



## **CYBER-BULLYING POLICY**

### **INTRODUCTION**

Cyber-bullying by a Propel student directed toward another Propel student or staff member is conduct that disrupts both a student’s ability to learn and Propel’s ability to educate its students in a safe environment. Propel prohibits acts of cyber-bullying by students through the use of any Propel owned, operated, and supervised technologies. Building principals or their designees may report allegations of cyber-bullying to law enforcement authorities.

This policy applies to students, parents, employees and third-parties (such as vendors, independent contractors and members of the general public) and covers incidents that result in the cyber-bullying of Propel students regardless of whether the incidents themselves occur on school property.

This policy also prohibits (a) retaliation against anyone who in good faith reports behavior prohibited by this policy; and (b) intimidation of any witness or party who participates in an investigation.

### **DEFINITIONS**

“Cyber-Bullying” - Use of electronic information and communication devices, including but not limited to, E-mail, instant messaging, text messaging, mobile telephones, blogs, chat rooms, social media, and/or websites, that

1. Deliberately threatens, harasses, and/or intimidates an individual or group of individuals;
2. Places an individual in reasonable fear of harm to him/herself or damage to his/her property; or
3. Has the effect of substantially disrupting the orderly operation of Propel or any of its schools.

Cyber-bullying includes any electronically transmission that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

“Propel owned, operated, or supervised technologies” - Any computer, networking system, electronic equipment, or any other equipment or device owned, leased, operated, or under the control or supervision of Propel and/or its staff.

## **PROCEDURES**

### General

Any student or Propel staff member who believes he/she has or is being subjected to cyber-bullying, or any person who has reason to believe a student or Propel staff member is being cyber-bullied shall immediately make a report to the building principal or to his/her designee. A list of building principals is available in Attachment A of this policy and on the Propel Schools website. Students and parents will be provided with the names of their building principals before or at the beginning of the school year. Propel’s Superintendent or his/her designee is Propel’s Compliance Officer for purposes of this cyber-bullying policy.

All school employees are required to report alleged violations of this policy to the building principal or principal’s designee. The complaining party or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

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. Within two (2) school days, the building principal (or Compliance Officer, as the case may be) will follow up with the student reported to be the target of such conduct. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

All complaints of cyber-bullying shall be investigated promptly, and corrective action shall be taken when allegations are substantiated. The building principal or his/her designee shall investigate all reports of such conduct. If the investigation indicates cyber-bullying was not committed, the building principal or his/her designee will inform the affected parties of the investigation results. Confidentiality of all parties shall be maintained to the extent possible, consistent with Propel’s legal and investigative obligations.

In the event the investigation indicates cyber-bullying was committed by a Propel student on school grounds and/or using school district technologies, the student will be subjected to appropriate discipline.

In the event the investigation indicates cyber-bullying was committed by a Propel employee on school grounds and/or using school district technologies, the employee will be subjected to appropriate discipline up to and including termination.

If the investigation indicates cyber-bullying was committed by a Propel student, a Propel employee, a parent, or a third-party using non-Propel technologies away from Propel school grounds, the building principal or his/her designee may report the investigation results to local law enforcement. This authority shall be exercised only when it is reasonably necessary for the student target's physical or emotional safety, security, and well-being or for the safety, security, and well-being of other students, staff, or Propel property.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the building principal or his/her designee.

## COMPLAINT PROCEDURE

### **Step 1 – Reporting**

The principal and/or the principal's designee also are/is responsible for conducting a prompt, thorough, and complete investigation of each alleged incident. The building principal or his/her designee shall

1. Inform the complaining party of the right to file a complaint and the complaint procedure.
2. Inform the complaining party if s/he is a student that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complaining party and the accused of the progress at appropriate stages of the procedure.
4. Refer the complaining party to the Compliance Officer if the building principal is the subject of the complaint.

A list of building principals is available in Attachment A of this policy and on the Propel Schools website. Students and parents will be provided with the names of their building principals before or at the beginning of the school year.

If the building principal is the subject of a complaint, the complaining party or the reporting employee shall report the incident directly to the Compliance Officer.

In cases in which the alleged victim may be in danger or his/her ability to participate fully in the educational process may be seriously impaired, the Compliance Officer or his/her designee may take interim action (consistent with state and federal law) to keep the alleged victim from his/her alleged cyber-bully. Such action may include parent contact, removal from class, loss of privileges, detention, or suspension of the alleged cyber-bully.

