

Part I: Policy Against Workplace Harassment and Intimidation:

It is the policy of the District to maintain a workplace and learning environment that is free from all harassment and intimidation, including bullying. It shall be a violation of this policy and State law for any school community member (e.g., employees, volunteers, students) to discriminate, harass, or bully another school community member through conduct or communications. No member of the school community shall engage in any abusive conduct or harassment towards another employee, volunteer, or a student on the basis of any protected category. Any unlawful workplace harassment shall be addressed through remedial and corrective action.

Reports of Harassment:

All persons are encouraged to promptly report any incident of harassment, intimidation, or abusive conduct in violation of this policy. Reports can be made to an individual's supervisor, a Complaint Manager, Non-Discrimination Coordinators, or an administrator. Any employee receiving a report shall promptly forward such to the appropriate Non-Discrimination Coordinators and/or Complaint Manager so that it can be investigated.

All reports will be confidential to the extent possible, considering the need to investigate fully. Non-Discrimination Coordinators and/or Complaint Managers can be contacted at:

Anne Hill	ahill@d101.org	708.246.3700
Dr. Sarah Coffey	scoffey@d101.org	708.246.3700

In the event a report is made concerning an alleged incident of sexual abuse by an employee against a student/child, such complaint shall be reviewed and reported consistent with the District's obligations under the Abused and Neglected Child Reporting Act and Title IX Sexual Harassment Grievance Procedures (Policy 5205).

Enforcement of the Policy:

Any employee found to have violated this Policy shall be subject to appropriate disciplinary actions, up to and including possible termination. An individual determined to have knowingly made false accusation regarding harassment shall also be subject to disciplinary action, which may include possible discharge. Where a violation of this policy is committed by a third party, such will be addressed consistent with the District's relationship and authority over the third-party.

Any attempt to intimidate, harass, or retaliate against any person who has made a charge, filed a complaint, provided information, participated or assisted in an investigation or in a hearing into a matter under this policy is prohibited. An employee's compensation, employment, or work assignment shall not be adversely affected by making a report or participating in an investigation under the policy. Retaliation for any reports or for providing information is prohibited. Protections may exist for anyone subject to such retaliation pursuant to the State Officials and Employee Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Illinois Human Rights Act (775 ILCS 5/). Employees found to have engaged in any retaliation will be subject to disciplinary action, up to and including discharge.

Part II: Policy Against Bullying

No student shall be subjected to bullying:

- during any school-sponsored activity or event;
- 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;
- through the transmission or posting of information or content from use of school technology, devices or networks, or use of non-school owned technology, devices or networks if the bullying causes a substantial disruption to the education process or orderly operation of a school.
- that occurs off-site but which may result in a substantial disruption to the educational process or the orderly operation of one or more of our schools.

Bullying Definition:

For purposes of this policy, “bullying” 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 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)’ physical or mental health;
3. Substantially interfering with the student(s)’ academic performance; or
4. Substantially interfering with the student(s)’ 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.

Bullying shall also include cyber-bullying. For purposes of this policy, “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, photoelectric system, or photo optic system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications involving the transmission 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 within the District, if the bullying causes any of the effects enumerated in the definition of bullying above, any substantial disruption to the education process or orderly operation of a school. 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 the posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Policy. 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 in this Policy.

Reporting Procedures:

The District shall maintain procedures for reporting bullying, including (without limitation):

- identifying and providing the school email addresses (if applicable) and school telephone number for the staff person(s) responsible for receiving such reports (see below)
- procedures for anonymous reporting; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report
 - anonymous email: rrs@d101.org
 - anonymous via website: [Click Here](#)
 - anonymous drop-box in building libraries
- procedures to promptly, and in accordance with applicable laws and rules governing student privacy rights, inform parents or guardians of all students involved in the alleged incident or bullying and discussing, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures

For the current school year, reports of bullying shall be reported to the following individuals:*

Field Park Principal Ashley Burger	aburger@d101.org	708.485.3394
Forest Hills Principal Rachel Corrough	rcorrough@d101.org	708.485.5184
Laidlaw Principal Renee Epstein	repstein@d101.org	708.485.2288
Laidlaw Dean of Students Carrie Dolan	cdolan@d101.org	708.485.4144
McClure Principal Laura Broadnax	lbroadnax@d101.org	708.485.2286
McClure Dean of Students Tom Sturm	tsturm@d101.org	708.485.5048

