



TEN OAKS MIDDLE SCHOOL



Bullying Intervention Plan

2018-2019

State law requires each school district in South Carolina to adopt a policy prohibiting harassment, intimidation, or bullying at school. Furthermore, HCS policy provides that each school within the district is expected to have in place, and be ready to articulate and defend, an effective bullying intervention system. In this regard, Ten Oaks Middle School (TOMS) hereby adopts the following policy.

I. Statement:

Ten Oaks Middle School prohibits any act of harassment, intimidation or bullying. TOMS has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, qualifies as conduct that disrupts a student's ability to learn and hampers a school's ability to educate its students in a safe environment. Since students learn by example; school administrators, faculty, staff and volunteers are expected to demonstrate model behavior by treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

At TOMS we are a school that:

1. promotes a healthy learning environment not only academically but socially and emotionally.
2. does not tolerate bullying, intimidation, or harassment by our students and staff.
3. is committed to utilizing anti-bullying literature such as posters and signs displayed throughout the campus.
4. has a system of reporting inappropriate behavior of students and staff in a timely and anonymous manner.
5. models and educators students and staff on respectful and safe behavior expectations, policies, and procedures.

II. Prohibited Behavior Defined:

TOMS acknowledges that “harassment, intimidation or bullying” means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school-sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that:

- a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- b) has the effect of insulting or demeaning any student, or group of students, in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- c) At Ten Oaks Middle School, we define bullying as:
 - A behavior that hurts or harms another person physically, socially, or emotionally
 - An inability for the target to stop the behavior and defend himself/herself
 - An imbalance of power that occurs when the student doing the bullying has more physical, emotional, or social power than the target
 - A repetitive behavior (However, bullying can occur in a single incident if that incident is either very severe or arises from a pattern of behavior)
- d) Ten Oaks Middle School follows the HCS Parent/Student Handbook for expectation of student behavior. Any student who chooses to be in violation of above definition or school policy will not be tolerated and may have consequences assigned.

III. Appropriate Behavior Defined:

Ten Oaks Middle School expects students to conduct themselves in a manner consistent with the district’s standard for student behavior. A proper regard shall be shown towards the rights and welfare of other students, school staff, as well as the educational purpose underlying all school-related activities. Furthermore, due care shall be given to school facilities and equipment.

Ten Oaks Middle School believes that standards for student behavior is best achieved cooperatively through interaction among the students, parents and guardians, staff and community members of the school district; thereby producing an atmosphere that encourages students to exercise appropriate levels of self-discipline. The development of this environment requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

Ten Oaks Middle School believes that the best discipline is self-imposed in nature, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume and accept responsibility for their behavior and understand the consequences of engaging in prohibited behaviors. Staff members who interact with students shall apply suitable protocol which are designed to prevent discipline problems and encourage growth in each student’s ability to exercise self-discipline and behave appropriately.

Faculty, staff, and students at Ten Oaks Middle School will model appropriate, exemplary behavior through participation in all school-level Anti-Bullying campaigns. These include, but are not limited to:

- Wearing blue to support STOMP Out Bullying™'s signature campaign **World Day of Bullying Prevention™** on Monday, October 1, 2018.
- Participation in Anti-Bullying Week in October with educational activities during TOMS Time.
- Completing monthly lessons during TOMS Time to help students build character and develop social and emotional competencies planned by administration and guidance.
- Holding Quarterly grade level meetings with administration to discuss appropriate behavior and expectations.
- Providing parent information nights monthly by both school experts as well as outside resources to educate all stakeholders on bullying prevention.
- Working with Ten Oaks Middle School PTO anti-bullying task force committee to educate school and community members on prevention methods.

IV. Consequences and Remedial Measures:

Ten Oaks Middle School accepts responsibility for the development and implementation of procedures that ensure appropriate consequences and remedial responses to students or staff members who commit any act of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each incident.

Factors for Determining Consequences

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Situational circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation; and
- Academic performance.

Environmental

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;

- Staff's ability to prevent and manage difficult or inflammatory situations;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Community environment; and
- Family situation.

