COORDINATED YOUTH & HUMAN SERVICES

Ensuring All We Serve Have A Brighter Tomorrow!

Bullying Prevention

Policy #: 032 **Revision Date: 9/22/26**

POLICY

Coordinated Youth & Human Services (CYHS) finds that a safe, civil, and healthy school environment is necessary for all students to learn and achieve. Bullying causes physical, psychological, and emotional harm to students, which interferes with this 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, using drugs and alcohol, sexual harassment, and sexual violence (105 ILCS 5/22-110).

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.** Bullying is contrary to state law and the policies of CYHS. 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, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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 CYHS if the bullying causes a substantial disruption to the educational process or orderly operation of a school. 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.

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 United States Constitution or under Section 3 of Article 1 of the Illinois Constitution.

Bullying, as defined in 105 ILCS 5/27- 23.7, 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.

Definitions

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;
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, photo-electronic 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*. *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 *bullying*.

Digital Replica- A newly created, electronic representation of the identity of an actual individual created using a computer, algorithm, software, tool, artificial intelligence, or other technology that is fixed in a sound recording or audiovisual work in which that individual did not actually perform or appear and that is so realistic that a reasonable observer would believe it is a performance by the individual being portrayed and no other individual.

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 with CYHS including without limitation school and school 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.

PROCEDURE

Administrators will:

- Ensure bullying, cyberbullying, intimidation, and harassment does not diminish a student's ability to learn and the school's ability to educate.
- Direct all members of the school community to report alleged acts of bullying, cyberbullying, intimidation and harassment and other acts of actual or threatened violence to administrators on form provided.
- Conduct prompt and thorough investigations of alleged incidents of bullying, intimidation, harassing behavior or similar conduct within a 10-day time period.
- Investigation shall include notice of the allegations to the student or school employee and an opportunity to respond.
- Ensure appropriate actions to include participation of parents of accused students, are taken to stop and prevent recurrence of the conduct.
- Provide appropriate consequences and remedial action protecting students against retaliation for reporting such conduct.
- Examine the appropriate intervention steps to understand and rectify conditions that foster bullying, cyberbullying, intimidation, and harassment. Appropriate steps will include involving school support personnel having knowledge, experience, and training on bullying prevention.

- Ensure that a Follow-Up Intervention Form is completed, and all interventions and guidelines have been followed and implemented.
- Provide training to all educational staff on bullying prevention and ensure bullying prevention and character instruction takes place in all grades that includes protocol for reporting anonymous or in-person reporting of bullying or retaliation.
- Annually communicate the Bullying Prevention Policy to staff and students as well as parents/guardians by means of workshops, Student Handbooks, letters, and school website.

Staff will:

- Ensure bullying, intimidation and harassment does not diminish a student's ability to learn.
- Promptly report alleged incidents of bullying, cyberbullying, intimidation, and harassing behavior to administrators.
- Complete, as requested by administrator, the Bullying Incident Follow-Up Form and implement the intervention steps and guidelines provided.
- Provide bullying prevention and character instructions in the classroom annually that includes procedures for reporting anonymous or in-person reporting of bullying or retaliation.

Bullying Prevention and Response Plan

The school principal shall develop and maintain a bullying prevention and response plan that advances the goal of providing all students with a safe learning environment free of bullying and harassment.

1. CYHS uses the definition of bullying as provided in this policy.

2. Bullying is contrary to State law and the policy of this CYHS. However, nothing in the 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 or under Section 3 of Article I of the Illinois Constitution.

3. Students, parents, and school personnel are encouraged to immediately report bullying. A report may be made orally or in writing to the Complaint Manager 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 Complaint Manager or any staff member. Anonymous reports are also accepted by contacting the Complaint Manager listed below and specifically indicating that you would like to remain anonymous. However, formal disciplinary action cannot be taken solely on the basis of an anonymous report**. Please go to CYHS' website at www.cyhs.com/bullying-incident-report/**

Complaint Manager:
__EEP Principal_____
Name
__Julie Adams_____
Address
1611 West 3rd St. Granite City, IL 62040
Email
_jadams@cyhs.com_____
Phone
(618) 451-0552

4. Consistent with Federal and State laws and rules governing student privacy rights, the parents or guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

5. The principal 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 a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
   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 Building Principal or school administrator or designee of the reported 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/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building 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.

The principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of the CYHS' jurisdiction and shall require that they provide the victim with information regarding services that are available within CYHS and community, such as counseling, support services, and other programs.

6. The principal or designee shall use interventions to address bullying, that 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. Additionally, CYHS shall provide the victim with information regarding services that are available within the school and community, such as counseling, support services, and other programs.

7. 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.

8. No person will be subject to consequences for making a good-faith report of bullying. However, making a false accusation of bullying as a means of retaliation or as a means of bullying is prohibited and will be treated as bullying for the purpose of determining appropriate consequences.

9. CYHS' bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians. Furthermore, the policy is consistent with the other policies of CYHS.

10. The principal or designee shall post this policy on CYHS' Internet 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 will be provided periodically throughout the school year to students and faculty and will be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The principal or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. The review will occur every two years to assess the outcomes and effectiveness of the policy and shall make any necessary and appropriate revisions. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that CYHS already collects for other purposes. The principal or designee must post the information developed as a result of the policy evaluation on CYHS' website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The principal 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. Curriculum Content. Bullying prevention and character instruction is provided in all grades.
    c. Student Social and Emotional Development. Student social and emotional development is incorporated into CYHS' educational program.
    d. Access to Electronic Networks. This policy states that the use of the CYHS' electronic networks is limited to: (1) support of education and/or research, or a legitimate business use.
    e. Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic.
    f. Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    g. Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    h. Restrictions on Publications. This policy prohibits students from and provides 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.

Most recent revision date: 9/22/2026

LEGAL REF.: 105 ILCS 5/22-110- Bullying Prevention
23 Ill.Admin.Code §§1.295

Mission: We empower youth and families to lead fulfilling lives by embracing the ever-changing needs of the community.