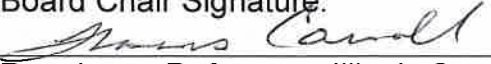




Board Policy and Administrative Procedure: Prevention of and Response to Bullying, Intimidation, and Harassment

No. BP
725

Board Revised Policy Approval Date: 11/23/21; 11/25/25, 9/29/26	Board Revised Policy Effective Date: 11/23/21; 11/25/25, 9/29/26	Board Policy Revision History: 7/24/17; 11/23/20, 7/19/21, 9/27/21, 11/25/25, 9/29/26
Board Chair Signature: 		Date: 9/29/24
Regulatory Reference: Illinois State Board of Education, Section 22-110 of the school code, under 105 ILCS 5/22-110		
Applies to: All Employees having contact with students at Hammitt Schools		
Board Policy Statement: Hammitt School serves a unique population of students with disabilities and therefore, the policy set forth herein is tailored to address the needs of Hammitt School's student population. Bullying causes physical, psychological, and emotional harm to students which interferes with a safe, civil, and healthy learning environment. Additionally, bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping or dropping out of school, fighting, use of drugs/alcohol, sexual harassment, and sexual violence.		
Definitions from Section 22-110 of the <i>School Code</i> (105 ILCS 5/22-110): Bullying, as defined in this policy, may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit image, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. No student shall be subjected to bullying: 1. During any school-sponsored education program or activity; 2. While in school, on school property, on school buses or other school vehicles, or at school-sponsored or school-sanctioned events or activities;		



Board Policy and Administrative Procedure: Prevention of and Response to Bullying, Intimidation, and Harassment

No. BP
725

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic equipment; or
4. Through the transmission of information from a computer that is accessed at non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school if the bullying causes a substantial disruption to the education process or orderly operation of the school. This item (4) applies only in cases in which the school administrator or teacher receives a report that bullying through this means has occurred and does **not** require the school to staff or monitor any non-school-related activity, function or program.

Nothing in this policy 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

Note: This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

Bullying includes “*cyber-bullying*” and means any severe or pervasive physical or verbal act of 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:

- A. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- B. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- C. Substantially interfering with the student’s or students’ academic performance; or
- D. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by the school.

Cyber-bullying is defined as 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, photoelectronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyber-bullying” 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 in this policy. “Cyber-bullying” also



Board Policy and Administrative Procedure: Prevention of and Response to Bullying, Intimidation, and Harassment

No. BP
725

includes the distribution of 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 per this policy.

Beginning with the 2026-2027 school year, pursuant to Section 22-110 of the Illinois School Code, cyber-bullying also includes the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of this policy.

“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, (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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

“School Personnel” means persons employed by, on contract with, or who volunteer in the school, including without limitation school administrators, teachers, school service providers (e.g., school social workers, school counselors, school psychologists, school nurses), cafeteria workers, custodians, bus drivers, school resource officers, and/or security guards.

Overview: 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 school goals. This policy and procedure address these goals.

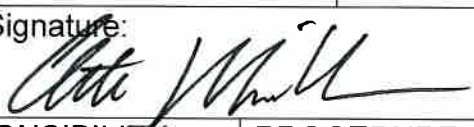
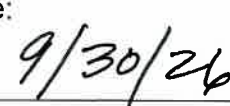
This policy and procedure were based on engagement with a range of school stakeholders, including students and parents/guardians (a sample were involved in its development).

This policy will be posted where other policies, rules or standards of conduct are posted in the school as well as on The Baby Fold’s website (www.thebabyfold.org). It will be included in the school handbooks. It will be distributed annually to parents, guardians, students and school personnel including new employees when hired.



Board Policy and Administrative Procedure: Prevention of and Response to Bullying, Intimidation, and Harassment

No. BP
725

Last Date of Procedure Review: 11/23/21, 11/25/25, 9/29/26		Effective Date of Revised Procedure: 9/29/26	Revision History of Procedure: 7/24/17, 11/23/20, 7/19/21, 9/27/21, 11/25/25, 9/29/26
CEO Signature: 		Date: 	
RESPONSIBILITY ASSIGNED TO:	PROCEDURE:		
All Employees having contact with students attending Hammitt Schools	1. <u>Responses to Bullying</u> a. Hammitt Schools may implement interventions to address reports of bullying. Interventions that may be taken to address findings of incidents of bullying in the school, include, but are not limited to: social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. b. Any student who is determined, after an investigation to have engaged in an intentional act of bullying will be subject to disciplinary consequences as deemed appropriate and consistent with the school's disciplinary policies, and/or the disciplinary policies of the student's referring school district, as applicable and deemed appropriate. c. Hammitt Schools is a nonpublic, therapeutic school and an agent of Illinois placing school districts, as such, Hammitt Schools and an agent of Illinois placing school districts, as such, Hammitt Schools may share information regarding incidents of bullying with the referring school district(s) of those students involved in a bullying incident, and an individualized education program ("IEP") meeting may be convened to discuss the impact, if any, on the student's current educational program placement, supports and services. Additional services are available within the referring school district and community, such as counseling, support services, and other programs, should be discussed directly with the student's referring school district by the parent/guardian.		



