



Academia Antonia Alonso Charter School

Bully & Cyberbullying Prevention Policy

Academia Antonia Alonso recognizes that a safe learning environment is necessary for students to learn and achieve high academic standards. Academia Antonia Alonso strives to provide safe learning environments for all students and all employees.

Prohibition of Bullying Which Includes Cyberbullying

To further these goals and as required by 14 Del. C. 4112D, Academia Antonia Alonso hereby prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of a school district or charter school from grades kindergarten through grade four. In addition, cyberbullying (as defined herein) is prohibited by students directed at other students. Incidents of cyberbullying shall be treated by each school district and charter school in the same manner as incidents of bullying. Academia Antonia Alonso further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.

"School function" includes any field trip or any officially sponsored public or charter school event.

"School property" means any building, structure, athletic field, sports stadium or real property that is owned, operated, leased or rented by any public school district or charter school including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school or charter school, or any motor vehicle owned, operated, leased, rented or subcontracted by any public school or charter school.

Definition of Bullying & Cyberbullying

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying means engaging in written, verbal, or electronic expression



or physical conduct that results in bodily harm to a student, damages a student's property, or places a student in fear of harm.

Bullying is a form of persistent aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words or subtler actions. It is a **pattern of behaviors directed at someone** and where the bully desires to hurt the targeted student.

Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another student who has less power. Bullying is unjustified and typically repeated.

Bullying is different from conflict. Two or more students can have a disagreement or a conflict. Bullying involves an imbalance of power element where a bully targets a student who has a difficult time defending themselves.

Any behavior that can result in a student feeling unsafe will NOT be tolerated at La Academia.

La Academia categorizes it as the following:

Physical: involves harmful actions against another person's body; can also involve interference with another person's property. For example: Cornering the victim and/ or intimidation.

Verbal: speaking to a person or about a person in a hurtful or unkind way. For example: Spreading rumors or making threatening phone calls.

Emotional: behaviors that upset, exclude, or embarrass a person. For example: nasty notes or intentional exclusion from games or activities



Sexual: singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behaviors. For example: sexual comments or inappropriate comments towards gender identity or sexual orientation

Racial: involves rejection or isolation of a person because of ethnicity. For example: racial slurs/taunts or religious discrimination

Cyber Bullying: uses technology to bully others verbally and / or socially and includes the use of mobile phones, social networking sites, and e-mail to circulate inappropriate communication

School-wide Bully Prevention Program: How La Academia addresses bullying:

- Creating a Bully Prevention Committee to coordinate all prevention efforts and evaluate the success of the anti- bullying plan
 - Collect information and investigate reports from students, teachers, and parents that deals with threatening behavior incidents
 - Communicate emphatically that bullying will NOT be tolerated in any form in the school, on school grounds, on the bus or on school trips
 - Implement proactive and preventative interventions at the individual, class, school, and community levels to reduce bullying and foster a healthy, safe environment to learning
 - Promote staff behaviors that lead to positive interpersonal relationships between students (e.g. model respectful behaviors, avoid pressuring students, monitor students during breaks, discourage bullying when observed, be non-judgmental)
 - Increased adult supervision where alleged bullying has been reported
 - Provide security measures (adult supervision and electronic monitoring in all areas before/during/after school on school grounds

Coordinating Committee

Academia Antonia Alonso shall establish a site-based committee that is responsible for coordinating the school's bully prevention program including the design, approval and monitoring of the program. A majority of the members of the site-based committee shall be members of the school professional staff, of which a majority shall be instructional staff. The committee also shall contain representatives of the administrative staff and support staff. These



representatives shall be chosen by members of each respective group except that representatives of the non-employee groups shall be appointed by the school principal. The committee shall operate on a 1-person, 1-vote principle. In the event a site-based school discipline committee has been established pursuant to § § 1605(7)(a) and (b) a and b, of Title 14 of the Delaware Code, that committee shall vote whether or not to accept the aforementioned responsibilities.

A. When setting up the Committee the Principal may wish to consider including other persons in addition to those required, such as a school counselor, school psychologist or other school-based mental health professional, a school resource officer, a nurse, a librarian, or a representative from the medical, business or faith-based community who might have a stake in the results of the program. The Principal should also decide on an appropriate award system for the committee, within available resources.

