



**Bellefaire JCB**  
*for excellence... for wellness... for children*

<b>Program/Department Name</b>	Monarch School
<b>Policy Number and Title</b>	Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy
<b>Original Effective Date</b>	
<b>Last Reviewed Date</b>	June 14, 2024
<b>Last Revised Date</b>	June 14, 2024
<b>Policy Owner</b>	Monarch School, Risk Management

**POLICY:** It is the policy of Monarch School to provide an educational environment free from harassment, intimidation, or bullying. Monarch School is committed to protecting its students from any form of physical, verbal, or mental abuse. Harassment, intimidation or bullying behavior by any student or school personnel is strictly prohibited by Illinois State Law, Ohio State Law and Monarch School. Monarch School will annually communicate this policy to students, their parents/guardians, school personnel and new hires.

**SCOPE:**

**Definition**

As defined by Ohio Revised Code section 3313.666, harassment, intimidation, or bullying is defined as “any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student or violence within a dating relationship.”

Bullying may involve but is not limited to cyberbullying, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, ostracism, destruction of property, or retaliation for asserting, opposing or alleging an act of bullying. This also includes any form of communication 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) Substantially interfering with the student's or students' academic performance; or 3) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, and on the

way to and from school (including school buses).

### **Prohibited Conduct**

It is a violation of Monarch School's policy for a student, employee, or any school visitor to:

1. harass, intimidate, or bully another person or to engage in conduct which would actively or passively support acts of harassment, intimidation, or bullying on school property, on school transportation, or at school-sponsored events.
2. report false allegations or a false complaint of harassment, intimidation, or bullying.
3. retaliate against another person for instituting a good faith complaint of harassment, intimidation, or bullying.

### **Complaints**

A student, who feels that he or she has been harassed, intimidated, or bullied, should inform a Monarch School teacher or administrator. All school employees are required to report alleged violations of this policy to the Director or his/her designee. All other members of the school community including students, parents/legal guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. There are no express time limits for initiating complaints under Monarch School's policy; however, every effort should be made to bring complaints to the attention of appropriate authorities as soon as possible while memories are fresh and witnesses continue to be available.

Students who make informal complaints of conduct they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying. Anonymous complaints will be accepted via phone and email at 216-320-8598; [okeefej@bellefairejcb.org](mailto:okeefej@bellefairejcb.org), Jenny O'Keefe, Director of Monarch School.

### **Investigation**

Complaints will be documented and investigated. School personnel shall complete an incident report documenting a complaint of harassment, intimidation, or bullying if reported to them. If it is determined that a violation has occurred, prompt corrective action will be taken. When a report is received, the Director shall investigate whether a reported act of bullying is within the permissible scope of Monarch School's jurisdiction. If found to be within the scope, the Director will notify all required parties, collaborate with parents and students to agree upon a course of action and will work as quickly as is possible to ensure the safety of students, gather information, and clarify facts. The Director will notify and include other Monarch School and Bellefaire JCB departments as necessary, depending on the scope and severity of the event. The Director will make all reasonable efforts to complete the investigation within ten (10) school days after the date of the report, taking into consideration additional relevant information received during the course of the investigation. The Director will provide parents and students involved in the bullying incident with information about the investigation and an opportunity to

meet to discuss the investigation, findings, and the actions taken to address any bullying that is found to have occurred. During the investigation, confidentiality will be maintained to the utmost extent possible.

Interventions may be provided, as needed, to the parties involved in the bullying, including but not limited to school social worker services, restorative measures, social-emotional skill building, counseling, psychological services, community-based services and other programs. Additionally, the following intervention strategies may be implemented:

1. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel;
2. Planned professional development programs addressing targeted individuals' problems; including what constitutes safe and acceptable Internet use;
3. Formal or informal information or data collection regarding specific disciplinary or student problems;
4. Modeling by school personnel of positive, respectful, and supportive behavior towards students;
5. Employing classroom rules and strategies that instruct students on how to work together in a collaborative and supportive atmosphere; and
6. Gathering of information from parents, law enforcement, and other community members regarding positive responses to harassment, intimidation, or bullying.

### **Disciplinary Consequences**

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the Director or his/her designee that is intended to ensure that the prohibition against harassment intimidation, or bullying behavior is enforced, with the goal that such prohibited behavior will cease.
2. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action is a matter for the professional discretion of the Director of Monarch School.
3. Reprisal, retaliation and/or knowingly making a false accusation or providing false information will be treated as bullying for purposes of determining consequences or other appropriate remedial actions.
4. If an investigation reveals that sexual harassment has occurred, the harasser may also be held legally liable for his/her actions under state or federal anti-discrimination laws or in a separate legal action.

### **Notification**

The parent/guardian of students involved in any act of harassment, intimidation, or bullying will be promptly notified in accordance with federal, state and local rules governing student privacy rights, including but not limited to the Family Educational Rights and Privacy Act of 1974.

Monarch School's bullying policy is based on engagement with a range of school stakeholders, including students and parents/guardians and will be posted where other policies, rules, or standards of conduct are posted in the school, including the school's website and handbook.

**Policy Evaluation:**

School administration will semiannually provide the board with a written summary of all reported incidents to the extent permitted by Ohio Revised Code section 3319.321 and the Family Educational Rights and Privacy Act of 1974. This policy will be evaluated every two years to assess its outcomes and effectiveness. The evaluation process will include, but is not limited to, factors such as:

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

The evaluation process may use relevant data and information that Monarch School already collects for other purposes. The information developed as part of the evaluation process will be posted on Monarch School's website.

This policy is fully consistent with Monarch School's other policies.

**INTERNAL REFERENCES:** Student and Parent Handbook

**EXTERNAL REFERENCES:** Ohio Revised Code section 3319.321, Ohio Revised Code section 3313.666, 20 U.S.C. § 1232g, 34 CFR Part 99