such behavior in the future. The disciplinary action imposed on the offender will match the severity of the offense.</p> <p>Since bystander support of bullying can bolster inappropriate behaviors, the school prohibits both active and passive support for acts of bullying. The staff should encourage all students to walk away from these acts when they see them and to report them to the Principal of the school.</p> <p><u>Reporting Procedures</u></p> <p><i>Victims</i> – All students who believe they have been the victim of bullying shall promptly report the bullying incident to a teacher, counselor, or administrator.</p> <p><i>Parents/Guardians</i> – All parents/guardians who become aware of any bullying are</p>
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encouraged to report the bullying incident(s) to a CASA Charter School administrator.

Witnesses – All students who witness bullying shall immediately report the bullying incident(s) to a teacher, counselor, or administrator. Any teacher, counselor or administrator who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying.

Teachers/Counselors – Any teacher/counselor who witnesses bullying or receives a report of bullying shall document such incident and promptly investigate the matter. Administrators shall seek to discuss the bullying incident(s) with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one (1) student is involved in perpetrating the bullying, the administrator shall talk to each of the offending students separately. After the investigation has been completed, the CASA Charter School administrator shall take appropriate actions consistent with this policy.

Disciplinary And Other Action

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Counseling/Therapy outside of school.
9. Referral to law enforcement officials.

If an investigation substantiates that bullying has occurred, a written record of the incident shall be placed in the file of the offending student(s). CASA Charter School recognizes that parents/guardians can play an important role in educating their

<p>20 U.S.C.</p>	<p>children and preventing bullying. Accordingly, the parents/guardians of each offending student shall be informed of any bullying incidents involving their child. Parents/Guardians of the offending students will be encouraged to attend one (1) or more conferences with an administrator to review the bullying behavior and cooperative strategies for correcting it. The principal shall also inform the victim's parents/guardians of any and all bullying incidents involving their child.</p> <p>Disciplinary action shall be in accordance with the Board approved discipline policy. If the investigation has determined that the conduct rises to the level of a crime, disciplinary action may also include referral to law enforcement officials. In addition to imposing any disciplinary action, the administrator will discuss the bullying behavior with the offending student and the parent/guardian and review why the behavior is in appropriate.</p> <p>In some circumstances, mediation may be used as a viable alternative or in addition to disciplinary action when addressing a first offense of bullying. The administrator shall consider the nature and sensitivity of the offense in determining whether mediation is appropriate. Mediation shall not be used without the consent of the victim and their parent/guardian, or where the administrator has a concern about retaliation being perpetrated against the victim. Victims shall not be pressured into participating in mediation. The CASA Charter School Board of Trustees recognizes that a severe imbalance exists between the victim and the bully and that this imbalance can make mediation an intimidating situation for the victim.</p> <p>All incidents of confirmed bullying, including those that are mediated, shall be recorded in writing and placed in the offending student's discipline file. The Board prohibits reprisal or retaliation against any person who reports an act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. The Board prohibits any person from falsely accusing another of bullying. The consequences and appropriate remedial action for a student found to have falsely accused another of bullying might range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another of bullying should be disciplined in accordance with school policies, procedures, and agreements.</p> <p>The penalties and prohibitions in this policy are in addition to, and do not replace or supersede, any related provisions in district policy prohibiting conduct such as harassment, violence, assault, or hazing.</p> <p><u>Confidentiality</u></p> <p>CASA Charter School recognizes that both the complaining student and the alleged</p>
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<p>Sec. 1232g</p>	<p>bully/extorter have a strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the administrator may inform the complaining student/parents/guardians of the outcome of the investigation.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302-A, 1303.1-A, Article XVII - A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p>
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