



Anti-Bullying Policy

It is the goal of Alain Locke Charter School ("Alain Locke") to create a learning environment where students are protected from bullying so that they feel safe and supported in their efforts to succeed academically and develop emotionally into responsible caring individuals. The Alain Locke anti-bullying policy aligns with other policies of the school board.

Bullying is prohibited:

- 1) during any school-sponsored or school-sanctioned program or activity;
- 2) in school, on school property, and at designated areas during school entry or dismissal;
- 3) through the transmission of information from a school computer or network, or other electronic school equipment;
- 4) when communicated through any electronic technology or personal electronic device while on school property and at school-sponsored or school-sanctioned events or activities;
- 5) when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with intent to carry them out during any school-related or sponsored program or activity;
- 6) when it is a behavior that occurs off campus but most seriously disrupts any student's education.

Definitions

- **"Bullying"** means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, and that meets all the following criteria.
 - An observed or perceived imbalance of power exists between the person(s) engaging in the bullying behavior(s) and the targeted student(s).
 - The behaviors are severe or pervasive (repeated over time), or there is a high likelihood that behaviors will be repeated. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the severity and if other elements of bullying are present.
 - The intent of the person(s) engaging in the behavior is to cause physical or emotional harm to the targeted student(s).
 - The behavior has or can be reasonably predicted to have one or more of the following effects: (a) placing the student in reasonable fear of harm to the student's person or property; (b) causing a substantially detrimental effect on the student's physical or mental health; (c) substantially interfering with the student's academic performance; or (d) 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.
- **“Cyberbullying”** means using information and communication technologies to bully. This definition includes cyberbullying by means of technology that is not owned, leased, or used by the school district when an administrator or teacher receives a report that bullying through this means has occurred. This Policy does not require a district or school to staff or monitor any non-school-related activity, function, or program.

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

Procedures for Prompt Reporting

All Alain Locke employees, including security officers, lunchroom staff, etc., who witness incidents of bullying or school violence or who possess reliable information that would lead a reasonable person to suspect that a person is a target of bullying, must:

- 1) intervene immediately in a manner that is appropriate to the context and ensures the safety of all people involved;
- 2) report the incident of bullying or retaliation to the Principal/ Designee as soon as practicable, but within 24 hours
- 3) cooperate fully in any investigation of the incident and in implementing any safety plan established by the Principal/ Designee

Any parent or guardian who witnesses or is notified of bullying has an obligation to advise the School Principal as quickly as practicable.

Reports can be made by email (plove@alainlocke.org) or by phone at (773) 265-7233.

Anonymous reports will be accepted by the School Principal/ Designee. No disciplinary action will be taken on the sole basis of an anonymous report.

Responsibilities of Students and Parents and Guardians

No student who witnesses bullying may stand by or participate in the bullying but must notify an adult at school and an adult at home as quickly as practicable. Any parent or guardian who witness or is notified of bullying has an obligation to advise the Principal/ Designee as quickly as practicable.



Procedures for Prompt Investigation to Address Reports of Bullying

Investigation of a bullying incident shall be initiated within five (5) school days of receipt of complaint and completed within ten (10) school days. The investigation shall include:

- a. Identifying the perpetrator(s), target(s), and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
- b. Conducting an individual interview in a private setting with the alleged perpetrator and target.
- c. Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education was affected.
- d. Assessing the individual and school-wide effects of the incidents relating to safety and assigning school staff to create and implement a safety plan that will restore a sense of safety to the target and other students who have been impacted.
- e. When appropriate, preparing a report identifying his/her recommendation for individual consequences.

Alain Locke will respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance.

An investigation of a report of bullying will involve the appropriate personnel and other staff members with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

The Principal/Designee shall keep communicating and working with all parties involved until the situation is resolved in a way that is consistent with Federal and State laws and rules governing student privacy rights.

When communicating incidents of bullying to the targeted student's parent/guardian, the Principal/Designee should consider whether the student may want to keep certain information confidential.

If the investigation determines a student engaged in bullying behaviors, the Principal/Designee shall provide the Misconduct Report to the parent/legal guardians of the student who engaged in the behaviors.

Parties involved would have an opportunity to meet with the Principal/Designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Principal/Designee may advise the parent/legal guardian of other involved students that the Student Code of Conduct was followed. They may not advise them of specific consequences imposed, as that would violate the confidentiality of school-record information required by law.



