



**Thomas McKean High School
Anti-Bullying Policy
School Year: 2024-2025**

A. McKean's Statement/Prohibition of Bullying

Thomas McKean High School prohibits the bullying of any person through any means on school property and at school functions. Harassment and bullying of students are against federal and state law as well as district policy. Red Clay Consolidated School District prohibits harassment, bullying, hazing, or any other victimization of students based on the student's actual or perceived traits or characteristics, including age, color, creed, national origin, race, religion, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, socioeconomic status, familial status, or any other trait or characteristic protected by law. Retaliation against a target, witness, or anyone who has provided information about a bullying incident will by no means be tolerated and is prohibited by the guidelines of this policy.

This policy is in effect while students are on property within the jurisdiction of the district; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

B. Definition of Bullying

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.

Types of Bullying

Include but not limited to:

- Physical bullying
- Verbal bullying
- Written bullying
- Indirect bullying
- Intimidation

- Emotional
- Relational bullying
- Cyber-bullying

C. Committee Members

Reginald Worlds - Principal
 Cody Quig - Assistant Principal
 Mariam Dukuray - Student Advisor/Bullying Contact
 Melissa Weyl - School Psychologist
 Amy Leary - Guidance Counselor
 Chrystal Hass - Teacher
 TBD - Parent Representative
 TBD - Student Representative

D. Bully Prevention Program

Thomas McKean High 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 the 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.

Coordinating Committee

The coordinating committee will be responsible for coordinating and delivering the services of our bullying prevention program. The committee will consist of the following members: assistant principal in charge of discipline, truancy coordinator, bully coordinator, student resource officer, guidance counselor, teachers, students, and parents. This committee will be responsible for setting, instituting, and monitoring all anti-bullying guidelines throughout the school. The committee will organize and be responsible for implementing training for school staff. Once a month, a meeting will be held to review all bullying issues and ensure compliance with all bullying guidelines. It is important to note that the committee may change, add, or delete requirements to the bullying program to meet the changing needs of the school and to remain in compliance with the Delaware Department of Education.

E. Supervisory System in Non-Classroom Areas

Due to the small learning community design (“pod design” of our building, a variety of high-traffic areas have become evident. Supervising these high-traffic areas is essential to limit behavior issues in our facility. A plan to manage these areas has been developed and will involve using various staff members. The plan is as follows:

Supervision Plan for Non-Classroom Areas
<u>Bus Duty (Arrival)</u> Outside Main Entrance – 2 staff members Cafeteria – 2 staff members Student Activity Center – 3 staff members Hallway Floaters – 4 staff members <u>Bus Duty (Departure)</u> Outside Supervision – 4 staff members Hallway Floaters – 5 staff members
<u>Cafeteria Duty</u> Snack Line and 1 Hot Line – 1 staff member Hot Lines – 2 staff members Hallway (Back Exit Of Library) – 1 staff member Cafeteria Bathrooms – 1 staff member Entrance To E Hallway – 1 staff member Exit Near Audion – 1 staff member Exit Near Library – 1 staff member Lobby Exit (Left Of Cafeteria) – 1 staff member Entrance to E Hallway – 1 staff member Floaters – 2 staff members
<u>Between Periods</u> 1. Hallway Floaters – 6 staff members float the hallways and monitor designated locations throughout the building. **All teachers are expected to be at the entrance of their classrooms monitoring the hallways in between periods**

F. Reporting Requirements

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.

All staff members at McKean 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. In addition, all teachers must post and periodically review with the students the McKean High School Anti-Bullying Statement in their classrooms.

G. 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. In the majority of cases, the assistant principal in charge of discipline will be the one to 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 five working days pursuant to DOE regulations.

All bullying cases will be presented to the student resource officer (SRO) to ensure that any violation of Delaware Law is appropriately handled.

H. Report to DOE

The principal or his 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 five working days via a documented bullying offense and consequences added to the confirmed bully's discipline record in eschool plus.

I. Range of Consequences

1. Oral reprimand
2. Loss of privilege
3. Creation of behavior contract (no contact, no negative contact, etc.)
4. Parent contact and/or conference
5. Removal from setting/referral to external agency
6. School-based counseling
7. Detention, probation, suspension, and/or expulsion
8. In school suspension
9. Out of school suspension
10. Referral to the police
11. Bullying education

J. Procedures for student or caregiver to provide information on bullying activity

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.

Complaints shall be as specific as possible and include the following:

- Conduct involved
- Persons involved (alleged bully, alleged victim, and other witnesses and bystanders)
- Time and place of the alleged conduct
- Number of incidents
- Name of potential witnesses (students and staff)
- Any actions taken in response to the alleged bullying

K. 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.

L. 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 educational diagnostician as applicable.

The ability to communicate appropriately to identify the optimal healthcare needs of the child is necessary when school issues impact the child's physical and emotional health. According to HIPPA and FERPA guidelines, release of information forms must be signed by the parent or guardian in order for the health professional to communicate with school personnel regarding the treatment of the child.

M. 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.

N. 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 to August 30th.

O. Staff trained by October 31st of each year according to state regulations

The principal shall ensure that staff members have completed the one-hour annual Bullying Prevention Training through DDOE Professional Development Management System prior to October 31st.

P. Policy is printed in parent and/or student handbook

The policy is noted in the District Code of Conduct.

Q. 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 G & H of this policy.

R. Signed Compliance Assurance page to DDOE (see attached)

S. 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. School staff should immediately get in contact with administration regarding the reported bullying. 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.

T. State of Delaware bullying information

Bullying Hotline: 1-800-220-5414

Bullying among children and adolescents is a worldwide problem, and children in Delaware are not immune. To combat the adverse effects of bullying, Delaware has a school bullying prevention law that requires public schools in the state to adopt policies to address the issue. In 2012, a cyberbullying regulation was added by the DDOE so that schools can also handle both on and off-campus instances of electronic bullying that are reasonably likely to limit a student's ability to participate in or benefit from the school's educational programs. The DDOE randomly audits schools yearly to comply with our state law and bullying and cyberbullying regulations. The Annual Report on Bullying in Delaware Public Schools includes the results.

The Delaware Department of Justice also has a School Ombudsman who can assist with bullying issues. The hotline number is 1-800-220-5414. The bullying resources on this site can help students, parents, and school personnel better understand processes and programs to address bullying within the school environment effectively.

08/09/2024

Principal's Signature

Date

Thomas McKean High School Bullying Complaint Form

NAME _____ DATE _____

NAME OF ALLEGED VICTIM _____

NAME OF ALLEGED BULLY _____

NAME(S) OF POTENTIAL WITNESS(ES) _____

TIME AND PLACE OF ALLEGED INCIDENT _____

EXPLAIN ALL INCIDENTS _____

WHOM DID YOU TELL AT THE SCHOOL

(attach additional paper if needed)

THOMAS McKEAN HIGH SCHOOL ANTI-BULLYING STATEMENT

Thomas McKean High School is committed to preventing all types of bullying within its school. A school-wide bullying program has been created that prohibits the bullying of any person through any means on school property and at school functions. Retaliation against a target, witness, or anyone who has provided information about a bullying incident will not be tolerated. Students, if you believe that you have been a victim of bullying or know of another student being bullied, please speak to an administrator or a staff member about the situation. If you know of a bullying situation, staff members, please inform an administrator of the alleged victim and bully. It is the responsibility of everyone at Thomas McKean High School, both students and staff members, to do their part in preventing bullying in our school. Please assist us in helping our school to be a better and safer place.

The Bullying Committee