

MUHLENBERG SCHOOL DISTRICT

SECTION: PUPILS

TITLE: BULLYING/
CYBERBULLYING

ADOPTED: May 11, 2011

REVISED:

249. BULLYING/CYBERBULLYING	
1. Purpose	<p>The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.</p> <p>Bullying as defined in this policy includes cyberbullying.</p>
2. Definitions SC 1303.1-A	<p>Bullying, as defined by law, means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:</p> <ul style="list-style-type: none"> Substantial interference with a student’s education. Creation of a threatening environment. Substantial disruption of the orderly operation of the school. <p>For the purpose of this policy, bullying is defined as follows:</p> <p><i>“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.” Olweus Bullying Prevention Program</i></p> <p>Bullying is aggressive behavior that involves unwanted, negative actions. Bullying involves a pattern of behavior repeated over time. Bullying involves an imbalance of power or strength.</p>
SC 1303.1-A	<p>School setting means 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>
3. Authority SC 1303.1-A	<p>The Board prohibits all forms of bullying by district students.</p>

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<p>4. Delegation of Responsibility</p> <p>SC 1303.1-A</p> <p>SC 1303.1-A</p> <p>SC 1303.1-A</p>	<p>The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.</p> <p>The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p> <p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students at an assembly or by other means.</p> <p>The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.</p> <p>District 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>This policy shall be:</p> <ol style="list-style-type: none"> 1. Accessible in every classroom. 2. Posted in a prominent location within each school building. 3. Posted on the district web site. 4. Published and disseminated in handbooks.
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<p>SC 1302-A, 1303.1-A Pol. 236</p>	<p><u>Education</u></p> <p>The district shall develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p> <p><u>Complaint Procedure</u></p> <p><u>Step 1 – Reporting</u></p> <p>A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Assistant Superintendent.</p> <p>The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.</p> <p><u>Step 2 – Investigation</u></p> <p>Upon receiving a complaint of bullying, the building principal shall immediately investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p> <p>The findings of the investigation shall be provided to the parents of the accused student and the complainant.</p>
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<p>SC 1303.1-A Pol. 218, 233</p>	<p>Step 3 – Investigative Report</p> <p>The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>The investigative report shall be retained by the principal/designee and forwarded to the Assistant Superintendent as appropriate.</p> <p>Step 4 – District Action</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.</p> <p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ol style="list-style-type: none">1. Counseling services and/or educational activities.2. Parental conference.3. Loss of school privileges.4. Transfer to an out of district placement.5. Transfer to another classroom.6. Exclusion from school-sponsored activities.7. Detention.8. Suspension.9. Expulsion.10. Recommendation for counseling/therapy outside of school.11. Referral to Student Assistance Program.12. Referral to law enforcement officials.13. Restorative conferences.
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If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Assistant Superintendent within fifteen (15) days.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 000, 218, 233, 236, 248

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REPORT FORM FOR COMPLAINTS OF BULLYING/CYBERBULLYING

Complainant: _____

Home Address: _____

Home Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged bullying/cyberbullying was based on:

Name of person you believe violated the district's unlawful bullying/cyberbullying policy:

If the alleged bullying/cyberbullying was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal or written statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary:

Attach any documents (e-mail, text messages, blogs, etc.) that identify the bullying/cyberbullying.

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has bullied/cyberbullied me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date