Alain Locke will provide a victim of bullying with the appropriate services such as counseling at the school and other support services as needed.

School-wide Interventions to Prevent Bullying at School

The following interventions can be taken to address bullying, which may include, but are not limited to the following:

- Staff professional development to build the skills of all employees to implement this policy which includes providing developmentally appropriate strategies to prevent incidents of bullying and effectively stop them.
- Social work and counseling services provided by appropriate school personnel to address any individual concerns.
- Social-emotional learning lessons for instructors that are facilitated on a weekly basis including addressing bullying. The school's Social Emotional Learning Committee can also provide services and learning activities in the classroom to specifically address issues around bullying as needed.

Student Sexual and Other Prohibited Harassment

Alain Locke strives to maintain an environment free from discrimination, harassment, and other inappropriate behavior, where all students and employees treat each other with respect, dignity, and courtesy. Alain Locke does not tolerate harassment of any of our students, employees, or others who visit or work with the school. Any form of harassment based on a student's or other individual's race, color, religion, national origin, ancestry, citizenship, age, sex, sexual orientation, disability, marital status, pregnancy, veteran status, or other legally protected status is a violation of this Policy and is prohibited. The prohibited conduct under this Policy includes but is not limited to any form of harassment or conduct that violates applicable federal, state, or local law.

For purposes of this Policy, sexual harassment is defined as unwelcome or unwanted verbal, non-verbal or physical conduct of a sexual nature. Such conduct can occur between any individuals, regardless of their sex or gender. Examples of inappropriate sexual harassment include, but are not limited to:

- Unwanted sexual pressure, attention, invitations, requests, or advances;
- Leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Sexual advances, propositions, requests, jokes, flirtations, innuendo, or discussions of sexual activity (whether in conversation or through electronic or other means);
- Favoritism based on submission (consensual or nonconsensual) to sexual overtures;
- Verbal abuse of a sexual nature, including, but not limited to graphic verbal commentaries about an individual's body or sexually degrading words used to



describe an individual; and

- Inappropriate touching or other physical contact including but not limited to patting, pinching, or brushing against another's body

A student who has been or is being harassed or otherwise subjected to inappropriate conduct, or simply has questions or concerns about what constitutes harassment or other violations of this Policy, should immediately contact the Principal or another trusted adult, including a parent, family member, instructor, or other Alain Locke staff member. A parent or family member who receives a report that a student has been or is being harassed or otherwise has been or is being subjected to inappropriate conduct, or simply has questions or concerns about what constitutes harassment or other violations of this Policy, should also immediately contact the Principal or a teacher or other staff member.

If a teacher or other staff member receives a report of harassment or other inappropriate conduct, the teacher or staff member will file an incident report with the Principal. The school also will follow the Mandatory Procedure for Reporting Sexual Misconduct to report sexual and other inappropriate behavior. Please visit the following link for more information about the Mandatory Reporting Procedures: https://cps.edu/SiteCollectionDocuments/StudentProtections_StaffReportingFlyer_EN.pdf

Complaints of sexual harassment or other inappropriate behavior will be promptly investigated, and corrective action will be taken where appropriate. Investigations and corrective action will be conducted and implemented in a confidential manner to the extent possible, however, confidentiality cannot be guaranteed in all circumstances.

Prohibition of Reprisal/Retaliation and Consequences for False Accusation

Alain Locke will not dismiss bullying as typical student behavior or assume it is not serious. The school prohibits reprisal or retaliation against any person who reports an act of bullying. Any employee/contract who does so will have violated this policy and the Principal shall consider employee discipline for such violations.

Retaliation in any form against a student who makes a complaint or participates in an investigation of a complaint under this Policy is prohibited. Students and their parents and family members can report sexual or other harassment or other inappropriate conduct under this Policy and participate in an investigation in good faith without fear of reprisal or retaliation by Alain Locke or any Alain Locke representative against a student for making a complaint or participating in an investigation. Concerns or complaints regarding retaliation also should be immediately reported to the Principal.

If a person has been found to have falsely accused another of bullying as a means of retaliation or as a means of bullying, then the appropriate consequences will be determined on a case-by-case basis.



Policy Evaluation Process

Alain Locke will continuously assess the outcomes and effectiveness of this policy with the appropriate school personnel including the types of bullying that are common or occurring, the areas where bullying occurs and the frequency of victimization. The information gathered will be provided to school administrators and reported to the district.