B. The Committee shall:

1. Hold regular meetings
2. Select a coordinator of the program
3. Consider, decide upon and coordinate any staff training sessions (beyond the 1 hour gang and bully prevention training required in 11 14 Del. C. 4123A), as needed.
4. Create and maintain a training log (either paper or electronic) to keep a record of the school staff which have been trained, and what training they have received. Decide upon the need for and provide short, concise training updates in writing or at staff meetings.
5. Consider, decide upon and oversee formal or informal evaluation techniques and materials (such as questionnaires), as needed
6. Consider, decide upon and order materials, as needed
7. Consider, decide upon and lead staff discussion groups as needed
8. Consider and decide upon additional guidelines for consistent positive consequences for those who follow the rules and consistent negative consequences for students who break them.
9. Review and refine the school supervisory system.
10. Plan a school kick-off event
11. Establish subcommittees, as needed



12. Decide upon and implement methods of notification to students, parents and the community concerning the school-wide program.

Reporting Requirements

Bullying is unacceptable and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the school community: pupils, staff and parents to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously.

A. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the administration.

1. Initial Concerns

a. Staff members are encouraged to watch for early signs of bullying and stop them before they worsen.

b. Even though there has been no report of bullying to a staff member, each staff member is encouraged to be vigilant and look for students who appear to be isolated from other students, about whom inappropriate comments are made by other students, or who show signs of peer victimization.

c. To confirm their concerns the staff member may choose to take the following steps:

i. Intensify observations of student in question

ii. Confer with colleagues about that student

iii. Consult the school's bullying database. iv. Take an informal survey of students about class climate

v. Engage in short personal interviews with some students

vi. Conduct a brief sociometric survey

vii. Contact the parent to see how student likes school

viii. Speak privately with the victim



2. Written Report

a. If measures confirm the staff member's concerns that a student is being bullied, if a staff member receives a report of a bullying matter, or if a staff member observes a bullying incident, they must inform the administrator principal or designated person immediately and in writing within 24 hours. The written report shall be reasonably specific as to actions giving rise to the suspicion of bullying and shall include:

- i. Persons involved, designating bully, target, and bystanders roles.
- ii. Time and place of the conduct and alleged, number of incidents.
- iii. Potential student or staff witnesses.
- iv. Any actions taken.

Investigative Procedures

A. Academia Antonia Alonso is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred and that such procedure include investigation of such instances, including a determination of whether the target of the bullying was targeted or reports being targeted wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, or national origin. This does not preclude schools from identifying other reasons or criteria why a person is a target of bullying.

1. All complaints must be appropriately investigated and handled consistent with due process requirements.

2. The Principal will may designate a person or persons to be responsible for responding to bullying complaints.

3. Neither complainant nor witnesses should 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 should 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. This prevents the bully, when confronted, from assuming that the



victim is the complainant. Student victims may have a parent or trusted adult with them, if requested, during any investigatory activities.

4. After receiving notice of the suspected bullying, either through a short form, an incident report, or an anonymous or other written complaint, the designated person will review the complaint in conjunction with any other related complaints. Reasonable steps will then be taken by the designated person 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.

5. Once the Principal or designated person has confirmed that a person has been the victim of bullying, the Principal or designated person will take prompt investigatory steps to determine who committed the acts of bullying and whether others played a role in perpetuating the bullying. The Principal or designated person will avoid forewarning the student suspects, and will interview suspects separately and in rapid succession.

6. After identifying those who committed the act or acts of bullying, the Principal or designated person will apply disciplinary action, consistent with due process rights, and the range of consequences identified herein. The bully will be informed that graduating consequences will occur if the bullying continues.

7. The Principal or designated person will keep a written record of the bullying incident, and any disciplinary actions taken. The Principal or designated person will keep any written statements of those committing the bullying, victims and witnesses. Discussions with all parties should be documented as soon as possible after the events. The school will not destroy or discard any material records or evidence while a criminal investigation into or prosecution relating to the incident is ongoing.

8. A follow-up will be completed two weeks later to determine whether the bullying has continued, and whether additional consequences are needed. An additional follow-up will occur in two months, regardless of whether new incidents have been reported.

9. Each confirmed incident must be recorded in the School Register of Bullying Incidents.



B. All reported incidents of bullying, regardless of whether the school could substantiate the incident, must be reported to the Department of Education by the Principal or his designee within five (5) working days pursuant to Department of Education regulations.