**Board Policy and Administrative Procedure:
Prevention of and Response to Bullying, Intimidation,
and Harassment**

No. BP
725

	d. Will address bullying using a variety of approaches including positive, trauma-informed behavioral programming, logical and natural consequences, counseling and crisis intervention techniques, and process discussions involving elements of restorative justice. e. Will align with other policies of The Baby Fold including but not limited to Prohibition of Discrimination, Harassment, Retaliation and Sexual Misconduct (BP407), Prohibited Discipline Practices (BP718) and Client Rights (BP701).
All Employees having contact with students attending Hammitt Schools	2. <u>Identification and Address of Concerning Behaviors</u> a. Will focus on identifying and addressing the “gateway” behaviors that lead to bullying (e.g., micro-aggressions that precede bullying) as well as bullying behavior itself, since research indicates that it is critical to address these behaviors to successfully prevent more obvious bullying behaviors.
All Employees having contact with students attending Hammitt Schools	b. Will recognize that students engaging in bullying behaviors typically do this due to their own emotional distress (often caused by prior traumas) and attempt to address these issues as well in a supportive fashion as part of the restorative process.
All Employees having contact with students attending Hammitt Schools	c. Understand that restorative measures mean 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, 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.



**Board Policy and Administrative Procedure:
Prevention of and Response to Bullying, Intimidation,
and Harassment**

No. BP
725

All Employees having contact with students attending Hammitt Schools	3. <u>Stakeholder Engagement</u> a. Understand that Hammitt School values the input and contribution that families provide to the educational program for students. If students or families feel that their concerns are not being addressed, then they are to report their concerns to the Director of Academic Services.
All Employees having contact with students attending Hammitt Schools	4. <u>Incident Documentation and Notifications</u> a. Incidents involving bullying will be documented using the classroom data recording system. If the incident is judged to be significant or needs additional follow-up, staff should call their designated administrator (noted below) as soon as practically possible, and an agency Incident Report will be completed.
Designated Hammitt Schools Administrators Stakeholders	b. Anyone, including staff members and parent/guardians, having knowledge of any incident(s) considered to be acts of bullying as defined in this policy are asked to promptly report bullying to the school administrators. The Hammitt Schools administrators designated to receive reports of bullying: Joe McQueen (Hammitt School on Willow Principal) 108 E. Willow; Normal, IL 61761 jmcqueen@thebabyfold.org 309.451.7244; Stephanie Jeanblanc (Hammitt School on Oglesby Principal) 612 Oglesby Ave.; Normal, IL 61761 sjeanblanc@thebabyfold.org 309.557.1076 Note that incidents of bullying may be reported anonymously to these administrators (e.g., in hard copy format).
Designated Hammitt Schools Administrators	c. Upon receipt of a report of bullying, Hammitt Schools will investigate whether such reported act of bullying is within the permissible scope of its jurisdiction pursuant to this policy.
Designated Hammitt Schools Administrators	d. Consistent with federal and state laws and rules governing student privacy rights, as applicable to Hammitt Schools and the policies of Hammitt Schools, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances



