

ATTACHMENT 4

CYBER BULLYING POLICY

AND

DISCIPLINE POLICY

POLICY #5044

TITLE: BULLYING POLICY
SECTION: 5000 STUDENTS
FIRST READING: December 11, 2008
FINAL ADOPTION: December 11, 2008
PLACEMENT: 5044
REVISED:
NUMBER OF PAGES: 4 PAGES

I. Policy Statement

- A.** “It is the policy of the Board of School Directors to fully support the regulations and laws prohibiting discrimination, harassment, hazing, bullying, and intimidation because of race, religion, sex, sexual orientation, color, national origin ancestry, familial status, disability, medical condition, age, as well as sexual harassment, and to maintain a learning environment which is free of any area listed in this purpose statement.”

II. Purpose

- A.** Creating and maintaining a safe and welcoming learning climate for all students is a high priority for The Central Pennsylvania Digital Learning Foundation (CPDLF). Therefore, it shall be the policy of CPDLF in which bullying and cyberbullying in any form is not tolerated.
- B.** A safe school climate free from bullying and cyberbullying is necessary for pupils to learn and achieve high academic standards.
- C.** Bullying behavior disrupts the educational process; therefore it will not be tolerated on school property or at school-sponsored activities. Cyberbullying will not be tolerated in any form.

III. Definition

- A.** Bullying is defined as a form of aggression in which:
1. The behavior is intended to harm or cause distress.
 2. The behavior is a form of harassment.
 3. The behavior is insulting or demeaning to another student or group of students.

4. The behavior occurs repeatedly over time.
5. The behavior causes disruption of the ordinary operation of the school.
6. There is an imbalance of power or strength among parties.

B. Bullying may be physical, verbal, written, electronically transmitted (cyberbullying/cyber harassment) or psychological. It may include, but is not limited to, actions such as verbal taunts, physical aggression, extortion of money or possessions, exclusion from peer groups within school, name-calling, and derogatory statements, including any discriminatory statements prohibiting by and consistent with the CPDLF's Student Unlawful Harassment Policy (#5035R4).

C. Cyberbullying is any cyber-communication or publication posted or sent by a minor online, by instant messenger, e-mail, web site, blog, online profile, interactive game, handheld device, cell phone, or other interactive device that is intended to frighten, embarrass, harass, or otherwise target another minor. If both individuals are not minors, the action is considered cyberharassment, not cyberbullying. To be considered cyberbullying, the following must occur; the communication needs to be repeated; a threat of bodily harm issued; or a public posting made designed to hurt, embarrass or otherwise target a child.

IV. Delegation of Responsibility

A. Any person aware of bullying or cyberbullying shall report the incident to school staff. School staff will provide immediate interventions consistent with this school policy.

V. Implementation

A. The bullying and cyberbullying prevention climate shall consist of school-wide action, individual-mentor activities and interventions, and community involvements that are consistent with the training provided by CPDLF.

B. School-wide action includes, but is not limited to, training for school staff and students and adoption of anti-bullying rules. For **Secondary**, all bullying and cyber-bullying is prohibited. For **Elementary**, these rules will include:

1. I will not bully others.

2. I will help students who are victims of bullying or cyberbullying.
 3. I will include all students so that no one is left out.
 4. I will tell a mentor or facilitator and/or an adult at home when somebody is being bullied.
 5. All bullying and cyberbullying is prohibited.
- C.** Mentor-level activity includes, but is not limited to, consistent interventions, use of rules, and reinforcement of pro-social behavior and incorporation of anti-bullying themes.
- D.** Individual interventions include, but are not limited to, follow-up with victims, bullies, and parents that may include consequences, provisions for making restitution, and counseling referrals, as appropriate.
- E.** Community involvement encourages partnerships with families, community organizations and agencies to prevent bullying and cyberbullying.

