



524 N Wolcott Ave
Chicago, IL 60622

Wolcott School Bullying Policy

Bullying is contrary to Illinois law and Wolcott School policy. A student's ability to learn and a school's ability to educate are diminished by bullying and other aggressive behaviors. Such conduct interferes with a student's educational environment, safety, and academic performance. Preventing students from engaging in these aggressive and disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important Wolcott School goals.

Students are expected to act respectfully toward their peers and to avoid bullying and aggressive behaviors in their interactions with other students. Wolcott School prohibits and will not tolerate aggressive student behavior, including bullying conduct of any type or on any basis, as defined below. Further, Wolcott School will protect students against retaliation for reporting incidents of aggressive behavior and bullying, and will take disciplinary action against any student who participates in such retaliatory conduct.

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.

Bullying is prohibited on the basis of actual or perceived race, color, national origin, 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 characteristic.

Bullying 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 or activities.
3. Through the transmission of information from a computer at school, 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 the School if the bullying causes a substantial disruption to the educational process or orderly operation of the School. This paragraph (item #4) 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.

Definitions

For the purposes of this Policy and as defined under the Illinois School Code, the terms used mean the following:



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Bullying includes cyber-bullying and 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 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 students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' 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.

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. 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.

Restorative measures means 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.

School Personnel means persons employed by, on contract with, or who volunteer in the School, including without limitation school administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.



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Reporting

Students, school staff, and parents/guardians who witness bullying or who have information about actual or threatened bullying shall immediately report it to the Head of School or any Wolcott School employee. A report may be made orally or in writing by completing a Bullying Reporting Form. Anonymous reports also are accepted. No disciplinary action will be taken solely on the basis of an anonymous report.

Dr. Miriam Pike
312.610.4900
mpike@wolcottschool.org
524 N. Wolcott Ave
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Investigating

The Head of School or designee shall promptly investigate and address reports of bullying. All reasonable efforts will be made to complete the investigation within 10 school days after the date of the report of bullying was received.

As part of the investigation, the Head of School or designee shall:

1. Take into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
2. Involve appropriate school support personnel and other school staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
3. Notify the Head of School or designee of the reported incident of bullying as soon as possible after the report is received.
4. Investigate whether a reported incident of bullying is within the permissible scope of the School's jurisdiction.

Notification

Consistent with federal and State laws and rules governing student privacy rights, the Head of School or designee shall promptly inform parents/guardians of all students involved in the alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

In addition, the Head of School or designee shall, consistent with federal and state laws and rules governing student privacy rights, provide parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Head of School or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

Interventions and/or Consequences

When an investigation determines that bullying occurred, the Head of School or designee immediately shall impose the appropriate consequence under the Wolcott School Student/Parent/Guardian Handbook policy. The Head of School or designee shall use



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interventions to address bullying, which may include, but are not limited to school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Additionally, the Head of School or designee shall provide the victim with information regarding services that are available within the school and community, such as counseling, support services, and other programs.

Any form of reprisal or retaliation directed against any person who reports bullying or provides information during an investigation about actual or threatened bullying is prohibited. Any such act by a student will be met with disciplinary consequences and appropriate remedial actions consistent with this policy and under the Wolcott School Student/Parent/Guardian Handbook policy.

A student will not be punished for reporting bullying or supplying information about actual or threatened bullying, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing false information will be met with disciplinary consequences and appropriate remedial actions consistent with this policy.

Distribution and Review

This policy shall be posted on the Wolcott School website and included in the student handbook, and, where applicable, posted where other policies, rules, and standards of conduct are currently posted. This policy also shall be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

Wolcott School shall review and re-evaluate this policy and make necessary and appropriate revisions every two (2) years, and file the updated policy with the Illinois State Board of Education. This policy must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

The Head of School or designee shall assist with the evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

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 utilized; and
5. Bystander intervention or participation.

The evaluation process may include the use of relevant data and information that the school already collects for other purposes. The school must post the information developed as a result of the policy evaluation on the school's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.



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Wolcott School Bullying Prevention and Response Plan

This Bullying Prevention and Response Plan is to provide for the prevention and investigation of bullying as defined in and prohibited by the Wolcott School Bullying Policy and Section 27-23.7 of the Illinois School Code [105 ILCS 5/27-23.7].