* or the current individual occupying the above roles/positions

Investigation of Reports of Bullying

Full implementation of this policy includes conduct of a prompt and thorough investigation of all reported incidents of bullying. The District shall maintain procedures (found in its Bullying Response System) for promptly investigating reports of bullying, including (without limitation):

- making all reasonable efforts to complete the investigation within 10 school days after the date the alleged bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying

- involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process
- notifying the principal or school administrator or his or her designee, as applicable, of the report of the incident of bullying as soon as possible after the report is received
- in accordance with applicable laws and rules governing student privacy rights, informing parents or guardians of (i) all students involved in the alleged incident or bullying (ii) all students who are parties to the investigation, in each case, 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.

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

Ramifications:

If it has been determined, following investigation, that an incident of bullying has occurred, then District Administration may take actions it deems appropriate to address the situation, including, without limitation, social work services, restorative measures, social-emotional skill building, counseling, school psychological services, community-based services, and/or suspension or expulsion. Local law enforcement may be contacted if violence or threat of violence is involved and as otherwise deemed appropriate by District Administration. “Restorative measures” refers to 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, and (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.

The District forbids retaliation against anyone who has reported harassment, assisted in making a harassment complaint, or cooperated in a harassment investigation in good faith. Any employee who feels that he or she has been retaliated against should immediately notify the Superintendent. Employees found to have retaliated against others for complaining of, reporting violations of this Policy, or participating in the reporting or complaining process will be subject to disciplinary action, up to and including possible termination. Complaints will be kept confidential to the extent possible given the need to investigate.

Any person who is found to have falsely accused another of bullying as a means of retaliation or as a means of bullying shall be subject to remedial action as deemed appropriate by District Administration.

Prevention Programs:

The District shall develop and maintain a program that educates students, parents, teachers, and other school community members about conditions that foster bullying and means to help prevent or stop bullying, including setting expectations that preventing and stopping bullying is a duty shared by all school community members. Prevention methods currently in place include:

- Weekly problem-solving meetings
- Caseload considerations for special needs and intervention students
- Counselor and social worker Tier 1 sessions with all students
- Counselor and social worker Tiered interventions (2&3) for individual students
- Counselor and social worker group work for targeted interventions
- The District's Tier 1 social emotional programming
- The District's work on promoting physical, social, emotional and mental health as part of the ongoing "Wheel work" designed to create systemic improvements
- The District's "Wheel work" connected to the Center of the Wheel related to promoting positive student attributes.

Bullying and Social Conflict

Bullying as defined above may be an isolated incident but more often is a series of incidents occurring over a period of time. It may take various forms but can result in physical harm, psychological harm, may result in emotional distress for the victim, exhibits an imbalance of power between the bully and the bullied, and may result in the exclusion of the victim(s) from participation in, and/or enjoyment from a program or activity offered by the District. Bullying can be addressed in many ways, including but not limited to restorative justice, mediation, behavior agreements, punitive measures, supports and interventions.

Social conflict differs from bullying. Social conflict is a disagreement between two people or two groups that can possibly involve accusations, name calling, and loud emotionally-driven arguing. Social conflict differs from bullying in that:

- An imbalance of power does not exist
- The conflict is likely not repeated
- There is not lasting distress or psychological harm

Social conflict occurs because we do not always agree with others, and situations can be seen differently from different perspectives. Social conflict can be addressed in various ways including

but not limited to, restorative measures, mediation, behavior agreements, punitive measures, and/or forms of conflict resolution.

Administrative:

At least annually, the Superintendent shall provide a report to the Board of Education on the effectiveness of this Policy and bullying prevention programs that includes, without limitation, frequency of reported incidents of bullying, identification of areas of school where bullying occurs, student, staff, and family observations of safety at school, the nature of the bullying incidents, and bystander intervention or participation in bullying incidents. At least every two (2) years, the Board of Education will, in collaboration with the Superintendent, conduct a review and re-evaluation of this Policy to determine if any revisions are necessary or appropriate.

All investigations under this Policy will be reported to the Board of Education at its next scheduled meeting.

This Policy, together with the procedures referred to herein, shall be (1) posted on the District public web page, (2) included in the student handbook, and (3) distributed annually to members of the school community, including new District employees.

Legal Reference: 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §1.280

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