

## **Georgetown Elementary Bullying Prevention Plan**

Georgetown Elementary has adopted a school-wide bully prevention program that works in combination with the PBS behavior plan already in place. The bully prevention plan utilizes the already established behavior rules, incentives, and teaching techniques as well as incorporates facets of the Steps To Respect Bullying Prevention Program.

Georgetown Elementary has established rules, routines, and procedures that involve all students and staff in a comprehensive, preventative plan that addresses the needs of individual students and groups. This plan focuses on the school arrangement and supervisory system, establishing school bullying rules and consequences, dealing with bullying on an individual student level, and utilizing a system of data collection of bullying effects on our school. This plan also considered and addressed the establishment of a coordinating committee, reporting and investigative protocols, and the notification of caregivers and parents. Additionally, incorporating parents and community members promotes and assists us in communicating our plan outside the school.

Supplemental facets of the program include classroom visitation lessons conducted by the school counselor utilizing the Steps to Respect lessons.

### **I. School Arrangement and Supervisory System**

The school's physical environment is divided into several sections: classrooms, hallways, cafeteria, bathrooms, playground and the school buses.

A. Teachers and support staff are required to teach and maintain anti-bullying strategies in the classroom. All school personnel address the needs of students and monitor classroom activities.

B. Teachers are required to monitor student behavior in the hallways from 8:35-8:45 each morning and greet students as they enter the classrooms. Specialists and support staff are also on duty in the halls and stairways during this time. Homeroom teachers are required to escort students through the hallways during bathroom breaks, to and from lunch and specials, and to their buses at the end of the day when students leave.

C. The administrative staff is on duty in the cafeteria during breakfast and lunchtime. Students are monitored while they are in the serving line, eating at their assigned tables, and lining up after breakfast and lunch. Students must raise their hands and are not allowed to leave their seats unless given permission.

D. Teachers are required to escort large groups of students to the bathrooms and maintain a close proximity to the bathroom doors, which remain open. Student monitors are assigned to report off-task behavior and let classmates know when to rotate in and out of the restrooms. Teachers with restrooms in the classrooms require students to use these and not the hallway bathrooms. Specialists and cafeteria monitors only allow students to use the bathroom in an emergency.

E. The playground is divided into sections with staff assigned to supervise students during recess. Teachers are required to interact with and monitor students while moving through each area of the playground. Staff is obligated to make sure students keep away from areas where students cannot be clearly seen and supervised.

F. The four bullying rules are posted on the buses along with the four Knight rules already established. The drivers of the buses participated in bullying training as required by the state and are directed to report bullying to the school administration. Parents are reminded on a regular basis to provide supervision at bus stops.

## **II. School Bullying Rules and Consequences**

Georgetown Elementary adopted the four basic anti-bullying rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Students are taught these rules along with other school-wide rules as well as strategies for keeping the school bully-free. There are class meetings to discuss bullying prevention, students' roles in bullying prevention, and creating a sense of community in the classroom. In addition, these rules and consequences are outlined in the Georgetown Elementary School Student agenda.

Consequences for bullying are supervised by the school administration. Students who are referred to the office for bullying are subject to:

- a. An administrative conference with the Principal/Asst. Principal and the student's parents (1<sup>st</sup> offense)
- b. In-school/out of school suspension (2<sup>nd</sup> offense)\*
- c. Possible police contact (3<sup>rd</sup> offense)\*

\*Students who are repeat offenders can be required to meet with a counselor or medical professional. Administrator discretion may result in police contact after the first offense, if deemed necessary.

### **III. Dealing with Individual Bullies**

All staff members (classroom teachers, paraprofessionals, support staff, cafeteria and custodial personnel, and bus drivers) have been trained in accordance with Delaware State Law.

All personnel are required to provide immediate intervention if they observe bullying. Students are referred to the administration and the victim of bullying receives proper support and supportive bystanders are praised for their efforts. A follow-up meeting with the offending student is required with either the classroom teacher or an administrator.

### **IV. Data Collection**

The administration, PBS/BP Team, school counselor, school psychologist, and family crisis therapist use data on bullying occurrences to design bullying prevention lessons and work with classroom teachers and support staff in providing interventions for offending students, victims, and bystanders.

### **V. Coordinating Committee**

The PBS team that is already in place acts as the Bullying Prevention Coordinating Committee (i.e. Bullying Prevention Team). This team works with the administration to implement the school's Bullying Prevention Plan. The BPCCC gathers information from staff members as

to the effectiveness of the school-wide plan and addresses those needs with the administration.

## **VI. Investigating/Reporting Protocols**

All staff members are required to report incidents of suspected bullying to the administration. The principal and/or assistant principal investigate the incident and determine whether disciplinary action is merited. Students who feel they are victims of bullying are able to talk with the administrators and provide information about the incident. Students who have allegedly been bullying others are questioned on an individual basis by an administrator.

Students have been encouraged to report bullying to the nearest teacher/staff member. Students are also encouraged to report alleged bullying incidents to an administrator at any time during the day. To facilitate this, a “Bully Box” is located in the lobby by the office. For parents and students who may want to report an incident electronically, the district has created an online form that can be found at: [http://www.irsd.net/parents\\_students/bullying\\_prevention\\_school\\_crime](http://www.irsd.net/parents_students/bullying_prevention_school_crime).

The administration is responsible for contacting parents if it has been determined that an incident of bullying has occurred.

## **VII. Notification of Caregivers**

The administration is responsible for contacting parents when bullying occurs. Classroom teachers are urged to follow-up with the parents of both the offending students and the victim. Contact by the administration is prompt but occurs only after all information regarding the situation is gathered and a course of action is determined.

Students who are the victim of bullying may be seen by the school's support staff which includes our school counselor, school psychologist, family crisis therapist and clinical social worker.

## **VIII. Parent & Community Member Involvement**

Bullying Prevention may be addressed during PTO meetings. Discussion of prevention measures can be shared with parents and community members.

## **IX. Supplemental Programs**

Georgetown Elementary utilizes several resources to supplement the Steps To Respect Bullying Prevention Program. In addition to the established PBS system, the school also employs The NED Show resources found at [www.thenedshow.com](http://www.thenedshow.com) .

As part of our ongoing mission to meet the needs of our children with regards to changes in technology, Georgetown Elementary integrates iSafe presentations into our Computer class in order to address the awareness and concerns of cyberbullying.