I. Reporting

Bullying may be reported orally or in writing to: Dr. Miriam Pike, 312.610.4900, mpike@wolcottschool.org, 524 N. Wolcott Ave, Chicago, IL 60622, or any Wolcott School employee with whom the complainant is comfortable speaking. Anonymous reports may be reported to: Dr. Miriam Pike, 312.610.4900, mpike@wolcottschool.org, 524 N. Wolcott Ave, Chicago, IL 60622.

II. Investigation

Upon receipt of a bullying report, the staff member shall promptly notify the Head of School or designee. The Head of School or designee shall investigate whether the report of bullying falls within the scope of the Wolcott School Bullying Policy. If it does not, the Head of School or designee shall promptly notify the individual who made the report of bullying of this determination. If the report of bullying is determined to be within the School's authority, the Head of School or designee shall promptly investigate the matter.

All reasonable efforts shall be made to complete the bullying investigation within 10 school days after the date the report of bullying was received. If the bullying investigation cannot be completed within 10 school days, the investigator shall promptly notify the Head of School or designee, identify the reasons why the bullying investigation cannot be completed within 10 school days, and establish a timeframe for completing the investigation.

When investigating a report of bullying, the investigator shall involve, if necessary, appropriate school support personnel and other staff with knowledge, experience, and training on bullying prevention.

III. Notification to Parents/Guardians

All notifications and information provided to parents/guardians shall be consistent with federal and State laws and rules governing student privacy rights.

The Head of School or designee shall inform the parent(s)/guardian(s) of each student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. Notification should occur as promptly as is possible without compromising the investigation.



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Additionally, the Head of School or designee shall inform the parents/guardians of the students who are parties to the bullying investigation that an investigation has been conducted and provide them with an opportunity to meet with Head of School or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. Again, this notification shall not be done in such a way as to compromise or interfere with an ongoing investigation.

IV. Interventions

Wolcott School shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

In addition, Wolcott School shall provide the victim of the bullying incident with information regarding services that are available within the School and community, such as counseling, support services, and other programs.

V. Consequences

A student who is found to have committed an act of bullying shall be disciplined consistent with the Wolcott School Bullying Policy, the Wolcott School Student/Parent/Guardian Handbook, and any other applicable policies, administrative procedures, or handbooks.

A student who retaliates or commits an act of reprisal against any person who reports an incident of bullying shall be disciplined consistent with this policy, the Wolcott School Student/Parent/Guardian Handbook, and other applicable policies, administrative procedures, or handbooks.

A student shall not be punished for reporting bullying or supplying information, even if the School's investigation concludes that no bullying occurred. A student who knowingly makes a false accusation or knowingly provides false information shall be disciplined consistent with this policy, the Wolcott School Student/Parent/Guardian Handbook, and other applicable policies, administrative procedures, or handbooks.



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BULLYING REPORTING FORM

Upon completion, this form should be turned into Dr. Miriam Pike, Head of School, 312.610.4900, mpik@wolcottschool.org, 524 N. Wolcott Ave, Chicago, IL 60622, or Wolcott School employee with whom the complainant is comfortable speaking.

Date: _____

Name of Complainant: _____

Student Parent Staff Other (please specify): _____

If a student, specify school and grade: _____

If a parent or other, provide contact information: _____

Is the Complainant the target of the alleged bullying being reported? Yes No

[Note: The Complainant need not be a target to make this report.]

Date and Time of Incident of Bullying: _____

Student(s) being reported as targets of the alleged bullying:

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

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

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Person(s) who witnessed or have knowledge about the alleged bullying:

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Description of the alleged bullying incident(s), including any incident-related evidence (may use reverse side and/or additional pages if needed): _____



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Approximate date(s) and time(s) of the alleged bullying incident(s): _____

Location(s) of the alleged bullying incident(s): _____

How were student(s) the targets of the alleged bullying? Through what means were the student(s) bullied? _____

Was/were the alleged bullying incident(s) based on any certain characteristic(s) of the target(s)? _____

By completing and signing this form I attest that the information provided is true and accurate to the best of my knowledge.

Signature: _____

Date: _____