



ROYCEMORE

100 YEARS Proud history
Inspired future

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POLICY FOR ANTI-BULLYING

In furtherance of Roycemore’s commitment to maintaining an inclusive and equitable community, and in accordance with applicable state law, Roycemore strictly prohibits bullying and intimidation. It is contrary to State law, as well as our policies as a non-sectarian nonpublic school and is consistent with subsection (a-5) of this Section [free exercise of religion]. Nothing in this Section 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 United States Constitution or under Section 3 of Article 1 of the Illinois Constitution.

Whether by an individual or by a group, and whether in person or online, bullying and harassment interfere with a student’s performance and security by creating an uncomfortable, intimidating or hostile environment. Therefore, this behavior will not be tolerated on campus, at any school-related function, or through the use of the internet or other technology. Roycemore has developed the following Policy in an effort to provide all students equal access to a safe, non-hostile learning environment.

This Policy is intended to be read and enforced in conjunction with Roycemore’s Policy for Anti-Harassment in the Roycemore *Student-Parent Handbook*, and all other relevant policies and procedures. This policy is posted on Roycemore’s website and is included in the student handbook, and, where applicable, posted where other policies, rules, and standards of conduct are currently posted in the school, and is distributed annually to parents, guardians, students, and school personnel, including new employees when hired.

Prohibitions and Definitions

Bullying and intimidation on the basis of color, race, nationality, religion, sex, sexual orientation, gender identity, ancestry, age, physical or mental disability, marital status, orientation, gender-related identity or expression, or any other legally protected status, is prohibited.

Roycemore defines “bullying” as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (see “cyberbullying,” below) directed toward a student or students that has or can be reasonably predicted to have the effects 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 a school.

"Cyberbullying" 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. "Cyber-bullying" 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.

Bullying may take various forms, including without limitation one or more of the following:

- Harassment
- Threats
- Stalking
- Physical aggression - including hitting, punching, kicking
- Sexual harassment
- Sexual violence
- Theft
- Teasing or verbal abuse - including put downs, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- Public humiliation
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying or harassment
- Retaliation for asserting or alleging an act of bullying.

Procedures for Reporting Bullying

Any student who believes they have been subject to bullying or cyberbullying should promptly report their allegations to the appropriate Division Head in person, via email at (first initial)(lastname)@roycemoreschool.org or by phone at 847-866-6055. Anonymous reports may be made to the Head of School at 847-866-6077. All reports of bullying or cyberbullying will be investigated immediately, in a confidential manner. In addition, if the incident was not initially reported to the Division Head or Head of School, the Head of School or Division Head are to be notified of the report of the bullying incident as soon as possible after the report is received.

The investigation will be conducted by the Division Head (or designee) with the support of the Head of School, as needed. Parents and/or guardians of all students involved in the alleged bullying incident will be informed of the allegations, and students will be provided information regarding social work services, counseling, school psychological services, and any restorative measures.

"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.
- (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.

Consistent with the Roycemore *Student-Parent Handbook*, parents and/or guardians of all students involved will also be provided information and an opportunity to meet with the Division Head to discuss the investigation, the investigatory findings, and any actions taken to address the reported incident.

Roycemore will make every reasonable effort to complete the investigation of any reported bullying or cyberbullying incident within ten (10) school days. The investigation 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.

The results of the investigation and appropriate remedial action will be presented to the Head of School. Possible remedial actions to acts of bullying or cyberbullying may range from a restorative meeting, to suspension, probation or expulsion, consistent with the Disciplinary Actions described in the Roycemore *Student-Parent Handbook*. As a private/ non-public school, Roycemore is not subject to Illinois School Student Records Act or the Federal Educational Rights and Privacy Act. However Roycemore's policies and procedures provide certain student privacy protections, as indicated in the Parent-Student Handbook.

Prohibition of Retaliation

Any student who makes a report of bullying or cyberbullying in good faith, or who contributes to a bullying or cyberbullying investigation, is protected from retaliation. Any student or students who retaliate against another student for their report of or cooperation in a bullying or cyberbullying investigation will be subject to discipline consistent with the Disciplinary Actions Policy. Any student or students who makes a false report of bullying as a means to retaliate against the student or as an act of bullying will be subject to disciplinary action consistent with the Disciplinary Actions Policy.

Policy Monitoring, Evaluation, and Individual and School-Wide Interventions to Increase Effectiveness

As part of the process of reviewing and evaluating Roycemore's Anti-Bullying Policy, Roycemore will annually assess factors including, but not limited to, the frequency of victimization, observations related to safety on the Roycemore campus, identification of school areas where bullying occurs most frequently, the types of bullying exhibited, and bystander intervention and/or participation.

In addition, to further the understanding and prevention of bullying and its impacts on students, the following interventions will be implemented, engaging school social work services, social-emotional skill building, counseling, advisory discussions and material from the Leader in Me program.