Consequences and Remedial Measures:

Consequences and appropriate remedial actions for students or staff members who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up and including suspension, expulsion, or adverse employment action. Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Consequences must be consistent with the district's approved code of student conduct. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinary proceedings;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension;
- Legal action; and
- Expulsion.

Examples of Remedial Measures

Personal

- Restitution and restoration;
- Mediation;
- Peer support group;
- Referral to a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions;
- Behavioral assessment or other evaluation as deemed appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school disciplinarian or interventionist;
- Student counseling;
- Parent conferences;
- Student treatment; or
- Student therapy.

Environmental (Classroom, School Building or School District)

- School and community surveys for determining the conditions contributing to harassment, intimidation or bullying;
- School culture change;
- School climate improvement;
- Adoption of research-based, systematic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Targeted use of monitors (e.g., hallway, cafeteria, bus);
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups; and
- Law enforcement (e.g., school resource officer, juvenile officer) involvement

Ten Oaks Middle School may also involve staff from Rehabilitative Behavioral Health Services (RBHS) and/or other appropriate agencies when deemed necessary.

V. Reporting Procedures:

Horry County Schools requires the principal, or the principal's designee(s), at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee(s). All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While written statements are not required, the reporting party should be encouraged to submit one. Oral statements shall be also considered as an official notification; however the principal or the principal's designee(s) should document the oral statement.

Reports may be made anonymously, but formal disciplinary action must not be based solely on the basis of an anonymous report that cannot be corroborated. If requested, the identity of the victim will be protected to the extent allowed by law.

At Ten Oaks Middle School the administrative will work with staff to ensure the reporting of prohibited behavior does compromise the identity of the victim. At TOMS, we utilize student incident forms which can be filled out by the victim and sent to administration for investigation. Students and parents also have access to the Bullying Incident Report Form on the Horry County Schools web page for anonymous reporting.

VI. Investigative Protocol:

Horry County Schools requires the principal and/or the principal's designee(s) to be responsible for determining whether an alleged act constitutes a violation of this policy. All complaints of this nature will be taken seriously. In doing so, the principal and/or the principal's designee(s) shall conduct a prompt, thorough and complete investigation of each alleged incident. All investigations shall be sufficiently documented and the results of said investigation shall be retained by the school's administration regardless if the allegation is sustained or not. Those incidents which meet policy defined criteria must be reported to the District Office through the appropriate channels.

Ten Oaks Middle School investigates bullying in the following manner:

- A. Meet with the victim to gather information.
- B. Meet with other involved students separately and gather information.
 - All students involved may fill out a Ten Oaks Middle School Student Incident Report form and turn into grade level administrator and/or guidance counselor.
- C. If appropriate, guidance will attempt to conduct mediation and facilitate a bullying contract with the students.
- D. If handled by Guidance, Guidance will inform all administration at TOMS.
- E. Guidance and/or administration will inform parents/guardians of all involved students.
- F. Once signed, a copy of Bullying contract is kept.
- G. The Guidance Counselor and/or administrator logs the incident into PowerSchool, noting whether the child was a victim or perpetrator.
- H. ISS teacher files Bullying Contracts and Ten Oaks Middle School Student Incident Report in the individual discipline file's of all students (victim and perpetrator) which is then kept on file for three years.
- I. If the situation occurs again, then the grade level Assistant Principal must taken disciplinary action. Bullying/Cyberbullying is a Level 2 offense which results in a written office referral.

VII. Prohibition Against Retaliation and Reprisals.

Ten Oaks Middle School prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The administrator shall determine the consequence and appropriate remedial action for a person who engages in reprisal or retaliation after consideration of the nature, severity and circumstances of the act, in accordance with applicable laws, policies and procedures.

Acts of reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying will be investigated and disciplinary measures may be enforced aligned to school and district policy. All students received our school-wide discipline plan which must be signed and returned to the school. Law enforcement and Horry County Police will be notified where applicable.

VIII. False Reporting and Accusations:

Ten Oaks Middle School prohibits any person from making false accusations as a means to harass, intimidate or bully another person. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another, as a means to harass, intimidate or bully another person shall be disciplined in accordance with district policies and procedures. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means to harass, intimidate or bully another person shall be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials when appropriate.

