

**H.B. du Pont Middle School  
Anti-Bullying Policy**

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**Jul 30, 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
Jason Bastianelli	Principal
CT Lyons	Assistant Principal
Dawn Downes	Assistant Principal
Sue Hogan	Counselor
Kelly Westcott	Counselor
Kelly Thompson	Counselor
Jody Beck	Student Advisor

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

HB is committed to the prevention of all types of bullying. A school-wide bullying prevention program will be implemented to address the following goals:  
Reduce existing bullying issues amongst our student population.  
Prevent the development of new bullying incidents.  
Provide counseling services to alleged bullies and alleged victims in the hope of addressing conflicts that could lead to offending behaviors.  
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:**

Teachers are to actively engage in hallway duty between class periods. Administrators and other support personnel are assigned to monitor hallways and non- classroom areas. Staff members are assigned cafeteria duty to ensure safety. In addition, administrators and other staff members will monitor the stairwells, hallways and non-classroom areas. A number of video

surveillance cameras are installed inside and outside of the building and are used to investigate Code of Conduct violations.

#### **E. Reporting Requirement:**

Any school employee who has reliable information that would lead a reasonable person to suspect that a person is a target of bullying as defined above shall immediately report it to administration. A written report shall be submitted to a designated administrator within 24 hours if (a) measures confirm a staff member's concerns that a student is being bullied, (b) a staff member receives a report of a bullying matter, or (c) a staff member observes a bullying incident.

#### **F. Investigative Procedures:**

What assurances are in place to guarantee the victim is interviewed?

Administration shall promptly investigate in a timely manner and determine whether bullying has occurred, including the following steps:

1. All complaints shall be appropriately investigated and handled consistent with the Code of Conduct and due process requirements.
2. School administrators responsible for responding to bullying complaints.
3. Neither complainant nor witnesses shall be promised confidentiality at the onset of an investigation; however, efforts shall be made to increase the confidence and trust of the person making the complaint. Whenever practical, the investigating person shall make efforts to document the bullying from several sources. Student victims may have a parent or trusted adult with them, if requested, during any investigatory activities.
4. After receiving notice of the suspected bullying, the designated person shall review the complaint in conjunction with any other related complaints and reasonable steps shall then be taken by the designated person to verify the information and to determine whether the information would lead a reasonable person to suspect that a person has been a victim of bullying.
5. Parents of the alleged bully and the parents of the alleged victim are both notified that an allegation was made and that it is being investigated.
6. 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 in the same fashion as traditional forms of in school bullying.
7. Once the administrator has confirmed that a person has been the victim of bullying, the administrator shall take prompt investigatory steps to determine who committed the acts of bullying and whether others played a role in perpetuating the bullying. The administrator shall avoid forewarning the student suspects and shall interview suspects separately and in rapid succession.
8. After identifying those who committed the act or acts of bullying, the administrator shall apply disciplinary action as delineated in the Code of Conduct. The bully shall be informed that graduating consequences will occur if the bullying continues.
9. The administrator shall keep a written record of the bullying incident and any disciplinary actions taken, as well as a record of any written statements of those committing the bullying, victims, and witnesses. Discussions with all parties shall be documented as soon

as possible after the events. The school shall not destroy or discard any material records or evidence while a criminal investigation into or prosecution relating to the incident is ongoing.

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

11. Each confirmed incident shall be recorded in e-School.

#### **G. Report to DOE:**

The principal or his/her designee will report allegations as well as confirmed bullying incidents within five working days. All confirmed 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:**

- Contract (behavior, no contact, no negative contact, etc.)
- Counseling by admin or a member of the anti-bullying committee
- Parent Conference
- Police Charges (if applicable)
- Recommendation for Due Process
- School/Outside Agency Counseling
- Individual/Group Counseling
- In School Suspension
- Out of School Suspension

#### **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 District Public Safety Anonymous Tip Line as a mechanism to report bullying behavior.

1. If a child complains of bullying while it is happening, the staff member shall respond quickly and firmly to intervene, if safety permits, if the situation appears to that staff member to involve bullying or real fighting.

2. If a child expresses a desire to discuss a personal incident of bullying with a staff member, the staff member shall make an effort to provide the child with a practical, safe, private, and age-appropriate method of doing so.

3. Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to:

- Conduct involved;
- Persons involved, designated bully, target, and bystanders' roles;
- Time and place of the conduct alleged, number of incidents;

- Names of potential student or staff witnesses; and
  - Any actions taken in response.
4. A system shall be established whereby students can submit anonymous complaints of bullying that only designated persons will have access to.
  5. Anyone may report bullying and a report may be made to any staff member. Staff members should encourage that reports of bullying be made in writing.
  6. The principal has designated the Student Advisor and the school counselors as the persons responsible for responding to bullying complaints.
  7. Every identified complainant who files a written complaint with a staff member shall receive a written explanation of results to the extent that it is legally allowed and shall be given an opportunity to inform the designated person as to whether or not the outcome was satisfactory. Easy to use follow-up forms shall be made available.
  8. Every substantiated and unsubstantiated bullying incident is recorded in e-School within 5 business days. This provides a central record for designated staff to read. This record shall give an indication of patterns which may emerge of both bullies and victims. Formal disciplinary action solely based on an anonymous report shall not be permitted. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

**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.**

Parent, guardian, relative caregiver, or legal guardian of any target of bullying or person who bullies another shall be notified.

The following procedures for communication between school staff members and medical professionals who are involved in treating students for bullying issues shall be followed:

1. Release of information forms to pediatricians and/or primary care physicians and mental health professionals shall be signed by the parent, guardian, relative caregiver, or legal guardian in order for the professional to communicate with school personnel regarding any treatment of a child. Releases shall be signed both at school and at the physician or mental health professional's office before communication may take place according to Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Family Educational Rights and Privacy Act (FERPA) guidelines.
2. If a parent refuses to sign a release form at school, the school shall review this policy with him/her, explaining the reasons the release would be advantageous to his/her child.
3. After confirmation that a child has been involved in a bullying incident, if the administrator's designee recommends a mental health evaluation be completed, the school may:
  - Require that return to school will be contingent upon the clinical evaluation providing recommendations and a treatment plan if identified as appropriate.
  - Require that the student remain in in-school suspension and that return to a regular

class schedule will be contingent upon the clinical evaluation providing recommendations and a treatment plan if identified as appropriate.

4. Summary of this evaluation shall be shared at a meeting with the student, his/her parent/guardian, and the school administrator's designee prior to return to school or the general population.

**L. Implement all year:**

H.B. du Pont Middle School Bully Policy is enforced during the entire school year and includes school functions that occur during or after school hours (sporting events, club meetings, field trips, at the bus stop, 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 send a copy of this plan annually to the Director of Secondary Schools.

**N. Staff trained by October 31st of each year according to state regulations:**

The Principal shall insure that staff members have completed the one-hour annual Bullying Prevention and Criminal Youth Gang Detection Training through the DDOE Professional Development Management System prior to October 31.

**O. Policy is submitted to the Director of District and School Services: Yes**

**P. Policy is printed in Parent and/or Student Handbook:**

H.B. du Pont Middle School Bully policy is printed in the Parent/Student handbook, which is distributed to all students at the start of the school year.

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Principal's Signature

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Date Submitted