

## Prestige Academy Charter School Anti-Bullying Policy

### STUDENT AND FAMILY HANDBOOK

Prestige Academy Charter School is committed to maintaining a school environment free of harassment, intimidation, and bullying based on race, color, religion, national origin, age, gender, sexual orientation, disability, or genetic information. Harassment, intimidation, and bullying by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Prestige Academy Charter School requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

*Bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances should know will have the effect of:*

*A. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.*

*B. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or*

*C. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or*

*D. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.*

Explanation: Bullying is usually defined as involving **repeated** acts of aggression that aim to dominate another person by causing pain, fear or embarrassment. However, one act alone may constitute bullying if the requisite intent and effect set forth in the definition are met. Bullying may be perpetuated by an individual or a group. It may be direct or indirect. Although a person may be repeatedly bullied, a different person might be doing the bullying each time, which may make it difficult to recognize that bullying is occurring. An act is intentional if it is the person's conscious objective to engage in conduct of that nature. The actions listed below are some examples of intentional actions which may become bullying depending on their reasonably foreseeable effect:

**Physical bullying:** Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands, shooting/throwing objects at someone, gesturing, etc.

**Verbal bullying:** Name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone's mistakes, using unwelcome nicknames, threatening.

**Relational Bullying:** Isolation of an individual from his or her peer group, spreading rumors.

**Cyber-bullying:** Bullying by using information and communication technologies. Cyber-bullying may include but is not limited to:

1. Denigration: spreading information or pictures to embarrass,
2. Flaming: heated unequal argument online that includes making rude, insulting or vulgar remarks,
3. Exclusion: isolating an individual from his or her peer group,
4. Impersonation: Using someone else's screen name and pretending to be them
5. Outing or Trickery: forwarding information or pictures meant to be private.

**Sexual Bullying:** Unwanted touch of a sexual nature, unwanted talking about private parts, unwanted comments about target's sexuality or sexual activities.

This list should be used by way of example only, and is by no means exhaustive. These actions become bullying if they meet the definition with regard to intent and reasonably foreseeable effect. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the education environment. Similar behaviors that do not rise to the level of bullying may still be prohibited by other district policies or building, classroom or program rules.

## **RANGE OF CONSEQUENCES**

After serving disciplinary actions for the 1<sup>st</sup> offense, the offender and his guardians will meet with the Dean of Students and/or Executive Director where the offender and his guardian(s) will sign the Guardian/Student Bullying Contract. After serving disciplinary actions for the 2<sup>nd</sup> offense, the offender and his guardians will meet with the Dean of Students and/or Executive Director and the SRO (School Resource Officer). Upon the 3<sup>rd</sup> bullying offense by a person in one school year, the school will suspended the student for an allotted time and take the accused before a hearing officer and make a recommendation that the student be expelled for a time as defined by the school. Retaliation following a report of bullying is prohibited and should be reported to school administration immediately. Training takes place for administration and staff during the summer. Additional trainings, when needed, are held Wednesdays during professional development.

Additional Consequences may include the following but not limited to:

- Verbal warning/reprimand
  - Written warning/reprimand entered in student's file
  - Suspension (ISS or OSS)
  - An apology to the victim
  - Counselor referral
  - A parent/student/administrator conference
  - Police involvement
  - Loss of privilege to participate in school activities for a specific period of time
  - Community service
  - Other consequences deemed appropriate by the school or district \_\_\_\_\_
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A COLLEGE PREPARATORY CHARTER SCHOOL  
FOR BOYS  
WILMINGTON, DELAWARE  
*GIVING BOYS A REAL CHANCE FOR A REAL FUTURE*

## **PRESTIGE ACADEMY SCHOLAR COMPLAINT FORM INSTRUCTIONS** BULLYING, HARASSMENT, VIOLENCE

An administrator or staff member who receives a report of bullying, harassment, or violence will address the following issues with the student who was the target of the reported behaviors in a private meeting before assisting the student to complete the Complaint Form.

### **Your Right to File a Complaint...**

The policy of Prestige Academy Charter School is that all students and employees shall be free from bullying and harassment, including violence in students' relationships. All charges of bullying, harassment, and violence are taken very seriously by students, faculty, staff, administration, and parents. The School will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged offenders.

**Instructions:** Use this form to report bullying, harassment, and violence so that school officials may investigate and take appropriate steps to increase your safety.

Complete the form, providing as much detailed information as possible so that the complaint may be properly investigated.

It is important that you report the facts as accurately and completely as possible and that you cooperate fully with the persons designated to investigate the complaint.

**Where to file:** Complaint forms will be available from The Deans, Grade Level Chairs, School Nurse, Affinity Health and Fitness Teacher. Once completed, the Dean of Students and Families or designee will handle all complaints.

**Confidentiality:** To conduct this investigation in a confidential manner, the school will disclose the contents of your complaint only to those persons who have a need to know of your complaint. In signing the complaint form, you authorize the school to disclose as needed the information you have provided, and may in the future provide, regarding your complaint. Your complaint form will not be shown to the accused student.

**Retaliation prohibited:** Retaliation against a person who files a formal complaint is strictly prohibited and is grounds for disciplinary actions.

**1121 THATCHER ST. · WILMINGTON, DE 19802 · PHONE: 302.762.3240 · FAX: 302.762.4782**

*Prestige Academy prepares young men in grades 5-8 for admission to and success in demanding college preparatory high schools.*

*In a highly structured, achievement-oriented school culture, Prestige Academy students develop a strong academic foundation in the core subjects and the REAL values necessary for success: Respect and Responsibility, Excellence in Behavior, Academic Mastery, and Leadership.*

**PRESTIGE ACADEMY SCHOLAR COMPLAINT FORM**  
**BULLYING, HARASSMENT, VIOLENCE**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

List the name of the scholar(s) accused of bullying, harassing, or being violent :

\_\_\_\_\_

\_\_\_\_\_

**Describe the incident:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Where and when did it happen?**

\_\_\_\_\_

\_\_\_\_\_

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**Were there any witnesses?  yes  no If yes, who?**

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**What did you do to try to avoid this from happening? (Tell a teacher, walk away...)**

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**Is this the first incident?  yes  no If no, how many times has it happened before?**

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**Other information, including previous incidents or threats:**

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*I certify that this information is correct to the best of my knowledge.*

\_\_\_\_\_  
Signature/Name of Complainant

\_\_\_\_\_  
Signature of Investigator