**Clare Woods Academy Bullying Policy**

**August 5, 2021**

Bullying, intimidation and harassment are detrimental to the learning environment for both the student and the educator and all students deserve equal access to a safe, non-hostile learning environment for academic success and will not be tolerated by Clare Woods Academy.

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** 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 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Bullying is defined as “bullying”, including “cyberbullying”, as 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 student’s person or property;
2. Causing a substantially detrimental effect on the student’s or student’s physical or mental health;
3. Substantially interfering with the student’s or student’s academic performance; or

Substantially interfering with the student’s or student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms as detailed under 105 ILCS 5/27 – 23.7, 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.

Bullying is contrary to state law and the policy of the school or school district.

Clare Woods Academy follows privacy and procedures consistent with federal and state laws and rules governing student privacy rights includes procedures or promptly informing parents or guardians of all students involved in the alleged incident of bullying and discussing, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

The following procedures for investigating and addressing reports of bullying, include the following:

1. 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.
2. Anonymous reports can be called to telephone number (630) 289-4221 ext. 602 and/or (630) 289-4221 ext. 630
3. Any reports anonymous or otherwise can be sent via email to Amy Bender at [abender@blcinc.org](mailto:abender@blcinc.org) and/or John Utterback at [jutterback@blcinc.org](mailto:jutterback@blcinc.org)
4. Making all reasonable efforts to complete the investigation within ten (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.
5. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
6. Consistent with Federal and State laws and rules governing student privacy rights and providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the school administrator or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The following interventions can be taken to address bullying, which 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.

Any person who knowingly makes a false accusation as a means of retaliation or as a means of bullying regarding accusations of sexual harassment or bullying will likewise be subject to disciplinary action as follows:

* Step 1: Verbal Warning (discussion): When a problem is first identified, the problem is normally discussed between the supervisor and the employee. In appropriate situations, this discussion will be documented, with documentation placed in the employee’s personnel file. A Verbal Warning will remain in effect for twelve (12) calendar months. If no follow-up discipline is necessary in a twelve (12) month period, the Verbal Warning can be removed from the employee’s personnel folder at his/her request with management approval.
* Step 2: Written Warning (counseling): If a private information discussion with the employee has not resulted in corrective action within a thirty (30) day period, an investigation and a written warning will be conducted according to the following steps:

1. Review the problem;
2. Permit the employee to present his or her views on the problem; if appropriate;
3. Advise the employee that the problem must be corrected; failure to correct the problem will result in further disciplinary action that may include discharge;
4. Issue a Written Warning Notice, including remediation plan, to the employee and place a copy in the employee’s personnel file.
5. These steps may be skipped where appropriate.

* Step 3: Final Reprimand (and possible suspension): If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor (and his/her superior if appropriate), and a Business/Personnel Office representative should meet with the employee in private and proceed through a-d above, and issue a Final Reprimand to the employee, placing a copy in the employee’s personnel file.

1. Reprisal or retaliation is prohibited against any person who reports an act of bullying and the consequences and appropriate remedial actions for a person who engages in reprisal or retaliation. Claims of retaliation should be reported via email to Amy Bender at [abender@blcinc.org](mailto:abender@blcinc.org) and/or John Utterback at [jutterback@blcinc.org](mailto:jutterback@blcinc.org)

Clare Woods Academy will investigate whether a reported act of bullying is within the permissible scope of the district’s or school’s jurisdiction. Furthermore, it shall require that the district or school provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

To maintain an effective Bullying Prevention Policy an evaluation process has been put into place to assess the outcomes and effectiveness of the policy that includes, but is not limited to factors such as: the frequency of victimization, student staff and family observations of safety at school, identification of areas of a school where bullying occurs, types of bullying that are common or occurring, and bystander intervention or participation.

1. Form a bullying prevention committee each fall comprised of certified teachers, paraprofessional staff, related service staff members, and administration
2. Meet as a committee semi-monthly to review incidents of bullying that have been reported and data analysis for effectiveness
3. Each spring update the school board on policy effectiveness and proposed changes for the next school year
4. Present updated bullying prevention policy to school board, school personnel, parents/guardians, students and administrators annually

Bartlett Learning Center, Clare Woods Academy Board of Directors is committed to the safety and non-hostile environment for all students and staff. In cooperation with the current board approved handbook policies on anti-harassment, anti-discrimination and whistle blower protection the bullying prevention policy will be approved and added to the handbook policies.