C. The school administration administrator should be aware that some acts of bullying may also be crimes which under the School Crime Reporting Law (14 Del. C. 4112) are required to be reported to the police and /or the Department of Education.

Non-Classroom Supervision

A. The Coordinating Committee will review and refine the supervisory system specifically to make bullying less likely to happen using the following techniques:

1. Determine the “hot spots” for bullying in the building, and why those hot spots exist.

2. Consider ways of either keeping certain groups apart during transition, or building positive collaborations between older and younger students.

3. Consider adult density in hot spots, if necessary.

4. Consider the attitude and behaviors of supervising adults in hot spots, and determine a way to increase their competence in recognizing and intervening in bullying situations.

5. Determine and disseminate a consistent graduated method by which all staff will recognize and respond to bullying.

6. Develop and provide a method for communication of staff so that staff who observe bullying can intervene and notify other staff involved in supervising the same students during the day.

7. Develop a consistent and user-friendly school-wide method of logging bullying incidents or observations about students at risk for bullying or being bullied.



8. Develop or review the policy for hallway supervision before and after school and during the time when students are moving between classes.

Consequences for Bullying

Consequences for bullying should be immediately and consistently applied and must be delivered in a non-hostile manner. Consequences should be disagreeable or uncomfortable but should not involve revenge or hostile punishment.

A. Consequences should take into account:

1. Nature and severity of the behaviors
2. Degrees of harm
3. Student's age, size and personality (including development and maturity levels of the parties involved)
4. Surrounding circumstances and context in which the incidents occurred
5. Prior disciplinary history and incidences of past or continuing patterns of behavior
6. Relationships between the parties involved (including any imbalance of power between the perpetrator and victim)
7. Ease of use for staff (within available resources and time constraints)



B. The appropriate range of consequences for bullying is as follows:

1. Removal of positive reinforcements:

a. Time-out.

b. Loss of a privilege.

2. Use of negative or unpleasant stimuli:

a. Rebuke or verbal reprimand clearly specifying what is not acceptable and consequences if repeated.

b. Notice to parent (required by law)

c. Serious talk with school staff member.

d. Serious talk with school staff member with parents present.

e. Supervised break times.

f. Creation of a behavior contract.

g. Reassignment of seats in class, lunch or on bus.

h. Forbidden to enter certain areas of school.

i. Reassignment of classes.

j. A referral to an external agency

k. Reassignment to another school, or another mode of transportation.

l. Recommendation for Alternative Placement/ Expulsion

m. Report to Law Enforcement officials

3. In addition, but never as replacement for disciplinary action, formative activities should be given, which may include:

a. Reparation to victim in the form of payment for or repair of damage to possessions out of bullies own money.

b. Cooperation with assessment of problems.

c. Education about what bullying is and why it is not acceptable.



- d. Documentation on books or films about bullying.
- e. Completion of bully related classroom work.
- f. Completion of Letter of acknowledgement of actions to victim (only after reviewed by staff and never in cases of sexual bullying).
- g. Completion of psychological assessment or evaluation.
- h. Completion of counseling (In house or referral to an outside agency, individual or family).
- i. Cooperation with a behavioral management program developed in consultation with a mental health professional.
- j. Submission to a psychological, psychiatric or neuropsychiatric evaluation before bully can return to school.
- k. Completion of community service.

C. Academia Antonia Alonso believes that positive consequences should be given when students are obeying the rules about bullying.

These consequences may include:

1. Enthusiastic, concrete, behavior-specific praise
2. Creative consequences that are truly positive for your students considering their age, sex, and maturity level.

D. Academia Antonia Alonso believes that victims should be given support. If bullying is suspected, staff members will make an effort to:

1. Find a private opportunity for discussion with victim.
2. Discuss with victim what support they need.
3. Ensure their safety.
4. Record the event and follow through with actions.
5. Provide the victim with opportunities to gain peer support.
6. Refer the victim to available help in-school.



7. Provide the victim with an opportunity to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face to face, if the victim chooses to do so.
8. Make referrals to external agencies if necessary.
9. Provide the victim with information for mental health or medical treatment needs.

