



Warner Elementary School Anti-Bullying Policy School Year: 2024-2025

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:

- a. Kimberly Price - Principal
- b. Priceson Princilus - Assistant Principal
- c. Adam Donski - Assistant Principal

- d. Jaela Hall - Student Advisor
- e. Jessica Mahoney - Counselor
- f. Shawn Banks - Counselor
- g. Michael Vincent - Counselor

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

Program: Warner Elementary School is committed to the prevention of all types of bullying. A school-wide bullying prevention program will be implemented to achieve our number one goal of preventing all bullying instances. All staff will receive training that will ensure they are prepared to appropriately handle bullying situations. During the first two weeks of school, students will receive information about the laws around bullying, the policies from the Red Clay Consolidated School District. In addition to the initial trainings, both staff and students will receive periodic refresher trainings throughout the school year, so as to ensure the prevention of bullying.

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 staff are strategically assigned to monitor non-classroom areas. Support staff members are always visible in the hallways during class transition times so as to ensure the safety of all in our halls. Support staff and administrators are assigned cafeteria duty to ensure the safety and security of all students. Both teachers and support staff are assigned recess duty to ensure the safety and security of our students outside of the building. There are multiple video surveillance cameras throughout the inside and outside of the school that are used to investigate violations of the Red Clay Code of Conduct.

E. Reporting Requirement: It is the responsibility of each staff member as well as all members of the school community to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously. Any school employee that has reliable information about bullying shall immediately report it to the designated administrator verbally and then submit a written report of it to that same administrator. All bullying incidents, whether

founded or unfounded, will be tracked in the E-School system.

According to **F. Investigative Procedures**: It is required to promptly investigate a bullying claim with due process. The following guidelines are in place at Warner Elementary to ensure the victim is safely interviewed: a. All complaints must be appropriately investigated and handled consistent with due process requirements.

- b. Warner Elementary administrators are responsible for responding to bullying complaints.
- c. Neither complainant nor witnesses will be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. However, efforts will be made to increase the confidence and trust of the person making the complaint. Whenever practical, the investigating person will make efforts to document the bullying from several sources.
- d. After receiving notice of the suspected bullying, the designated administrator will review the complaint in conjunction with any other related complaints. Reasonable steps will be taken by the designated administrator 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.
- e. Once the designated administrator has confirmed that a person has been a victim of bullying, they will take prompt investigatory steps to determine who committed the acts of bullying and whether others played a role in perpetuating the bullying.
- f. The parents of the alleged bully and the parents of the alleged victim are both notified that an allegation was made and it is being investigated.
- g. After identifying those who committed the act or acts of bullying, Warner administration will apply disciplinary action, consistent with due process and the Red Clay Code of Conduct. The bully will be informed that graduating consequences will occur if the bullying continues.
- h. The designated administrator will keep a written record of the

bullying incident and any disciplinary actions taken.

- i. Each confirmed incident will be recorded in E-School in the bullying section.

G. Report to DOE: All reported incidents of bullying, regardless of whether the school could substantiate the incident, will be reported to the Delaware Department of Education by the designated administrator within five working days.

H. Range of Consequences: All bullying incidents will be analyzed by the Warner administration. Depending on the level of bullying, different consequences will be issued in accordance with the Red Clay Student Code of Conduct. Consequences include, but are not limited to detention, educational activities for anti-bullying, in-school suspension, and out of school suspension.

I. Procedures for student or caregiver to provide information on bullying activity: Parents/guardians and/or students may meet in-person or call to speak with one of the school administrators in order to provide information about the activity and the alleged bully. The information will be documented by the administrator and further investigated following the conversation. Parents/guardians are also encouraged to contact the Red Clay Safety and Security department to provide information on alleged bullying.

J. Notification of caregiver of bullies and targets: The parent or legal guardian of any alleged victim and offender will be notified via phone contact of the incident and the investigation that will follow.

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 must be followed:

- a. Pediatricians/Primary Care Physicians and mental health professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the

child. This is especially true in bullying due to the social nature of the problem. Release of information forms must be signed by the parent/guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication may take place according to HIPAA and FERPA guidelines.

- b. If a parent refuses to sign a release form at school, Warner Elementary administrators will review this policy with them, explaining the reasons the release would be advantageous to their child.
- c. After confirmation that a child has been involved in a bullying incident, if the designated administrator recommends a mental health evaluation be completed, Warner Elementary may:
 - i. Require that return to school will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
 - ii. Require that the student remain in in-school suspension and that return to regular class schedule will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
- d. Summary of this evaluation shall be shared at a meeting with student, parent/guardian and school principal or designated person prior to return to school or the general population.

L. Implement all year: Warner Elementary School's bullying prevention program is implemented throughout the year and is integrated to be in accordance with the Red Clay Code of Conduct.

M. Notify District Office of Compliance: A copy of this bullying prevention program will be updated and sent annually to Red Clay's Director of Elementary Schools and to the Supervisor of Safety and Security.

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

regulations: Warner Administrators will ensure that all 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 31st.

O. Policy submitted to the Director of Operations and Supervisor of Public Safety: Yes

P. Policy is printed in parent and/or student handbook: Warner Elementary School's bullying prevention policy is given to students in the Warner Handbook at the beginning of each school year. Students also receive the Red Clay Consolidated Code of Conduct, which reinforces the expectations provided by the Warner bullying prevention policy.



Principal's Signature

August 14, 2024

Date Submitted