**Board Policy and Administrative Procedure:
Prevention of and Response to Bullying, Intimidation,
and Harassment**

No. BP
725

	of self-harm determined to be the result of bullying <u>within 24 hours</u> after the school's administration is made aware of the student's involvement in the incident. As appropriate, the above-named Administrator, Staff shall also discuss the need for interventions and availability of services, which may include social work services, counseling, school psychological services, other interventions, including community-based services and restorative measures. Hammitt School shall make diligent efforts to notify a parent/guardian, utilizing all contact information the school has available or that can reasonably be obtained by the school within the 24-hour period.
Designated Hammitt Schools Administrators	e. Hammitt School serves a unique population of students with disabilities, including students with the following disabilities: Intellectual Disability, Specific Learning Disability, Speech or Language Impairment, Emotional Disability, Other Health Impairment, Developmental Delay, Autism, and Traumatic Brain Injury. Due to the nature of the population served by Hammitt Schools and the possibility that certain acts may be manifestations of a student's disability rather than intentional act of bullying, as part of determining whether a reported act of bullying is within the permissible scope of the school's jurisdiction, each reported instance of bullying will be reviewed and assessed for the need to investigate on a case-by-case basis and as determined by Hammitt Schools administration (Principal/Academic Director).
Designated Hammitt Schools Administrators	1. <u>Investigation and Addressing Reports of Bullying:</u> a. If determined to be appropriate for investigation and within the school's jurisdiction, Hammitt Schools will comply with the following procedure for promptly investigating and addressing the report(s) of bullying: The designated administrator will investigate any bullying incidents that need follow-up promptly, making all reasonable efforts to complete the investigation within ten (10) school days after the date the report of the incident of bullying was



**Board Policy and Administrative Procedure:
Prevention of and Response to Bullying, Intimidation,
and Harassment**

No. BP
725

	received, and taking into consideration additional relevant information received during the investigation about the reported bullying incident.
Designated Hammitt Schools Administrators	b. Any reports of bullying will be kept confidential to the extent possible given the need to investigate the reported claim.
Designated Hammitt Schools Administrators	a. The designated administrator will involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
Designated Hammitt Schools Administrators	b. As part of the investigation, the designated administrator will investigate whether a reported act of bullying is within the permissible scope of the school's jurisdiction.
Designated Hammitt Schools Administrators	f. The designated administrator will notify the Academic Director of the report of the incident of bullying as soon as possible after the report is received.
Designated Hammitt Schools Administrators	g. The designated administrator will ensure the investigation is consistent with Federal and State laws and rules governing student privacy rights.
Designated Hammitt Schools Administrators	h. The designated administrator will provide parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the school administrator or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
Designated Hammitt Schools Administrators	i. As appropriate, the victim of a bullying incident will be provided with information regarding services that are available within the district and community, such as counseling, support services, and other programs.
Designated Hammitt Schools Administrators	j. Following the investigation of the incident, the building administrator will document on the Incident Report the findings of the investigation.
Designated Hammitt Schools Administrators	k. A verified allegation of bullying is a complaint that if investigated would meet the definition of "bullying" found in



**Board Policy and Administrative Procedure:
Prevention of and Response to Bullying, Intimidation,
and Harassment**

No. BP
725

	Section 27-23.7(b) of the School Code. This means that schools and districts need to capture this data regardless of the outcome to determine if an act of bullying occurred.
Designated Hammitt Schools Administrators	l. Beginning the 2024-2025 school year, ISBE requires that all schools submit data regarding verified reports of bullying, as well as data required for reported allegations of discrimination, harassment, or retaliation as required by the Racism-Free Schools Law. The reporting period for each year is August 1-July 31. ISBE has provided an Excel spreadsheet to complete and submit by August 15th of each year. Each building administrator will be responsible for tracking this data and reporting it to the Director of Academic Services for the ISBE report. *Starting with the 2025-2026 school year, data will be collected via an electronic reporting system through IWAS that ISBE is being designed.
Designated Hammitt Schools Administrators Vice President of Human Resources	m. Reprisal or retaliation against any person who reports an act of bullying is prohibited. Consequences and appropriate remedial actions for a person who engages in reprisal or retaliation will be determined by the Director of Academic Services, in consultation with Human Resources.
Vice President of Program Operations Vice President of Human Resources	2. <u>Addressing False Reports</u> a. If a determination is made that a person has falsely accused another of bullying as a means of retaliation or as a means of bullying, the Vice President of Program Operations – in consultation with Human Resources – will determine consequences and appropriate remedial actions.
Vice President of Program Operations	3. <u>Policy Evaluation</u> a. On an annual basis, will convene a policy evaluation committee to assess the outcomes and effectiveness of the policy that includes, but is not limited to, factors such as: 1) The frequency of victimization 2) Student, staff and family observations of safety at school. 3) Identification of areas of a school where bullying occurs.



Board Policy and Administrative Procedure:
Prevention of and Response to Bullying, Intimidation,
and Harassment

No. BP
725

	4) The types of bullying that are common or occurring. 5) Bystander intervention or participation. 6) The information developed as part of the evaluation process will be posted on The Baby Fold's website, www.thebabyfold.org/about/accreditation-licensure-reports.
Committee Members Director of Academic Services	b. This committee will also evaluate how well the bullying policy aligns with other policies and will address any discrepancies that are discovered.
Form Reference:	Agency Incident Report form