Bully Prevention Template

Anti-Bullying Policy

Stanton Middle School
School Name

August 23, 2024
Month/Day/Year

A. **Definition of Bullying:** A. As used in this policy, 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:
1. 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; 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. 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 faceto-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.

B. **Committee Members:**

Bully Prevention Template

Name	Position
Matt Robinson	Administrator
Gerogia Matoulas	Parent
Alena Warner-Chisolm	Core Academic Teacher
Vivian McCoy	Non-Core Academic Teacher
Christine Adubato	School Psychologist

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

Stanton Middle 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:

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

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 shall immediately report it to administration. The designated Bullying Compliance Coordinator will document (or insure that others have documented) the details of the allegation in the DDOE Alleged Bullying Report system on E-School.

A student and parent, guardian, relative caregiver, or legal guardian shall follow the procedures listed below to provide information on bullying activity: 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 ageappropriate method of doing so. 3. A letter box shall 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 shall be treated with care and a staff member or members shall be designated to be responsible for this information. Blank "Bullying: Request for Support" forms shall be available to all students but shall not be required for a report. 4. Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to: a. Conduct involved; b. Persons involved, designated bully, target, and bystanders' roles; c. Time and place of the conduct alleged, number of incidents; d. Names of potential student or staff witnesses; and e. Any actions taken in response. 5. Short, easy to use complaint forms shall be provided by the principal or District office. 6. A system shall be established whereby students can submit anonymous complaints of bullying that only designated persons will have access to. Any person may submit a bullying complaint using the Department

of Public Safety Anonymous Tip Line or by contacting the Delaware Attorney General's Office Ombudsman hotline number. 7. 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. 8. Each principal shall designate a person or persons responsible for responding to bullying complaints. 9. 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. 10. Every confirmed bullying incident shall be recorded in e-School, which shall provide 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.

F. Investigative Procedures:

Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred and that such procedure include investigation of such instances, including a determination of whether the target of the bullying was targeted or reports being targeted wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, or national origin. This does not preclude schools from identifying other reasons or criteria why a person is a target of bullying. 1. All complaints shall be appropriately investigated and handled consistent with due process requirements. 2. Each principal shall designate a person or persons to serve as the Bullying Compliance Coordinator. 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. 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. 6. After identifying those who committed the act or acts of bullying, the administrator shall apply disciplinary action and the range of consequences identified in Board Policy 8023. The bully shall be informed that graduating consequences will occur if the bullying continues. 7. 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. 8. 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. 9. Each bullying allegation as well as confirmed incident shall be recorded in E-School. All reported incidents of bullying, regardless of whether the school could substantiate the incident, must be reported to the Department of Education by the principal or his designee within five (5) working days pursuant to Department of Education regulations.

The school administration should be aware that some acts of bullying may also be crimes which under the School Crime Reporting Law (14 Del. C. 4112) are required to be reported to the police and /or the Department of Education. The Supervisor of Public Safety shall provide a monthly report of the number of allegations as well as substantiated cases of bullying to the Deputy Superintendent for review.

G. Report to DOE: The principal or his/her designee will report 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 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:
Consequences for bullying shall be immediately and consistently applied and shall be delivered in a non-hostile manner. The appropriate range of consequences is established in Board Policy 8023. Positive consequences should be given when students are obeying the rules about bullying.

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:
A parent, guardian, relative caregiver, or legal guardian of any target of bullying or person who bullies another shall be notified pursuant to 14 DEL C 202(f.) The date and time of this contact as well as who made the contact must be documented in E-School. The Office of Student Support Services will ensure each school has the state approved form for notification to the parent, relative caregiver, or legal guardian of the name and contact for the Department of Justice School Ombudsperson Contact Information

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

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's 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: a. Require that return to school will be contingent upon the clinical evaluation providing recommendations and a treatment plan if identified as appropriate. b. 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:
This 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, 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 September 1st.

N. Staff trained by December 1st of each year according to state regulations: The School Bullying Prevention and Criminal Youth Gang Detection Training Log Template has been completed and sent to the Director of District & School Services

O. Policy submitted to the Director of Operations and Supervisor of Public Safety:
P. Policy is printed in Parent and/or Student Handbook:
Q. The policy is noted in the Staff Handbook (pages 12-14) and Student Agenda (page 12).

Principal's Signature 9/23/24 **Date Submitted**

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