



Little City Foundation

Policies & Procedures

Subject: CENTER FOR EDUCATION-Bullying and Cyberbullying

Policy # CFE 09

Approved:

Issued:

07/17

Revised:

04/24

Page:

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Date Reviewed

PURPOSE

Little CityCenter for Education believes in providing all students equal access to a safe learning environment in curricular and extracurricular programs by preventing students from engaging in bullying behaviors, identifying disruptive bullying acts, and intervening should bullying occur.

SCOPE

This policy applies to the Little CityCenter for Education.

POLICY

Bullying is contrary to State Law and School Policy. Bullying based on actual or perceived race, color, religion, gender, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of those as mentioned above actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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 transmitting 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 the district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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.

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Cyber-bullying means bullying using 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*. *Cyberbullying* also includes the distribution by electronic means of 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*.

PROCEDURE

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.

Students who believe they have been the subject of bullying are encouraged to report the matter immediately to the Administrator or School Therapy and Clinical Coordinator:

- Bre Reveley, School Assistant Principal, breveley@littlecity.org, 224-448-0117
- Kimberly Blecha, School Clinical Coordinator, kblecha@littlecity.org, 847-221-7161

Students may choose to report to a person of the student's same gender. All Little CityCenter for Education employees are required to report all incidents of possible bullying that come to their attention whether through student or parent complaints or their own observation. Anonymous reports are also acceptable. Bullying reports can be made anonymously to the Administrator in writing or by phone call. The Administrator will investigate the complaint as soon as possible or appoint a qualified person to investigate on his or her behalf.

Little CityCenter for Education procedures for promptly investigating and addressing reports of bullying, including the following:

- (A) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the investigation about the reported incident of bullying.
- (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 principal or school administrator or his or her designee of the report of the 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 and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the 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.

Any student who is determined, after an investigation, to have engaged in bullying in violation of this policy, and the bullying behavior is within the scope of the school's jurisdiction, will be subject to disciplinary action consistent with the Little City Center for Education behavior intervention policy up to and including a manifestation determination. Students may be referred to their home school district for further disciplinary action. This is based on the engagement of a range of school stakeholders, including students and parents or guardians.

Consistent with the policies of the school board, charter school, or non-public, non-sectarian elementary or secondary school, the parent(s)/guardian(s) of every student involved in an alleged incident of bullying shall be promptly informed and made aware of the availability of social work services, counseling measures, other interventions, and restorative measures. Interventions that can be taken to address bullying 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.

All reports of bullying will be investigated and determined to either constitute bullying or not. In the event it is decided that a report constitutes a form of bullying the following but not limited to, will then be assessed to determine the actions of the school.

- a. The frequency of victimization.
- b. Student, staff, and family observations of safety at school.
- c. Identification of areas of a school where bullying occurs.
- d. The types of bullying that are common or occurring.
- e. Bystander intervention or participation

After assessing the severity and occurrence of an event, the administration will create an action plan to ensure the emotional and physical safety of the student. This plan includes, but is not limited to:

- a. Schedule change for the bullying party.
- b. Mediation guided by a therapist.
- c. Therapeutic assignment.
- d. Removal of bully from school.
- e. In-school suspension.

Should it be determined that a person has falsely accused another of bullying, the severity and intention of the report will be assessed. The following are possible actions the school may take but are not limited to:

- a. Therapeutic assignment.
- b. In-school suspension.
- c. Additional therapeutic minutes.
- d. Schedule change.

Should a report be filed that is deemed to be outside of the permissible scope of the school's jurisdiction as it pertains to policy 105 ILCS 5/27-23.7, the victim of the incident will be provided information about services that are available within the school, and the student's community such as counseling and support services.



This policy is consistent with the policies of the school board, charter school, or non-public, non-sectarian elementary or secondary school.

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 subject to disciplinary action consistent with the Little City Center for Education behavior intervention policy up to and including a manifestation determination. Students may be referred to their home school district for further disciplinary action.

A student will not be punished for reporting bullying or supplying information, even if the Little City Center for Education's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

This policy is posted on the school district's, charter school's, or non-public, non-sectarian elementary or secondary school's existing, publicly accessible Internet 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.