

Thomas McKean High School

Anti-Bullying Plan

I. Prohibition of Bullying

Thomas McKean High School 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 by no means be tolerated and is prohibited by the guidelines of this policy.

II. Definition of Bullying

The definition of bullying as related to this policy is defined as any intentional written, electronic, verbal, or physical act against a student, school volunteer, or school employee that will result in the following outcomes:

- a. Placing a student, school volunteer, or employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.
- b. Creating a hostile, threatening, humiliating, or abusive educational environment due to the persistence of actions or a power differential between the bully and the target.
- c. Interfering with a student that prevents him or her from having a safe school environment.
- d. 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.

Additional Definitions:

- i. Physical bullying - pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands, shooting/throwing objects at someone, gesturing, etc.
- ii. Verbal bullying – name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone's mistakes, using unwelcome nicknames, threatening, etc.
- iii. Relational bullying – isolation of an individual from his or her peer group; spreading rumors.
- iv. Cyber-bullying – bullying by using information and communication technologies. Cyber-bullying 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 his or her 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.

III. School-Wide Bullying 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 problems amongst students
- b. Prevent the development of new bullying problems

In order to implement our prevention program a coordinating committee will be created.

IV. Coordinating Committee

The coordinating committee will be responsible for the coordination and delivery of the services of our Bullying Prevention Program. The committee will consist of the following members: assistant principal in charge of discipline, truancy coordinator, behavior interventionist, 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 the implementation of training for school staff. Once a month, a meeting will be held to review all bullying issues and to insure compliance of 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.

V. 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. The supervision of these high traffic areas is important to limit behavior issues in our building. A plan to supervise these areas has been developed and will involve the use of 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

Cafeteria Duty

Snack Line and 1 Hot Line – 1 staff member
Hot Lines – 2 staff members
Hallway Near Bathrooms – 1 staff member
Exit Near Audion – 1 staff members
Exit Near Library – 1 staff member
Floaters – 2 staff members

Between Periods

1. Hallway Floaters – 6 staff members floating the hallways and monitoring designated locations throughout the building.

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

VI. Reporting Requirements

A culture of openness is the best way to counter acts of bullying. It is the responsibility of all staff members regardless of job title to report suspicions or acts of bullying to the administrative staff. Staff members are encouraged to watch for early signs of bullying and stop them before they become an issue. Each staff member is encouraged to be vigilant and look for students who appear to be isolated from others and victimized by their peers.

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

- a. Intensify observations of student in question
- b. Confer with colleagues about the student
- c. Contact the parent to get background information
- d. Speak privately with the victim

It is the responsibility of all staff members at McKean High School to intervene, if appropriate and safe to do so, 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 place his or her well-being at risk. The action taken by the staff member may be as simple as a verbal command.

All teachers are expected to post the Thomas McKean 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.

- There is an anonymous bullying submission box located in the main office for reporting of suspected bullying incidents.

VII. Investigative Procedures

All incidents of bullying will be fully investigated by the assistant principal in charge of discipline. Appropriate action will be taken to resolve all bullying issues. For each case that is presented, the student resource officer will be contacted to review the case and to insure that any violation of Delaware Law is properly handled.

All confirmed bullying incidents must be reported to the Department of Education within five working days by the assistant principal.

VIII. Range of Consequences

The appropriate range of consequences for acts of bullying is as follows:

- a. Removal of positive reinforcers
 - i. Time-out
 - ii. Loss of a privilege
- b. Use of a negative or unpleasant stimuli
 - i. Rebuke or verbal reprimand clearly specifying what is not acceptable and consequences if repeated.
 - ii. Notice to parent
 - iii. Student Conferences
 - iv. Parent Conferences
 - v. Creation of a behavior contract
 - vi. Detention
 - vii. Suspension
 - viii. Referral to an external agency
 - ix. Expulsion
 - x. Report to Law Enforcement officials

In any suspected case of bullying support for the alleged victim is needed. Staff members should make an effort to do the following;

- a. Find a private opportunity for discussion with the victim
- b. Discuss with the victim what support they need
- c. Ensure their safety
- d. Record the event and follow through with actions
- e. Provide the victim with information for mental health or medical treatment needs. (Wellness Center and Nurse's Office)
- f. Make referrals to external agencies if necessary

IX. Reporting Procedures for Student or Caregiver

If a student or caregiver expresses a desire to discuss a personal incidence of bullying with a staff member, the staff member will make an effort to provide the child or caregiver with a practical, safe, private, and age-appropriate method of doing so. Anyone may report bullying. A report may be made by any staff member. All reports should be made in writing. A form will be provided for written complaints.

- a. Written complaints shall be specific as to the actions involved in the complaint and should include the following information:
 - i. Conduct involved
 - ii. Persons involved (alleged bully, alleged victim, and other witnesses and bystanders)
 - iii. Time and place of the alleged conduct
 - iv. Number of incidents
 - v. Name of potential witnesses (students and staff)
 - vi. Any actions taken in response to the alleged bullying

X. Notification of Parents or Guardian

A parent or legal guardian of any victim or perpetrator of bullying will be notified of the incident(s) and the investigation that is to follow.

XI. Procedure to Communicate with Medical and Mental Health Professionals

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 or relative caregiver 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 HIPPA and FERPA guidelines. If a parent refuses to sign a release form at school the school will review this policy with them, explaining the reasons the release would be advantageous to 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.

Summary of this evaluation shall be shared at a meeting with student, parent/guardian and school administrator's designee prior to return to school.

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 negative effects of bullying, Delaware has a school bullying prevention law which 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 address 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 educational programs of the school. The DDOE randomly audits schools each year for compliance with our state law and regulation on bullying and cyberbullying. The results are included in the Annual Report on Bullying in Delaware Public Schools.

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

Committee Members

Reginald Worlds	Assistant Principal
Julia Tulloch	Bullying Contact
Melissa Weyl	School Psychologist
Amy Leary	Guidance Counselor
Chrystal Haas	Teacher
TBD	Parent
TBD	Student

Principal's Signature

07/30/2019

Date Submitted

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 _____

(attach additional paper if needed)

THOMAS McKEAN HIGH SCHOOL ANTI-BULLYING STATEMENT

Thomas McKean High School is committed to the prevention of 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 by no means be tolerated. Students, if you believe that you have been a victim of bullying or know of another student that is being bullied, please speak to an administrator or a staff member about the situation. Staff members, if you are aware of a bullying situation, please make an administrator aware of both 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