



Anti-Bullying Policy

Brandywine Springs School

8/20/2026

- A. 1. 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

Nora Wolford

Kirsten Belair

Lucio Costantini

Megan Hagedorn

Jessica Stead

Pete Trotto

Position

Principal

Assistant Principal

Administrator/Compliance Coordinator

Core Academic Teacher

Counselor

Student Advisor

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Marriah Ma
Holly Ulichney
Sabriyah Swain

School Psychologist
Special Education Coordinator
Special Education Coordinator

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

Our anti-bullying program is fostered through our school-developed MTSS Tier 1 program "Bobcats R.O.A.R". (Respect, Ownership, Accepting, Responsible). It mirrors the PBS principles and strategies in order to teach the desired behaviors as well as reward those behaviors with an extrinsic tangible item when the teachers observe those behaviors.

The staff will be trained in PBS at the beginning of the school year to assist in successful implementation as well as fidelity. Throughout the year information will be shared.

Brandywine Springs has also agreed to implement strategies as they become available and viable for this building.

D. Give a brief description of the supervisory procedures in non-classroom areas:

Teachers are to actively engage in hall duty between class periods. Staff members are assigned cafeteria duty to ensure safety. Administrators and other assigned staff monitor the stairwells, hallways, and non-classroom areas.

E. Reporting Requirement:

As stated in the Red Clay Student Handbook/Code of Conduct, and Board Policy 8023:

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 (Lucio Costantini) will document (or insure that others have documented) the details of the allegation in the DDOE Alleged Bullying Report system on Infinite Campus.

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A student and parent, guardian, relative caregiver, or legal guardian shall follow the procedures outlined in Board Policy 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 age-appropriate method of doing so.
3. A letter box is placed outside of office 106 and 208 for students who feel unable to talk to a staff member. Information found in the box shall be treated with care and a member of the committee will check the box for completed forms. Bullying reporting forms are available for students from any school counselor, however students do not need a form to complete a written complaint.
4. An online Google Form to submit a bully allegation is located on the Brandywine Springs School Website. [Bullying Form Link](#)
5. 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.
6. Short, easy to use complaint forms are available from any administrator or school counselor.

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7. 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.
8. 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, which can include an email to staff members.
9. The student advisor and assistant principals will be responsible for responding to all bullying complaints.
10. 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.
11. 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

1. Any reports of bullying will be referred to the administration.
2. Administration will then discuss the concern and decide who will investigate the claim.
3. The administrator will begin the investigation by interviewing the alleged victim and record the necessary information.
4. The administrator will notify the alleged victim's family regarding the claim.
5. The administrator will then investigate the claim and contact parents/guardians of all involved.
6. Upon completion of the investigation, all stakeholders (victim, offender, and parents) will be informed of the outcome of the investigation.

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7. The investigating administrator will document the initial complaint in Infinite Campus and follow up within 5 working days pursuant to DOE regulations.
8. The administrator will follow up with the bully victim after 2 weeks, and again in 2 months to ensure compliance from the bully.

G. Report to DOE

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

1. All reported allegations of bullying will be recorded in the Alleged Bully Incident (ABI) portal in the eschool plus system
2. 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.
3. 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 E-School Plus.

H. Range of Consequences:

As noted in the Red Clay Student and Family Handbook:

Consequences for Bullying

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.



According to the Red Clay Student Handbook/Code of Conduct, Bullying Interventions range from level 1-4. The student supports and interventions are to be used in a proactive and preventive nature and can be used to support students after a behavior violation has occurred to help prevent future occurrences.

I. Procedures for students or caregivers to provide information on bullying activity: (Provide the process to submit information to school administration.)

1. The concern can initially be verbally shared by the victim to an administrator, counselor, school interventionist, any staff member or parent/guardian.
2. The reporting staff member is required to share a written narrative describing the incident/concern/interaction (written statement for student/RAP for staff).
3. The reporting parent/guardian is asked to contact school personnel (school counselor, interventionist, teacher or administration)
4. Students may also opt to share a narrative in the “bully box”.
5. The “box” is assessed daily by identified staff members.
6. Students will be asked to write their account of the situation in order to provide clear facts.
7. Appropriate action will be determined after school level investigation.

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:

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.

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.

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.

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. Implementation Procedures for MTSS

At Brandywine Springs, the implementation of the MTSS Tier 1 System “Bobcats R.O.A.R” will continually reinforce positive behavior and interactions with students.

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 the Parent and/or Student Handbook.

The policy is noted in the Red Clay Student Handbook/Code of Conduct

P. Procedures for handling Cyber Bullying

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 F & G of this policy.

Q. Signed Compliance Assurance page to DDOE (see attached):

R. Procedure for Parent/Guardian to provide information to School Administration:

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Parents can email, call, send in a note, or speak in person with an administrator about alleged bullying. Once the parent has reported the concern, administrators will begin to investigate and the parents will be contacted at the conclusion of the investigation regarding the outcome and next steps.

Principal's Signature

Date Submitted

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

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