Bully Prevention Template

Anti-Bullying Policy

School Name Anna P. Mote Elementary School Date July 12, 2024

A. Definition of Bullying: shall mean any intentional written, electronic, verbal or physical act or actions against another student, school volunteer or school employee that a reasonable person under the circumstances should know will have the effect of: (1) Placing a student, school or 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; or (2) 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 (3) Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or (4) 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.

B. Committee Members:

Name	Position
● Lauren Young	Principal
● Kirsten Belair	Assistant Principal
● Kristen Nye	Counselor
● Angela Johnson	Counselor
● Matthew Kupelian	School Psychologist

C. Give a brief description of the school's Bully Prevention Program:
Anna P. Mote Elementary School is committed to the prevention of all types of bullying. A school-wide bullying prevention program will be implemented to address the following goals:

a. Reduce existing bullying issues amongst our student population
b. Prevent the development of new bullying incidents
c. Provide counseling services to alleged bullies and alleged victims in the hope of addressing conflicts that could lead to offending behaviors.
d. Ensure that staff members are trained and attentive to the signs of victimization in students.

D. Give a brief description of the supervisory procedures in non-classroom areas:
Students travel as a class from the classroom to other locations of the building with the homeroom teacher. Students who travel alone through the hallways have a pass saying where they are going. During arrival and dismissal there are staff members assigned to hallways, exit doors and large group areas. Students are only allowed to use the bathroom one at a time from a classroom.

E. Reporting Requirement:

A culture of openness is the best way to respond to acts of bullying. It is the responsibility of all staff members regardless of job title to report acts of bullying to the administrative staff. Staff members are encouraged to watch for early signs of bullying and to report them immediately. The school website shall include information regarding ways to contact the Ombudsman for the State of Delaware in compliance with statute. In addition the school will use website and or correspondence to share the District Public Safety Anonymous Tip line as another option for the effective and immediate reporting of bullying behavior.

F. Investigative Procedures:

Any reports of bullying will be referred to the administration. Administration will then discuss the concern and decide who will investigate the claim. The administrator will begin the investigation by interviewing the alleged victim and record the necessary information. The administrator will notify the alleged victim's parents regarding the claim. The administrator will then investigate the claim and contact parents/guardians of all involved. Upon completion of the investigation, all stakeholders (victim, offender, and parents) will be informed of the outcome of the investigation. The investigating administrator will document the initial complaint in eschool and follow up within 5 working days pursuant to DOE regulations.

G. Report to DOE: The principal or his/her designee will report allegations as well as confirmed bullying incidents within five working days.

- All reported allegations of bullying will be recorded in the Alleged Bully Incident (ABI) portal in the eschool plus system
- Upon completion of a bullying investigation the outcome will be documented in the ABI portal with clear notes indicating whether the incident was confirmed as bullying
- All substantiated bullying incidents will be reported to DOE within 5 working days via a documented bullying offense and consequences added to the confirmed bully's discipline record in eschool plus

H. **Range of Consequences:**

1. Oral reprimand
2. Contract (behavior, no contact, no negative contact, etc.)
3. Parent Contact and/or Conference
4. Removal from setting
5. School-based counseling
6. Detention, probation, suspension, and/or expulsion
8. In School Suspension
9. Out of School Suspension
10. Referral to the police
13. Bullying Education

I. **Procedures for student or caregiver to provide information on bullying activity: (Provide the process to submit information to school administration.)**

Parents and Students are able to report alleged incidents of bullying directly to the school

administration and staff. The reporting of an incident can be done through emails, phone calls or in-person conversations. Students and parents may also utilize the DOJ Ombudsman line or District Public Safety Anonymous Tip Line as a mechanism to report bullying behavior. Upon submission, the victim's administrator will be notified and take over the case.

J. Notification of caregiver of bullies and targets:
The parent or legal guardian of any alleged victim and offender will be notified of the incident (s) and the investigation that is to follow.

K. Procedures for communication between school staff members, mental health, and health professionals.
When bullying activities results in the need for medical and/or mental health professional assistance, the administration will communicate with our school counselors, psychologist, and special education coordinator as applicable.

L. Implement all year:
This policy is enforced during the entire school year and includes school functions that occur during or after school hours (after-school programs, field trips, etc.). This policy shall also be enforced and the Code of Conduct applied to electronic bullying allegations which are found to have a direct impact on the alleged victim's ability to succeed within the school environment.

M. **Notify District Office of compliance:**
The principal will sign and send a copy of this plan annually to the Supervisor of Public Safety for compliance purposes prior to August 30th.

N. **Staff trained by <u>October 31st</u> of each year according to state regulations:**
The Principal shall insure that staff members have completed the one-hour annual Bullying Prevention Training through the DDOE Professional Development Management System prior to October 31.

O. Policy is printed in Parent and/or Student Handbook:
The policy is noted in the District Code of Conduct.

P. Procedures for handling Cyber Bullying:
Parents and Students are able to report alleged incidents of bullying directly to the school administration and staff through emails, phone calls or in-person conversations. Upon submission, the victim's administrator will be notified and take over the case. Incidents of cyberbullying shall be treated in the same manner as incidents of bullying. Any allegation of cyberbullying, so long as it has a substantial impact on the schools learning environment for the victim, shall be investigated and consequences applied as documented in Sections F & G of this policy.

Q. Signed Compliance Assurance page to DDOE (see attached):

R. Procedure for Parent/Guardian to provide information to School Administration:
Parents may report bullying to any member of the school staff who will then initiate the investigative process described above. In addition, parents are encouraged to contact the Administration electronically, by telephone or in person if they have concerns related to possible bullying of their child.

Lauren J Young *July 12, 2024*

Principal's Signature **Date Submitted**

You may attach additional documents that are unique to your school's Bully Prevention Plan.