VI. Guidelines

- A.** When a student believes that he/she is a victim or bullying or cyberbullying, the student shall report a complaint of bullying, orally or in writing, to the principal, facilitator, mentor or another school employee.
- B.** **All school employees are required to report alleged violations of this policy to the principal or the facilitator.**
- C.** The principal or facilitator will investigate the incident and maintain a confidential record in the discipline file of both the victim(s) and bully(ies).
- D.** The principal or facilitator will contact the parent/guardian of both the bully and victim.
- E.** Appropriate consequences and remedial actions will be administered as per CPDLF Policy.
- F.** Victims and their parents shall be made aware of appropriate counseling services available to them if needed. The student handbook, parent meetings/or contacts, and other CPDLF Policies will provide information pertinent to CPDLF's Anti-Bullying Policy.

- G.** CPDLF prohibits reprisal or retaliation against any person who reports a relevant act of bullying or cyberbullying. The principal, in accordance with CPDLF policy, will determine the consequences and remedial actions.
- H.** The principal, in accordance with CPDLF policy, will determine the consequences and remedial actions for a pupil found to have falsely accused another as a means of harassment.
- I.** Any violation of the PA Crimes Code will be reported to local law enforcement.

TITLE:

Discipline

#5005

SECTION:

5000 STUDENTS

FIRST READING:

September 24, 2002

FINAL ADOPTION:

November 26, 2002

PLACEMENT:

New Manual

REVISION

approved 10/16/03

approved 5/6/04

NUMBER OF PAGES:

Five (5)

Discipline Policy

The Central Pennsylvania Digital Learning Foundation (CPDLF) recognizes the need to establish procedures to ensure that students registered in the Digital School follow policies and appropriate modes of behavior. The CPDLF has the authority given by the School Board to make reasonable and necessary rules governing the conducts of students in its school. All rules must not be arbitrary, capricious or outside the grant of authority from the General Assembly of Pennsylvania. A rule is generally considered to be reasonable if it uses a rational means of accomplishing some legitimate school purpose. Copies of this policy will be given to parents and students to ensure that they are fully aware of this Discipline Policy.

I. Philosophy on Student Discipline

The Central Pennsylvania Digital Learning Foundation’s Board, Administrators and Professional Personnel realize that effective discipline should serve specified purposes. First, it should prevent the recurrence of a particular misbehavior by a student and it should serve as a deterrent to other students. Second, it should be a learning experience for that student and other students providing them with the opportunity to see why certain school rules and guidelines have been established. Discipline is more than making students do what it right, it should encourage students to do what is right at all times.

The rules established in this Discipline Policy reflect the unique environment of a Digital School environment.

II. Coverage

This Discipline Policy govern student conduct:

- During time spent working with school equipment and school materials.
- During any school designated activity or meeting

- During group or individual meetings
- During activities, events or meetings on the property of the school or school partners or designated school meeting sites.
- Anytime outside of school involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse effects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for mentors and other school employees and /or when there is reason to believe that the effect could include endangering the health, safety, welfare or morals of others within the school system.

III. Student Rights and Responsibilities

A. Student Responsibilities

1. Students share the responsibility of good discipline and learning. No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the rights of administrators, facilitators, mentor/teachers and all others who are involved in the educational system and associated with the right to a free public education.
2. A student shall be disciplined when he/she ignores his/her responsibilities or infringes on the rights of others.
3. Students have the responsibility to:
 - Be aware of all rules and guidelines for student behavior and conduct themselves in accordance with the rules and guidelines
 - Be able to express their ideas and opinions in a respectful manner so as not to offend or slander others.
 - Be willing to volunteer information in matters relating to the health, safety and welfare of the school community.
 - Be aware of and comply with state and local laws.
 - Exercise proper care when using school facilities, equipment, books and other materials.
 - Complete assignments and fulfill time requirements of each grade level or subject area curriculum.
 - Make up all work when legally absent from school. Students who are absent for more than two (2) consecutive school days are required to have medical documentation for the absence or school pre-approval.
 - Pursue and attempt to complete satisfactorily the courses prescribed by the school and state authorities.

- Strive for mutually respectful relations with facilitators, mentors, administration and other school staff.
- Know and respect the rights of facilitators, mentors, administration and other school staff.
- Take advantage of the academic opportunities offered and make a conscientious effort in classroom work.
- Complete one-semester classes within 90 days (18 weeks) and complete an entire year course within 180 days.
- It is expected that a student will log in to each course weekly to the extent necessary for that student to maintain pace (the schedule for the course).

