

THE KING'S DAUGHTERS' SCHOOL

POLICY & PROCEDURE MANUAL

Rev. Nov 2021

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, & HARASSMENT

Policy:

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important KDS goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or
 1. at school-sponsored or school-sanctioned events or activities.
 2. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
 3. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school KDS or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require KDS to staff or monitor any nonschool-related activity, function, or program.

Procedure:

The following procedure applies to students for whom KDS contracts with, receives funding from, or is otherwise required to be compliant with the Illinois Board of Education and/or any Illinois School System:

Definitions

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer at KDS, including without limitation KDS administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan.

The Executive Director or designee shall develop and maintain a bullying prevention and response plan that advances KDS's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. KDS uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of KDS. However, nothing in KDS's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Executive Director, Residential Director, Principal, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the KDS named officials or any staff member. The KDS named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

The Nondiscrimination Coordinator is the Executive Director, 412 W. 9th Street, Columbia, TN 38401; 931-388-3810. The Complaint Manager is Operations Director, 412 W. 9th Street, Columbia, TN 38401; 931-388-3810.

4. Consistent with federal and State laws and rules governing student privacy rights, the Executive Director or designee shall promptly inform parent(s)/guardian(s) of all students involved in an

- alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Executive Director or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
 6. The Executive Director or designee shall investigate whether a reported act of bullying is within the permissible scope of KDS's jurisdiction and shall require that KDS provide the victim with information regarding services that are available within KDS and community, such as counseling, support services, and other programs.
 7. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
 8. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
 9. A student will not be punished for reporting bullying or supplying information, even if KDS's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
 10. KDS's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
 11. The Executive Director or designee shall post this policy on KDS's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
 12. The Executive Director or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness.
 13. This process shall include, without limitation:

- e. The frequency of victimization;
 - f. Student, staff, and family observations of safety at school;
 - g. Identification of areas of school where bullying occurs;
 - h. The types of bullying utilized; and
 - i. Bystander intervention or participation.
14. The evaluation process may use relevant data and information that KDS already collects for other purposes. The Executive Director or designee must post the information developed as a result of the policy evaluation on KDS's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
15. The Executive Director or designee shall fully implement the Board policies, including without limitation, the following:
- a. *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. *Student Social and Emotional Development*. Student social and emotional development is incorporated into KDS's educational program as required by State law.
 - e. *Access to Electronic Networks*. This policy states that the use of the KDS's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - f. *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic.

The following procedure applies to students for whom KDS does **not** contracts with, receive funding from, or is otherwise required to be compliant with the Illinois Board of Education and/or any Illinois School System:

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited. This prohibition extends to any school-sponsored program or activity, when on school property, when supervised by school staff, when using school technology or networks, or any other time that bullying causes a substantial disruption to school programming. (Note that this does not mean that KDS does or is required to monitor non-school-related activities or devices.)

The term bullying includes cyberbullying, and is defined as any physical or verbal conduct that does or is intended to cause fear of harm, have a substantially detrimental effect on the student's physical or mental health, or interfere with a student's ability to participate in and benefit from programming. Cyberbullying means bullying through the use of technology or any electronic communication.

Students, staff, and other individuals are encouraged to immediately report actual or threatened bullying. A report may be made orally or in writing to a supervisor, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to. Anonymous reports are also accepted in writing to aforementioned staff.

Executive Director or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. Restorative measures are actions that KDS takes in order provide a safe learning environment, teach interpersonal skills, restore relationships, create accountability, and/or reduce the likelihood of future disruption.

The Executive Director or designee shall promptly investigate and address reports of bullying within 10 days of any report. The report will include notification to all parents/guardians as necessary, program planning and interventions with staff members working with the student(s) involved, and restorative measures as necessary.

Retaliation against any person who reports an act of bullying is prohibited. An individual will not be punished for reporting bullying or supplying information, even if KDS's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.