

BULLYING AND HARASSMENT POLICY

Marklund Day School 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, use of drugs/alcohol, sexual harassment, and sexual violence. (105 ILCS 5/27-23.7)

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 of military service, 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 Marklund Day School.

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.
3. Through the transmission of information from a school computer, a school computer network, or 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 the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of school. This item (4) applies only in cases in which a school administrator or teacher receives a report of bullying through this means has occurred and does not require Marklund or 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 United States Constitution or under Section 3 of Article 1 of the Illinois Constitution.

A. Definitions:

BULLYING: 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.



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Cyberbullying: 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 website or weblog in which the creator assumes the identify 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 of electronic means of communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more person if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative Measures: A continuum of school-based alternatives to exclusionary discipline, such as suspension and expulsion, that: (i) are adopted to the particular needs of the school and community, (ii) contribute to maintain 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 disruptions 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.

School Personnel: Persons employed by, on contract with, or who volunteer in a school district, charter school, or non-public, non-sectarian elementary or secondary school, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurse, paraprofessionals, administrative assistants, related service staff, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

B. Bullying Report Process:

Students, parents, and school personnel are encouraged to immediately report bullying to any administrator within Marklund Day School. Alternatively, reports may be made orally or in writing to the bullying report manager:

Name: Paula Bodzioch

Title: Chief Academic Officer

Phone Number: 630.397.56984

E-mail Address: pbodzioch@marklund.org

Address: 1S376 Wyatt Dr. Geneva, IL 60134

Anonymous reports are accepted by calling the contact listed above 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.

C. Response to Bullying Reports:

Upon receipt of a report of bullying, Marklund Day School will investigate whether such reported act of bullying is within the permissible scope of its jurisdiction.

Consistent with federal and State laws and rules governing student privacy rights, the parents/ guardians of all students involved in the 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, other interventions, and restorative measures. The school shall make diligent effort to



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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.

Further, the administrator or compliance officer will promptly investigate and address the report of bullying by doing the following:

1. Make all reasonable efforts to complete the investigation within 10 school days after the date of the report of the incident of bullying was received, taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
2. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
3. Notifying the principal, school administrator, or his/her designee of the report of the incident of bullying as soon as possible after the report is received (if the principal or administrator is not the person who received the report).
4. Consistent with federal and State laws and rules governing student privacy rights, provide parents/ guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal, school administrator, or his/her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The principal, administrator, or his/her designee may implement interventions to address reports of bullying. This includes, but not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Additionally, Marklund Day School shall provide the victim with information regarding services that are available within their community, such as counseling, support services, and other programs.

Marklund Day School prohibits reprisal and retaliation against any person who reports an act of bullying. Such reprisal or retaliation will be treated as bullying for the purpose of determining appropriate consequences. 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.

D. Policy Evaluation

This policy has been developed and is reviewed annually by Marklund Day School Leadership Team in conjunction with various stakeholders. This policy is consistent with the policies of Marklund and Marklund Day School. The bullying and harassment policy can be found on the Marklund Day School website (www.marklund.org/school), along with all other school policies. The policy is included within the annual school registration packet/handbook. This policy will be distributed annually to parents and school personnel, including new employees when hired.

Marklund Day School shall conduct a review and re-evaluate of this policy every two years to assess the outcomes and effectiveness of this policy and make any necessary and appropriate revisions. As part of this process, Marklund Day School shall review various factors including but not limited to:

- 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.
- 4) Types of bullying utilized.
- 5) Bystander intervention or participation.



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Marklund Day School may use relevant data and information it already collects for other purposes in the policy evaluation. The information developed as a result of the policy evaluation must be made available on the internet website of Marklund Day School.

No later than September 30 of the subject year, the policy must be filed with the State Board of Education after being updated.

Date of adoption: 08/23/2023

Date of Most Recent Review/Re-Evaluation: 09/18/2025

E. References:

105 ILCS 5/27-23.7- Bulling Prevention

23 Illinois Administrative Code 1.295



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