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EXCEL SCHOOL BULLYING POLICY

Preventing Bullying, Intimidation and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate and is contrary to Illinois State law and the policies of ExCEL School. Preventing students from engaging in these disruptive behaviors is an essential goal of ExCEL School.

Bullying includes cyber-bullying is defined 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
4. Substantially interfering with the student's or student's ability to participate in or benefit from a school's services, activities, or privileges.

Bullying based on actual or perceived race, color, nationality, 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 and 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 HSCSED #801 or school if the bullying causes a substantial disruption to the educational process or orderly operation of the school. This item (#4) applies only when the administration or staff receives a report that bullying has occurred through this means; it does not require staff members to monitor any non-school-related activity, function, or program.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student 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
4. Substantially interfering with the student or student's ability to participate in or benefit from a school's services, activities, or privileges.

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, 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 of electronic means of communication to more than one person or the posting of material on an electronic medium that one or more persons may access if the distribution or posting creates any of the effects enumerated in the definition of bullying.

ExCEL School fully prohibits cyberbullying. Bullying is prohibited 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 applies only in cases in which a school administrator or teacher receives a

report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Bullying, intimidation, and/or harassment may take various forms, including, without limitation, threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

ExCEL School shall develop and maintain a program that:

1. Fully implements and enforces each of the following policies:
 - a. Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
 - b. Student Discipline. This prohibits students from engaging in hazing, bullying, or any aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - c. Restrictions on Publications. This prohibits students from accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
 - d. This states that ExCEL's electronic networks are limited to support of education and/or research or legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating ExCEL's Authorization of Electronic Network Access.

Full implementation of the above policies includes conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, providing each student who violates one or more of these policies with appropriate consequences and remedial action, and protecting students against retaliation for reporting such conduct. If an investigation confirms that the bullying is within the permissible scope of ExCEL School's jurisdiction. In that case, the guilty party will receive disciplinary action from the administration, and the victim will be given information regarding additional support services within the community, such as counseling and other programs.

2. Examine the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates eliminating or preventing these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction.

4. Fully informs staff of the ExCEL's goal to prevent students from engaging in bullying and the measures used to accomplish it. This includes communicating ExCEL's expectation- the State law requirement — that teachers and other certified employees maintain discipline and establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence promptly to the administration. The information given to the administration should include the school email address and school telephone number for the staff person or persons responsible for receiving such reports.
6. Encourages all school members (staff, students, volunteers, parents, community members) to leave anonymous reports of bullying for the administration if they are uncomfortable leaving their names with the school secretary or administrative email.
7. Actively involve students' parents/guardians in remedying the behavior of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
8. Communicates ExCEL's expectation that all students conduct themselves with proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
9. Annually communicate this policy to students and their parents/guardians.
10. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying; after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the HSCSED Board.
11. 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.
12. Promptly investigate and address reports of bullying by doing the following:
 - A. Make 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 take into consideration additional relevant information received during the investigation about the reported incident of bullying.
 - B. Involve appropriate school support personnel and other staff with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - C. Notify the principal or school administrator or his or her designee of the report of the bullying incident as soon as possible after the report is received.
 - D. Being 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.

ExCEL School entirely prohibits reprisal or retaliation against any person who reports an act of bullying.

Any student who is found to violate this policy will receive disciplinary action from the administration.

ExCEL School entirely prohibits falsifying an accusation of bullying towards another student as a means of retaliation or bullying. Any student found violating the policy will receive disciplinary action from the administration.

ExCEL School will evaluate the outcomes and effectiveness of this policy by examining the non-exhaustive list of the following:

1. The frequency of victimization.
2. Student, staff, and family observations of safety at a school.
3. Identification of areas of a school where bullying occurs.
4. The types of bullying that are common or occurring.
5. Bystander intervention or participation.
6. The information developed during the evaluation process will be posted on the district website.

This policy is not 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 U.S. Constitution or under Section 3 or 4 Article I of Ill. Constitution.

Any ExCEL student found to be involved in bullying will receive disciplinary action from the administration.

Board Approved 08/08/2019

Board Revised 08/12/2021

Board Reapproval 08/08/2024

Report Form for Bullying

To be completed by the bullying target, witness, or person with information about an incident of bullying and submitted to the Building Principal's office. Make readily accessible via the website(s) and other publicized designated school areas.

Please print and check the appropriate boxes.

Name: _____ Date: _____
:

Student Parent Staff
Other _____

Indicate here if you prefer to remain anonymous: Yes No

Are you the target of the bullying that you are reporting: Yes No

Date of incident: _____ Time of Incident: _____

Person(s) being reported as targets of bullying:

Name: _____ Student Staff

Name: _____ Student Staff

Name: _____ Student Staff

Person(s) being reported as aggressors engaged in bullying:

Name: _____ Student Staff
Other

Name: _____ Student Staff
Other

Name: _____ Student Staff
Other

Person(s) who witnessed the bullying:

Name: _____ Student Staff
Other

Name: _____ Student Staff
Other

Name: _____ Student Staff
Other

Was the incident based on any of these characteristics? (Check all that apply).

- | | | |
|--|---|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> Nationality |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Gender identity |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Gender-related expression | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Age | <input type="checkbox"/> Religion | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Mental disability | <input type="checkbox"/> Order of protection status | <input type="checkbox"/> Homeless status |

- Marital status Parental status
 Associated with person/group with one or more of the above actual or perceived characteristics
 Other _____
 I do not know.

Student(s) were targeted for bullying in the following way(s): (Check all that apply.)

- Electronic devices (e.g., internet, social media platforms, text, email, cyberbullying, etc.)
 Written communication (e.g., handwritten notes, other written documents, email, etc.)
 Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)
 Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)
 Social (e.g., purposeful exclusion, causing psychological harm, etc.)
 Items depicting implied hatred or prejudice were worn, possessed or displayed
 Other (please explain): _____

Student(s) were targeted for bullying in the following place(s): (Check all that apply.)

- Classroom Locker room
 Hallway Extracurricular activity
 Cafeteria Bus
 Restroom Bus stop
 Gym School or related activity or event
 Other: _____

Please tell us about the incident in your own words. Use as much detail as possible - what time did the incident(s) take place, who witnessed it, what was said, what types of interactions occurred (physical, written, social, electronic, etc.)

The above information is true and accurate to the best of my knowledge.

Signature: _____ Date: _____