### **Step 2 – Investigation**

The investigation may consist of individual interviews with the complaining party, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. Both the alleged victim and the alleged

cyber-bully will be given the opportunity to present witnesses and other evidence. The investigator will use the preponderance of evidence standard to determine whether this policy has been violated. That is, a violation will be found if the complainant or victim presents evidence establishing it is more likely than not that the prohibited conduct occurred.

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.

The investigation is to be completed within three (3) school days after a report or complaint is made. Any reasonable delays (e.g., the unavailability of witnesses or parties due to illness) will be noted in the investigative file, and the investigation will be completed as soon as possible following the delay.

### **Step 3 - Investigative Report**

The building principal (or other person conducting the investigation) shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. Any reason for additional time in which to complete the report will be noted in the investigative file. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, whether it is a violation of this policy, and a recommended disposition of the complaint.

Findings of the investigation shall be provided in writing within five (5) school days to the complaining party, the accused and the Compliance Officer.

### **Step 4 – Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, Propel shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Victims of substantiated cyber-bullying claims will be offered counseling and other resources consistent with the circumstances of their charges.

Some acts of cyber-bullying may be isolated incidents requiring Propel to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Disciplinary action shall be consistent with the employee handbook, Student Code of Conduct, Board policies, Propel procedures, applicable employment agreements, and applicable law. Consequences and appropriate remedial actions for students who commit acts of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion. In addition, cyber-bullying using Propel technology violates the Internet Policy and subjects the student to discipline as set forth in the policy.

Employees will be disciplined consistent with the findings and such discipline may include termination. Independent contractors found to be in violation of this policy may have their

agreements terminated or may be debarred from transacting business with Propel. Other third-party actors may be prohibited from participating in Propel activities.

Reprisal or retaliation against any person who reports an act of cyber-bullying is prohibited. 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 reprisal or retaliation.

False accusations of cyber-bullying are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another of cyber-bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a Propel employee found to have falsely accused another of an act of cyber-bullying shall be discipline in accordance with Propel policies and procedures.

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the building principal or his/her designee.

### **Appeal Procedure**

1. 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 Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct an additional reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days of receipt. Copies of the response shall be provided to the complainant, the accused and the building principal (or other person) who conducted the initial investigation.

### **Publication**

This Policy will be distributed by the Compliance Officer or his/her designee at the beginning of every school year to all Propel staff, students, and parent(s) or legal guardian(s). The policy will also be published on Propel's website.

<b>Approved By</b>	<b>Date</b>
Dr. Tina Chekan	June 20, 2022
Board of Trustees	June 20, 2022

## ATTACHMENT A – CONTACT INFORMATION

### **Compliance Officer**

Dr. Tina Chekan, Superintendent

[tchekan@propelschools.org](mailto:tchekan@propelschools.org)

3447 East Carson Street  
Suite 200  
Pittsburgh, PA 15203

412-325-7305  
412-325-7309 (fax)

### **Buildings**

#### *Andrew Street High School*

605 East Tenth Ave  
Munhall, PA 15120  
412-462-4625  
412-462-6980 (fax)

#### *Braddock Hills Elementary*

1500 Yost Blvd  
Braddock Hills, PA 15221  
412-271-3061 x 1436  
412-271-0865 (fax)

#### *Braddock Hills Middle School*

1500 Yost Blvd, Suite 3  
Braddock Hills, PA 15221  
412-376-5590

#### *Braddock Hills High School*

1500 Yost Blvd, Suite 2  
Braddock Hills, PA 15221  
412-271-4929 x 1627  
412-271-4905 (fax)

#### *East*

1611 Monroeville Ave  
Turtle Creek, PA 15145  
412-352-6699

*Hazelwood*

5401 Glenwood Avenue  
Pittsburgh, PA 15207  
412-325-0492

*Homestead*

129 East Tenth Ave  
Homestead, PA 15120  
412-464-2604  
(412) 464-2605 (fax)

*McKeesport*

2412 Versailles Ave  
McKeesport, PA 15132  
412-678-7215 x1012

*Montour Elementary*

340 Bilmar Drive  
Pittsburgh, PA 15205  
412-539-0100

*Montour Middle School*

5501 Steubenville Pike  
McKees Rocks, PA 15136  
412-470-6998

*Montour High School*

5501 Steubenville Pike  
McKees Rocks, PA 15136  
412-470-6998

*Northside*

1805 Buena Vista St  
Pittsburgh, PA 15212  
412-325-1412  
412-325-1428 (fax)

*Pitcairn*

435 Agatha Street  
Pitcairn, PA 15140  
412-457-0020