

Swann School Bullying Policy

Swann School is a nonpublic school facility for children with profound multiple disabilities and medical needs. The profound multiple disabilities (including both intellectual and physical disabilities) of the students at Swann School severely limit their ability to access their environment, engage in social interactions and participate in other daily activities without the assistance of others. Overall, they are working on an adaptive functional curriculum as opposed to an academic curriculum. In addition, the profound intellectual levels (age equivalents of one to two years or less) at which the students are functioning preclude them in general from understanding the concept of "bullying". However, in order to meet state regulatory requirements and in case any incidents that could be defined as bully do occur at Swann School, this policy will be put into effect.

Bullying" includes "cyber-bullying" 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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, 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.

"Cyber-bullying" 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, 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 Section. "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 in this Section.

- A. Bullying, including “cyber-bullying” is contrary to State law and the policies of Swann School. As such bullying is prohibited on Swann School grounds or through any equipment owned by the school. In addition, bullying is prohibited via the transmission 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 Swann School if the bullying causes a substantial disruption to the educational process or orderly operation of the school. This applies only in cases in which a Swann School administrator or staff member receives a report that bullying through this means has occurred. Swann School staff will not monitor any nonschool-related activity, function, or program.

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.

- B. Any incidents of potential bullying at Swann School that have been noted by staff or seen by any other person while on the premises should be reported promptly. Staff members should report any alleged bullying incidents to the head teacher/principal or the executive director. This can be done in person, through a signed incident report placed in the appropriate secure school mailbox or via phone at 217-398-9270. Alleged bullying incidents may also reported anonymously by placing a note in the appropriate secure school mailbox. The complaint manager for bullying incidents at Swann School is John Lawrence, Head Teacher/Principal. He may reached at 217-398-9270 or via email at John@swanncare.com.
- C. Consistent with federal and State laws and rules governing student privacy rights the following needs to occur once an alleged bullying incident has been reported:
1. Parents or guardians of students involved in the bullying incident will be promptly notified by the head teacher/principal or the executive director via phone with a formal letter to follow.
 2. If appropriate, the availability of social work services, counseling, school psychological services, other interventions and restorative measures will be discussed with the student’s parent or guardian either during the initial phone call or during subsequent follow-up.
- D. Swann School will make every effort to make sure that any reports of bullying are investigated and addressed promptly by:
1. Making all reasonable efforts to complete the investigation of the bullying report within 10 school days after the report of the incident was received. However, additional relevant information received during the course of the investigation about the reported bullying incident may affect this timeline.
 2. Having the head teacher/principal or the executive director notify the parents or guardians of students involved in the reported bullying incident via phone

with a formal letter to follow. If appropriate, the availability of social work services, counseling, school psychological services, other interventions and restorative measures will be discussed with the student's parent or guardian either during the initial phone call or during subsequent follow-up.

3. Interviewing all persons allegedly involved in or witness to the reported bullying incident. This will be done by the head teacher/principal, the executive director, or other appropriate school support personnel or staff person with knowledge, experience and training on bullying prevention, as deemed appropriate during the investigation process.
4. Using other means to aid in the investigation of the reported bullying incident, including, but not limited to such things as video recordings, sound recordings, letters, emails, texts, etc.
5. Formalizing the results and findings of the investigation, including the determination of whether or not an incident of bullying actually occurred.
6. Providing parents or guardians of the students who are parties to the investigation information about the investigation as well as the opportunity to meet with the head teacher/principal or the executive director in order to discuss the investigation, the findings of the investigation, and the actions taken to address the reported bullying incident.

- If it is found that bullying has occurred, the student or students responsible will be disciplined according to the current Swann School student disciplinary policy and procedures.
- If it is found that the person making the report of the bullying incident has done so falsely in order to bully the other person as a means of retaliation or as a means of bullying that person, he or she will be disciplined according to either the Swann School student disciplinary policy and procedures or the Swann Special Care Center employee disciplinary policy and procedures based on whichever is appropriate.
- Acts of reprisal or retaliation against anyone who reports an act of bullying is prohibited. Any person engaging in any such reprisal or retaliation will be disciplined according to either the Swann School student disciplinary policy and procedures or the Swann Special Care Center employee disciplinary policy and procedures based on whichever is appropriate.
- During the investigation, the head teacher/principal and executive director will need to make a determination whether or not the reported act of bullying is within the permissible scope of the school's jurisdiction. If it is found not to be within the school's jurisdiction, the victim should be provided with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

- E. Interventions that can help prevent bullying at Swann School include, but are not limited to: school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community based services.

F. Data will be reviewed on a yearly basis in order to assess the outcomes and effectiveness of the Swann School bullying policy. This will include such factors as:

1. The frequency of victimization.
2. Student, staff, and family observations of safety at Swann School.
3. Identification of areas of a school where bullying occurs.
4. The types of bullying being utilized.
5. Bystander intervention or participation.

G. Development, Notification, Posting, Reevaluation, and Submission to the Illinois State Board of Education (ISBE) of the Swann School Bullying Policy

1. Development and Reevaluation of the Swann School Bullying Policy will involve a wide range of stakeholders.
2. Where applicable, the policy will be posted where other policies, rules, or standards of conduct are posted at Swann School.
3. The policy will be posted on the Swann Special Care Center website.
4. The policy will be included in the Swann School handbook.
5. The policy will be distributed annually to parents, guardians, students and school personnel, including new employees when hired.
6. The policy will be initially submitted to ISBE and then subsequently reviewed and reevaluated every two years and updated as necessary. Appropriate documentation will be submitted to ISBE every two years to show that the policy has been reviewed and reevaluated.

H. This bullying policy is consistent with the policies of Swann School and Swann Special Care Center.

Reviewed and Updated 11-24-21