Ten Oaks Middle School implement the following guidelines to address false reporting and accusations:

1. The administrators will issue appropriate sanctions, consequences, and remedial actions for students based on school discipline policy.
2. The principal in cooperation with the Human Resources Department will determine the appropriate remedial action and/or sanctions for employees filing a false complaint.

IX. Student Discussions:

The principal understands the requirement to develop an annual process for discussing the school's policy on harassment, intimidation and bullying with students, which may include, but is not limited to, student assemblies, guidance counselor or school resource officer group sessions.

Ten Oaks Middle School has the following processes in place to meet the aforementioned requirement:

- The school's policy on harassment, intimidation, and bullying is addressed in the school's handbook which is given to each student and taught in classes during the first week of school.
- The Ten Oaks Middle School Student Handbook is sent home with each student for parents to read and sign acknowledging the school's discipline policy, along with classroom syllabi. These forms are returned to the grade level administrator.
- The administrator for each grade level holds a class meeting or goes individual classroom during the first week of school to discuss school-wide expectations with students, discipline, and consequences. Bullying is addressed through these meetings.
- Each student is required to complete a semester of health and PE. Bullying is addressed through the health classes.
- Students complete lessons during TOMS Time to help students build character and develop social and emotional competencies planned by administration and guidance.
- Ten Oaks Middle School administration and guidance department will work in conjunction with PTO to organize a minimum of at least one parent information night per month involving both school experts as well as outside resources to educate all stakeholders on bullying prevention.

- Students involved in bullying incidents are provided with counseling through the following resources: the school's guidance department, RBHS services, and/or other outside agencies in cooperation with the school.
- X. On an annual basis, prior to the beginning of each school year, the principal will review this plan and amend it when deemed necessary. Furthermore, this plan shall be available to all school staff, students and parents. In addition to providing access to this plan, the administration at Ten Oaks Middle School will make it clear that all HCS Bullying Intervention Plans are applicable to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions, on a school bus or other school-related vehicle, at an official school bus stop or at any other program or function where the school is responsible for the child.

Ten Oaks Middle School Principal: Ben Prince

Ten Oaks Middle School Bullying Intervention Representative: Lindsay Lennon, Stephanie Kingsmore

August 6, 2018

TEN OAKS MIDDLE SCHOOL



Anti-Bullying Contract

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At Ten Oaks Middle School, bullying may look like:

- One child bullying another
- A group of children ganging up against one lone child
- One group of kids targeting another group

Common behaviors attributed to bullying include put-downs, name calling, rumors, gossip, verbal threats, menacing, harassment, intimidation, social isolation, exclusion, and/ or physical assaults.

Bullying that takes place on or immediately near the school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop will not be tolerated. It also applies to “**cyberbullying**” or the use of any electronic communication device to harass, intimidate, or bully. If a student is found to be harassing or bullying another student, appropriate disciplinary action will be taken.

Student's Expectations:

- Treat other students with kindness and respect
 - Not engage in verbal, emotional, social, or physical bullying/cyberbullying
 - Be aware of and follow the TOMS Anti-Bullying policy
 - Support students who have been victimized by bullies
 - Speak out against verbal, emotional, social, or physical bullying/cyberbullying
 - Notify a teacher, school counselor, or administrator when bullying does occur
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Student's Responsibility:

I completely understand the TOMS Anti-Bullying Policy. I am aware that if I engage in any of the actions or behavior that constitutes bullying, I can be subjected to further school discipline for bullying. I promise that I will not engage in any further actions or behaviors that could be considered bullying. I promise to respect the rights of other students and to act appropriately towards other students.

Student Signature

Date

Parent/Guardian's Responsibility:

I commit to encouraging my child to always respect others. I have instructed my child to respect the rights of other students and to act appropriately towards other students. I have further advised my child to report any bullying to the authorities.

Parent/Guardian's Signature

Date

Counselor/Administrator's Responsibility:

The parent/guardian and student understand that Bullying will result in the disciplinary action that is outlined in the rubric. The packet has been thoroughly reviewed and questions have been answered.

Counselor/Administrator's Signature

Date