Baltz Bullying Prevention Plan 2024-2025

Baltz Elementary School **August 2024**

This plan is in accordance to Red Clay Consolidated School District Board Policy 8023

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. Definition of CyberBullying: As used in this policy, cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face to-face interaction which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school district. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.

1. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.

2. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.

C. Committee Members:

Jackie Gallagher, Principal
Kristen Palma, Assistant Principal
Aaron Wright, Assistant Principal (Bullying Compliance Coordinator)
Ashley Uhrick, Counselor
Paul Toy, Counselor
Kelsey Funk, School Psychologist
Laila Wright, Behavior Interventionist
Josselin Carino, Paraprofessional
Faith Laws, Teacher

Give a brief description of the school's Bully Prevention Program:

Baltz 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. Continue to strengthen student's skills in social conflict and decision making
    1. Teachers will teach the school-wide expectations (Be Safe, Be Kind, Be on Task) in September and then again as a refresher in January. We will continue to remind students of expectations throughout the year through our Weekly Brilliant Bear Breaks and by posting our matrix throughout the school. There will be a school-wide focus on promoting kindness in its many forms through the school SEL curriculum, Second Step.
d. Provide counseling services (separately and if applicable) to alleged bullies and alleged victims in the hope of addressing conflicts that could lead to offending behaviors.
e. Provide parent support through SEL letters and mindful minute videos.
f. Ensure that staff members are trained and attentive to the signs of victimization in students.

Give a brief description of the supervisory procedures in non-classroom areas:

Baltz Elementary School is committed to ensuring that supervision is provided in all non-classroom areas.

a. Staff members are to actively engage in hall duty before school, at dismissal, and between class periods.
b. Staff members are assigned cafeteria and recess duty to ensure safety. Coverage is provided as needed to keep ratios low.
c. Administrators and other support staff monitor hallways and non-classroom areas (i.e. bathrooms)
d. Teachers follow a given Duty Schedule to monitor spaces.
e. School buses are monitored by drivers and a camera system.

Reporting Requirement:

Baltz Elementary School is committed to adopting a comprehensive reporting system for all students. WE believe a culture of openness is the best way to respond to acts of bullying.

a. It is the responsibility of all staff members regardless of job title to report acts of bullying to the administrative staff.
b. Staff members are encouraged to watch for early signs of bullying and to report them immediately.
c. 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 our 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.
d. A letter box will be placed in a place or places selected by the Coordinating Committee so that students who feel unable to talk to any staff can have a point of contact. Information found in the box will be treated with care and a staff member or members will be designated to be responsible for this information. Blank "Bullying: Request for Support" forms will be available to all students but will not be required for a report.

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, complete a bullying investigation form, and follow up within 5 working days pursuant to DOE regulations.

A follow up will be completed two weeks after an incident to determine whether the bullying has continued and whether additional consequences are needed. An additional follow up will occur in two months, regardless of whether new incidents have been reported.

Report to DOE

The principal or his/her designee will report allegations as well as confirmed bullying incidents within 5 working days.

a. All reported allegations of bullying will be recorded in the Alleged Bully Incident (ABI) portal in the eschool plus system
b. 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

c. 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

Range of Consequences:

- Oral reprimand
- Contract (behavior, no contact, no negative contact, etc.)
- Parent Contact/Communication, and/or Conference
- Temporary removal from setting
- School-based counseling
- Detention
- Bullying Education
- In School Suspension
- Out of School Suspension
- Referral to the police

Note: In the event of a substantiated case of bullying, both the offender and the victim shall be required to attend at least one mandatory counseling session with the school counselor. Purpose is to discuss issues that led to the situation and any possible mental health needs of either party. Once completed, the date and time of the session must be recorded in either E-School or RAP as a follow up to the substantiated incident

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.

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.

Procedures for communication between school staff members, mental health, and health professionals.

When bullying activities result in the need for medical and/or mental health professional assistance, the administration will communicate with our school counselors, behavior specialists, psychologist, and special education coordinator as applicable.

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.

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 23rd.

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.

Policy is printed in Parent and/or Student Handbook:

The policy is noted in the District Student and Family Handbook.

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.

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.

Jacqueline Gallagher *08/23/24*

Principal's Signature **Date Submitted**

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