



Alain Locke Bullying Prevention 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. Bullying causes physical, psychological, and emotional harm to students which interferes with the safe, civil, and healthy learning environment. Additionally, bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping, or dropping out of school, fighting, use of drugs/alcohol, sexual harassment, and sexual violence.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homeliness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identify or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited.

Bullying is contrary to State law and the policies of Alain Locke Charter School. No student shall be subjected to bullying:

- 1) During any school-sponsored or school-sanctioned program or activity.
- 2) While in school, on school property, at designated bus stops waiting for the bus, or at school-sponsored or school sanctioned events or activities.
- 3) Through the transmission of information from a school computer or network, or other similar electronic school equipment. This includes when communicated through any electronic technology or personal electronic device while on school property and at school-sponsored or school-sanctioned events or activities.
- 4) Through transmission of information from a computer that is accessible 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 applies only in cases in which the school administration or instructor receives a report that bullying through this means has occurred and does not require the school to staff or monitor any non-school-related activity, function, or program.
- 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.

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 1 of the Illinois Constitution.



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.

Bullying Report Process

No student who witnesses bullying may stand by or participate in the bullying and must notify an adult at school and an adult at home as quickly as practicable. Any parent or guardian who witnesses or is notified of bullying has an obligation to advise the school principal or designee as quickly as practicable. School personnel are to immediately report bullying to any school administrator as soon as possible.



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 school principal or 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 school principal or designee.

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 or designee. However, formal disciplinary action cannot be taken solely based on an anonymous report.

Response to Bullying Reports

Upon receipt of a report of bullying, Alain Locke will investigate whether such reported act of bullying is within the permissible scope of its jurisdiction.

Consistent with federal and State laws and rules governing student privacy rights, the parents or guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

Further, school administration will promptly investigate and address the report of bullying by doing the following:

- a. Making all reasonable efforts to complete the investigation within ten school days after the date the report of the incident of bullying was received, taking into consideration additional relevant information received during the investigation about the reported incident or bullying.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the principal, school administrator, or his/her designee of the report of the incident of bullying as soon as possible after the report is received (if the principal or administrator is not the person who received the report).



- d. 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.
- e. Conducting an individual interview in a private setting with the alleged perpetrator and target.
- f. Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education was affected.
- g. 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.
- h. Consistent with federal and State laws and rules governing student privacy rights, providing the parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal, school administrator, or his/her designee to discuss the investigation, its findings, and the actions taken to address the reported incident of bullying.

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

The principal, school administrator, or his/her designee may implement interventions to address reports of bullying. This includes, but is not limited to, school social work services, restorative measures, social-emotional skill building, counseling, and community-based services. Additionally, Alain Locke shall provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

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.
- 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 an instructor or other staff member.

If an instructor or other staff member receives a report of harassment or other inappropriate conduct, the instructor or staff member will file an incident report with the school 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: [Office of Student Protections and Title IX | Chicago Public Schools \(cps.edu\)](https://www.cps.edu/office-of-student-protections-and-title-ix)



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 or 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 school 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 school principal.

No person will be subject to consequences for making a good-faith report of bullying. However, making a false accusation of bullying as a means of retaliation or as a means of bullying is prohibited and will be treated as bullying for the purpose of determining appropriate consequences.

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.

This policy will be posted on Alain Locke's existing, publicly accessible school website. Additionally, it is included in the Alain Locke Code of Conduct. This policy will be provided periodically throughout the school year to students and faculty.