B. Parental Responsibilities

Parents must be the first to foster self-discipline within the child at home. A cooperative relationship between home and school is essential to each student's successful development and achievement.

Parents are responsible for:

- 1) Exemplifying an enthusiastic and supportive attitude toward school and education.
- 2) Being present and assisting their child or children at an appropriate level of involvement with the curricula assigned to the child.
- 3) Being accountable for their child or children's attendance.
- 4) Maintaining contact with the CPDLF at least once a week (being available to receive the mentor's phone call according to the Terms of Agreement)
- 5) Assuring the student takes proper care of equipment, books and materials.
- 6) Providing the student with a place conducive for study and completion of all work assignments.
- 7) Helping their child or children when assignments require assistance.
- 8) Assuring that all work completed by the child is his or her work.
- 9) Attend all needed meetings with the school.
- 10) Communicating with the child's mentor/teacher via phone or e-mail at least once a week.
- 11) Recording work and time attendance on curricular materials.
- 12) Keeping all completed work and sending designated work to CPDLF or the curriculum provider as requested.
- 13) Returning all equipment and materials received from the CPDLF within two weeks of the child's withdrawal or graduation.
- 14) Ensuring that they or their child do not download software that is not academically acceptable by CPDLF.
- 15) Abiding by all procedures and policies of the CPDLF.

IV. Incomplete work/assignment/assessment

- A. One (1) Week Late: Deduction of 25% on work/assignment/assessment grade
- B. Two (2) Weeks Late: Zero on work/assignment/assessment. “Late” is defined as anything other than the time frame prescribed by the course PACE CHART or documented by the Mentor.

V. Infractions

- Cheating - It is expected that a student will submit only his/her own work. Any other submission will be viewed as cheating.
- Disrespect to School Personnel
- Abusive language
- Vandalism (equipment, materials, books, etc.)
- Inappropriate appearance/dress at school functions/activities
- Misrepresentation of School Attendance

VI. Discipline Sequence for Cheating

The following steps will be taken when a student is found cheating or plagiarizing:

- The first offense in any class will result in a zero for the assessment and the student will not be able to resubmit for credit. The facilitator will contact the parents.
- A second offense in the same class will result in a 15 point deduction in the report card grade for the quarter of the offense and a meeting with the student, parent, facilitator and principal.
- A third offense in the same class will result in a failure for the year.
- A student who has three or more offenses in all classes combined will have his case reviewed by the Administrative Review Committee and/or School Board for dismissal from the school.

VII. General Discipline Sequence

The general sequence presented here is not intended to be rigidly followed. The actual sequence of disciplinary action may vary, depending on the individual case. In general, these steps are followed:

- Step 1: Mentor and student
- Step 2: Mentor, facilitator, student, and parent
- Step 3: Mentor, facilitator, principal, student and parent
- Step 4: Principal, parent, student and other school personnel involvement
- Step 5: School, parent, student and social service agencies involved

- Step 6: Administrative Review Committee
- Step 7: Hearing Office of the School Board
- Step 8: School Board

VIII. Attendance

- A. Removal of 17/18 year olds from the ROLLS may occur if the student has accumulated ten (10) or more consecutive days of absence. A warning letter will be sent requesting a student response prior to removal (Certified Letter).
- B. Non-attendance by students 16 years of age and younger will follow provisions of the Commonwealth of Pennsylvania (PSBOE Section 13-1333 VI General Discipline Sequence).

IX. Cyber Harassment and Bullying

Harassment, threats, intimidation, bullying, and behavior contrary to the educational goals of the Central Pennsylvania Digital Learning Foundation (CPDLF) are prohibited.

- Discipline Sequence:

The actual sequence of disciplinary action may vary, depending on the individual case. Meeting may be face – to – face or by conference call.

- Step 1: Mentor, facilitator, principal, student, parent meet.
- Step 2: Principal, parent, student, and other school personnel meet.
- Step 3: Administrative Review Committee meet.
- Step 4: Hearing Office of the School Board meet.
- Step 5: School Board meets to review the case and make recommendation.