

Concord Christian Academy Student Safety Violence Prevention Bullying Policy

All students have the right to attend school and school-sponsored activities that are safe, secure, and peaceful environments. Students should be protected from all forms of physical, emotional, and psychological bullying and cyberbullying.

It is the intent of this policy to protect children from physical, emotional, and psychological harm by addressing bullying and cyberbullying of any kind in the school, and to prevent the creation of a hostile educational environment.

I. Definitions

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- (1) Physically harms a student or damages the student's property;
- (2) Causes emotional distress to a student;
- (3) Interferes with a student's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, electronic mail, instant messaging, text messaging, social media, and websites.

4. Perpetrator. Perpetrator means a student who engages in bullying or cyberbullying.

5. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

6. Victim. Victim means a student against whom bullying or cyberbullying has been perpetrated.

7. Parent. Any reference in this policy to “parent” shall include parents or legal guardians.

II. Bullying or Cyberbullying of a Student Prohibited

The CCA Board is committed to providing all students a safe and secure school environment. Conduct constituting bullying and/or cyberbullying of a student will not be tolerated and is hereby prohibited. All staff members are required to intervene when they witness bullying occurring on school grounds or at school- sponsored events.

Further, in accordance with RSA 193-F:4, CCA reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Head of School is responsible for ensuring that this policy is implemented.

III. Retaliation or False Accusations Prohibited

False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law, CCA policies and procedures.

Reprisal or Retaliation

CCA will discipline and take appropriate action against any student, teacher, school administrator, school volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Head of School after consideration of the nature, severity and circumstances of the act, in accordance with law, and CCA policies.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher, staff member, or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process To Protect Students From Retaliation

If the alleged victim or any witness expresses to the administration or other staff member that he/she believes he/she may be retaliated against, the administration shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

IV. Protection of All Students

This policy shall apply to all students and school-aged persons on CCA grounds and participating in CCA functions, regardless of whether or not such student or school-aged person is a student within CCA.

V. Disciplinary Consequences For Violations of This Policy

Concord Christian Academy reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

VI. Procedure for Reporting Bullying

At CCA, the Head of School or designee shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Dean of Men or Dean of Women. If the student is more comfortable reporting the alleged act to a person other than these two people, the student may tell any school employee or volunteer about the alleged bullying. A student may also fill out a Google Form found on the school website.
2. The Head of School may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
3. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
4. Upon receipt of a report of bullying, the Dean of Men, Dean of Women, or the Head of School shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All school employees and school volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or school volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Dean of Men or Dean of Women as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the Dean of Men, Dean of Women or Head of School shall commence an investigation.

VII. Notifying Parents of Alleged Bullying

The administration shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing, or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

VIII. Waiver of Notification Requirement

The Head of School may, within a 48 hour time period, grant the Deans a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Head of School deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

IX. Investigative Procedures

1. Upon receipt of a report of bullying, the Dean or Head of School shall, within 5 school days, initiate an investigation into the alleged act. If the Dean or Head of School is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Head of School shall direct another employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator, and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the administration may ask students and/or parents to provide CCA with printed copies of e-mails, text messages, website pages, social media, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the completion of the investigative procedural steps.
5. Factors the administration or other investigator may consider during the course of the investigation, including but not limited to:
 - Description of incident, including the nature of the behavior.
 - How often the conduct occurred.
 - Whether there were past incidents or past continuing patterns of behavior.

- The identity and number of individuals who participated in bullying behavior.
 - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The administration shall complete the investigation within 10 school days of receiving the initial report. If the administration needs more than 10 school days to complete the investigation, the Head of School may grant an extension of up to 7 school days. In the event such extension is granted, the administration shall notify in writing all parents involved of the granting of the extension.
 7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the administration.
 8. Students who are found to have violated this policy may face discipline in accordance with other applicable policies, up to and including suspension or expulsion. Students facing discipline will be afforded all due process required by law.

X. Response to Remediate Substantiated Instances of Bullying

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- - Admonishment
- - Temporary removal from classroom
- - Deprivation of privileges
- - Classroom or administrative detention
- - Referral to disciplinarian

- - In-school suspension
- - Out-of-school suspension
- - Expulsion

Examples of remedial measures may include, but are not limited to:

- - Restitution
- - Mediation
- - Corrective instruction
- - Behavior assessment
- - Student counseling
- - Parent Conference

In support of this policy, the CCA Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The CCA Board encourages the Head of School to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

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XI. Reporting of Substantiated Instances of Bullying

The administration shall forward all substantiated reports of bullying to the Head of School upon completion of the investigation.

XII. Communication With Parents Upon Completion of Investigation

1. Within two school days of completing an investigation, the administration will notify the students involved in person of his/her findings and the result of the investigation.
2. The administration will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The administration will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.

3. If the parents request, the administration shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.

4. In accordance with the Family Educational Rights and Privacy Act and other laws concerning student privacy, the school will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XIII. Appeal

The procedures under Conflict Resolution policies establish the due process and appeal rights for students disciplined for acts of bullying.

XIV. Use of Video or Audio Recordings in Student Discipline Matters

CCA reserves the right to use audio and/or video recording devices on CCA property (including school buses) to ensure the health, safety and welfare of all staff, students, and visitors. Placement and location of such devices will be at the discretion of the administration.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record.

The CCA Board and Head of School is authorized to contact an attorney for a full legal opinion in the event of such an occurrence.