

## UChicago Medicine AdventHealth GlenOaks Therapeutic Day School and Transition Program

<b>Category</b>		<b>Index Number</b>	
<b>Title</b>			
Bullying and Cyberbullying Prevention in Schools			
<b>Original Date</b> 8/18	<b>Revision Date/s</b> 7/17/18, 3/17/2019	<b>Review Date/s</b> 7/18/18, 3/17/2019, 8/2022	<b>Page 1 of 6</b>
<b>Cross Reference</b> Bully Report Form, Bully Response Form			

### I. Philosophy and Purpose

To provide a safe and secure learning environment for all students that facilitates personal growth and learning. The GlenOaks Therapeutic Days Schools and Transition Program’s intent is to provide all students with an equitable opportunity to learn. The schools have a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the school’s intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the school does not condone and will act in response to conduct that interferes with students’ opportunity to learn, the educational mission of the GlenOaks Therapeutic Days Schools, and the operation of the schools.

### II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment;
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

### III. Bullying and Cyberbullying Defined

Bullying includes acts of Cyberbullying in this policy as in Illinois law:

- A. **Bullying** includes, but is not limited to pervasive unwanted behavior, as written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:
  1. Has, or a reasonable person would expect it to have, the effect of:
    - a) Physically harming a student or damaging a student's property; or

b) Placing a student in reasonable fear of physical harm or damage to the student's property;

**OR**

2. Interferes with the rights of a student by:

a) Creating an intimidating or hostile educational environment for the student; or

b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

**OR**

3. Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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 characteristics **is prohibited.**

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

B. **Cyberbullying** means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, gaming device, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;

3. Impersonating or representing another individual through the use of that individual's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
  4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
  5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.
- C. **"Retaliation"** means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.
- D. **"Founded"** means that the outcomes of the investigation on the Bullying Report Form provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.
- E. **"Restorative measures"** is 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.
- F. **"School personnel"** means persons employed by, on contract with, or who volunteer in the school.

#### IV. Application of Policy

- A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.
- B. This policy applies to bullying that:
1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles, designated school bus stops.
  2. Takes place while students are being transported to or from schools or school-sponsored events;
  3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
  4. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
  5. Takes place elsewhere or with technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying. This includes 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 if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #5) 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.

## **V. Reporting**

*Refer to the Bully Report Form*

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel. Bully Report Forms are located on-line in RenWeb (gradebook database) and within the school buildings at designated locations with drop-boxes for anonymity.

- A. School personnel are required to report alleged incidents of bullying to a school administrator. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to a building administrator.
- B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.
- C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.
- D. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

## **VI. Responding**

*Refer to Bully Responding Form*

The school will follow the subsequent procedures:

- A. Office staff will check the bully boxes for incident forms at the end of every day. They will initial and date the log indicating that they checked the box. In the absence of office staff that day the administration will check the box.
- B. Office staff will send the form via email to the building administrator in charge of investigating bullying incidents.
- C. Administration will investigate promptly and respond to allegations of bullying behavior within the school day or by the following school day. Investigations will be conducted and completed within 10 school days of receipt of the incident.
- D. Written documentation of allegations of bullying behavior (as defined in section III.) and outcomes of the investigations will be kept. Incident reports located in the break logs of both the alleged bullying target(s) and perpetrator(s) will be completed and marked as a Bullying Incident.
- E. Parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made will be informed of the incident report by the school administrator or by a homeroom team member.
- F. The school administrator or homeroom team member will communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to

ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;

- G. The school administrator or homeroom team member will inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken. Confidentially laws (HIPPA/FERPA) prevent disclosure of student names and details of discipline, remediation, and actions taken for either party.
- H. The school administrator will communicate or will designate a homeroom team member to communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under Illinois Laws (Cyberstalking, Sexual Harassment, Civil Rights Violations) may be appropriate.

## **VII. Remediation**

*Refer to the Bully Responding Form*

The school administrator will:

- A. Identify the specific nature(s) of the incident.
- B. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Depending on the level of severity and created disruption to the school environment, consequences may include therapeutic assignments, parent/guardian notification, parent/guardian conference, given breaks, withholding of privileges, including participation in extracurricular activities(CAAEL, field trips and level incentives), seizure of contraband, SPM, SPD, OSS, possible expulsion or police contact through the local police department.
- C. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

## **VIII. Assignment of Responsibility**

The school administration is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;
2. Including in student handbooks a section that addresses in detail this policy and related procedures.
3. Oversight, implementation, and enforcement of this policy and its procedures;
4. Ensuring that the prohibition on bullying and retaliation and the attendant consequences apply to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation.
5. Contractors and employees of the district who engaged in bullying will be reported to the district.
6. Visitors or volunteers who engage in bullying will be barred from school grounds until school administration is assured that the person will comply with the policies of the school;

7. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
8. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
9. Implementing, monitoring, and reviewing school-wide bully prevention strategies which includes digital citizenship, digital literacy, and social and coping skill development.

---

Lisa Grigsby, Director UChicago Medicine AdventHealth GlenOaks School

Mary Sue Parla, Principal UChicago Medicine AdventHealth GlenOaks School- Pheasant Ridge Campus and Transition Program

Michael Carter, Principal UChicago Medicine AdventHealth GlenOaks School -West Campus

Sean Fritz, Assistant Principal UChicago Medicine AdventHealth-GlenOaks Schools