Training

- A. Academia Antonia Alonso will provide a combined training each year totaling at least one (1) hour in the identification and reporting of criminal youth gang activity pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code. The training materials shall be prepared by the Department of Justice and the Department of Education in collaboration with law enforcement agencies, the Delaware State Education Association, the Delaware School Boards Association and the Delaware Association of School Administrators. Any in-service training required by this section shall be provided within the contracted school year as provided in 14 Del. C. § 1305(e).
- B. All school employees must attend the appropriate bully prevention training and submit proof of completion to the appropriate staff member.

Reporting Procedures

- A. The procedures for a student and parent, guardian or relative caregiver pursuant to § 202(f) of this Title 14 Del. C. § 202(f) or legal guardian to provide information on bullying activity will be as follows:
 1. If a child complains of bullying while it is happening, the staff member will 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 incidence of bullying with a staff-member, the staff-member will make an effort to provide the child with a practical, safe, private and age appropriate method of doing so.



3. Students who feel unable to talk to any staff can have a point of contact. Information should be submitted to the School Counselor's mailbox. Information found in the box must be treated with care and a staff-member or members will be designated to be responsible for this information.

4. 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.
 - e. Any actions taken in response

5. Anyone may report bullying. A report may be made to any staff member. Reports should be made in writing.

6. The Principal will designate a person or persons responsible for responding to bullying complaints.

7. Every identified complainant who files a written complaint with a staff member will receive a written explanation of results to the extent that it is legally allowed and be given an opportunity to inform the designated person as to whether or not the outcome was satisfactory. Easy to use follow-up forms will be made available.

8. Every confirmed bullying incident will be recorded in the School Register of Bullying incidents, which will be a central record for designated staff to read. This will give an indication of patterns which may emerge of both bullies and victims.



Anonymous Reports

Formal disciplinary action solely based on an anonymous report is not permitted. Independent verification of the anonymous report is necessary in order for any disciplinary action to be applied.

Notification of Parents, Guardian or Relative Caregiver

A parent, guardian or relative caregiver pursuant to 14 Del. C § 202(f) or legal guardian of any target of bullying or person who bullies another must be notified.

Retaliation

Retaliation following a report of bullying is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the school administration after consideration of the nature, severity, and circumstances of the act.

Procedure to Communicate with Medical and Mental Health Professionals.

A. The following procedures for communication between school staff members and medical professionals who are involved in treating students for bullying issues must be followed:

1. 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 pursuant to 14 Del. C. § 202(f) or legal 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.



2. 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.

3. After confirmation that a child has been involved in a bullying incident, if the Principal or designated person 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 treatment plan if identified as appropriate.

b. Require that 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.

4. Summary of this evaluation shall be shared at a meeting with student, parent/guardian and school administrator principal or designated person prior to return to school or the general population.

Emergency evaluations can be obtained through Christiana Care Health Services Emergency Center at Christiana or Wilmington Hospital (302)-733-1000, the Rockford Center (866)-847-4357. Crisis services are also available through Child Mental Health Prevention and Behavioral Health Services, State of Delaware 24 hour hot line (302)-633-5128. Non-emergent Services can be obtained through Children and Families First (800)-734-2388, Catholic Charities (302)-655-9624, and Delaware Guidance (302)-652-3948 in New Castle County or by contacting your medical insurance company for recommended providers in your area.

Implementation

The school bullying prevention program must be implemented throughout the year, and integrated with the school's discipline policies and 14 Del. C. § 4112.

Accountability

Academia Antonia Alonso shall notify Academia Antonia Alonso School Board in writing of their compliance with this policy and submit a copy of the procedures they have adopted under



this policy by January 1, of each school year. Academia Antonia Alonso shall verify for Academia Antonia Alonso School Board the method and date that the policy has been distributed, to all students, parents, and staff.

If a parent/guardian is not satisfied with the school's resolution of the bullying incident, they may contact the Department of Justice's School Criminal Offense and Bullying Ombudsperson, Joseph Flinn, at 302-257-3290. The Ombudsperson may investigate and resolve complaints and concerns of parents, guardians and students regarding criminal offenses and incidents of bullying committed on school property. The Ombudsperson may also investigate complaints of school officials' alleged failure to report criminal offenses and incidents of bullying as required by Delaware law. The Ombudsperson exists to provide assistance to students and their caretakers throughout this process; therefore, parents/guardians are encouraged you to contact him if you are in need of support.

**Department of Justice School Ombudsperson Contact Information: Joseph Flinn Delaware
Department of Justice 102 W. Water Street Dover, DE 19904 302-257-3290**