

Cyber Bullying Policy

The school strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of the school to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

- a. All forms of bullying and cyber bullying by school students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline.
- b. Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.
- c. Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
- d. The School shall annually inform students that bullying or cyber bullying of students will not be tolerated.

Definitions:

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Delegation of Responsibility:

Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to any staff member.

Any staff member who receives a bullying or cyber bullying complaint shall gather information or seek administrative assistance to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, the building principal must complete the appropriate written documentation (see bullying reporting form).

The building principal or his/her designee will inform the parents or guardians of the victim and also the parents or guardians of the accused.

Complaint Procedure:

- a. A student shall report a complaint of bullying or cyber bullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student.
- b. The staff member will either gather the information or seek administrative assistance to determine if the alleged bullying or cyber bullying conduct occurred.
- c. After the information has been gathered, the building principal shall be notified of the complaint. The building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. If the behavior is found to meet the definition of bullying or cyber bullying, the building principal must complete the appropriate written documentation (see bullying reporting form).

A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, expulsion or notification to the appropriate authorities.

Cyberbullying Incident Tracking Form

Report taken by:

Date of report:

Complainant Information

Name:		Student (circle one)	Staff
Age:	School:	Grade:	
Sex:			

Target Information

Name:		Student (circle one)	Staff
Age:	School:	Grade:	
Sex:			

Offender 1 Information

Name:		Student (circle one)	Staff
Age:	School:	Grade:	
Sex:			

Offender 2 Information

Name:		Student (circle one)	Staff
Age:	School:	Grade:	
Sex:			

Offender 3 Information

Name:		Student (circle one)	Staff
Age:	School:	Grade:	
Sex:			

Other Party Information (witness, bystander)

Name:		Student (circle one)	Staff
Age:	School:	Grade:	
Sex:			

Location of Incident:

Description of Incident

Did the incident involve any of the following features?

	Yes
Threat to someone's physical safety	
Sexual harassment	
Discrimination based on race, class, gender, sexual orientation, or other protected status	
Repeated cyberbullying after previous intervention	
Image, video, or audiorecording of harassment	
Other notable feature (please list)	

Did the incident result in a substantial disruption of the school environment or infringe on the rights of other students or staff? Yes No

(If yes, please describe in as much detail as possible)

Description of Action Plan

What sanctions are being applied and what steps are being taken to ensure behavior does not continue?
What additional consequences will be applied if offender fails to comply with action plan?

Comments by principal or other administrator:

Other Comments

I have been made aware of this incident and will discuss this issue further with my child.

Parent's Signature:

Date:

Case closed date:

Reason for closure: