

Anti-Bullying Policy

School Name: The John Dickinson School Date: 08/19/2024

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:

<u>Name</u>	<u>Position</u>
Devearl Royster	Principal
Claire Tomlinson	MLL Teacher
Dr. Maysoon Park Huatuco	Special Ed/English Teacher
Tom Hull	Special Ed/Social Studies Teacher
Dana Williams	Para
Marty Regan	Assistant Principal
Brett Humphreys	Student Advisor
Student Athletes	

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

The John Dickinson 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:

Supervision Plan for Non-Classroom Areas

Bus Duty (Arrival)

Outside Main Entrance – 2 staff members
Cafeteria Entrance – 2 staff members
M-Hallway – 5 staff members
Hallway Floaters – 1 staff members
Parking Lot - 3

Bus Duty (Departure)

Outside Supervision – 1 (Mr. Regan) staff members
Hallway Floaters – All staff members (All admin in the afternoon & SRO)

Cafeteria Duty

Snack Line and 1 Hot Line – 1 staff member
Hot Lines – 1 staff members
Hallway (Back Exit Of Library) – 1 staff member
Cafeteria Bathrooms – 1 staff member
Entrance To M Hallway – 1 staff member
Lobby Exit (Left Of Cafeteria) – staff member
Entrance to E Hallway – 1 staff member
Floaters – staff members

Between Periods

1. Hallway Floaters – staff members float the hallways and monitor designated locations throughout the building. All admin have designated areas and report over the radio when the bell rings if their bathroom and area is clear.

****All teachers are expected to be at the entrance of their classrooms monitoring the hallways in between periods****

E. E-Hall Pass is used for accountability when a student leaves a classroom or office and restrict students who overuse hall passes

F. Hallway Sweeps are used to account for students who are late for class and roaming the hallways. They are conducted during 2nd and 4th blocks everyday

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. Staff are expected to fulfill their duty assignments to ensure proactive measures to prevent, observe, report, and deal with instances of bullying and procedural practices. Ensuring duty assignments are implemented with fidelity will ensure student safety and well-being are at the

forefront of operational practice. 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 the 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.

To confirm any suspicions of bullying, the staff member may choose to verify the acts by doing the following:

- a. Intensify observations of the student in question
- b. Confer with colleagues about the student
- c. Contact the parent for background information
- d. Speak privately with the victim,
- e. Consult the school's bullying database
- f. Take an informal survey of students about class climate
- g. Engage in a short personal interview with some students
- h. Contact parent to see how the student likes school

All staff members at Dickinson High School are responsible for intervening, if appropriate and safe, in all cases of bullying where there is a threat of physical injury to the victim. This is not to suggest that the staff member should risk their well-being. The action taken by the staff member may be as simple as a verbal command. Staff are expected to communicate with the administration team to help combat and limit situations of in-person and cyberbullying.

All teachers must post the Dickinson High School Anti-Bullying Statement in their prospective classrooms. Throughout the school year, teachers are expected to periodically re-enforce with the students the aspects of the Bullying policy as applicable.

- The anonymous bullying submission boxes located in the cafeteria, library, and F106 for reporting suspected bullying incidents.
- Bullying/harassment incidents may be submitted anonymously online through a Google form. There will be a Bullying Information and Pledge board in the M and front entrance hallway. On 04/18 will be having a support Anti-bullying pledge day. Students will sign an anti-bullying pledge banner and receive a anti bullying wristband to participate.

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 Remind communication, 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, behavior specialists, psychologist, and educational diagnostician as applicable.

When incidents of alleged bullying result in the need for medical and/or mental health professional services, the school administration will communicate with our school counselor(s), behavior specialist(s), psychologist(s), and educational diagnostician(s) as applicable.

In instances where the school must coordinate with outside agencies, such as a primary care provider or outside mental health professional, the appropriate release of information forms must

be signed by the parent, guardian, or relative caregiver for the outside agency to communicate with school personnel regarding any treatment of a child. Releases should be signed at school and the physician or mental health professional's office before communication occurs according to HIPPA and FERPA guidelines. If a parent refuses to sign a release form, the school will review this policy, explaining why the release would benefit their child.

After confirmation that a child has been involved in a bullying incident, and if the assistant principal recommends a mental health evaluation, the school may:

Require that returning to school be contingent upon the clinical evaluation in which recommendations and a treatment plan are in place if identified as appropriate.

A summary of this evaluation shall be shared at a meeting with the student, parent/guardian, and school administrator designee before return to school.

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.

Rewrite:

Our policy is enforced during the entire school year, including all school functions that occur before, during, or after school hours (after-school programs, athletic events, field trips, etc.). Our policy also applies to all school district grounds, properties, activities, and vehicles. Our 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 school's ability to maintain a safe, efficient, and orderly learning 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 October 31st 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 Cyberbullying:

Parents and Students are able to report alleged incidents of cyberbullying 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 school's learning environment for the victim, shall be investigated and consequences applied as documented in Sections F & G of this

policy. Descriptions follow:

Cyberbullying – bullying by using information and communication technologies.

Cyberbullying 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 their 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

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.

Submitted _____ **Principal’s Signature Date**

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

Return to Department of Public Safety
by August 30 of each year