



Work Plan Build Dream

ANTI-BULLYING POLICY

BULLYING

Providence Englewood Charter School is dedicated to the philosophy of the “maximum development of the student – academically, socially, emotionally and morally.” In order to achieve such a goal, we must treat each other with respect. Providence Englewood will not tolerate bullying of any kind.

PURPOSE

This Policy defines and prohibits bullying, and outlines procedures for reporting bullying, informing parents and investigating reports of bullying and is based on the engagement of a range of school stakeholders, including students and parents or guardians.

SCOPE

Bullying is contrary to Illinois law and this Policy of Providence Charter School and is consistent with the Illinois School Code.

DEFINITIONS

Bullying (includes Cyberbullying and Bullying of a sexual nature): 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:

- placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- substantially interfering with the student’s or students’ academic performance; or
- 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 not exhaustive.

Cyberbullying: bullying through the use of technology or any electronic communication, including but not limited to, electronic mail, Internet communications, and instant messages. Cyberbullying includes the creation of a webpage or blog 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 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.

Retaliation: any form of intimidation, reprisal including but not limited to the submission of knowingly false bullying allegations, or harassment directed against a student who reports bullying, provides information during an investigation, witnesses, or has reliable information about bullying.

POLICY

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, actual or

potential marital or parental status, physical or mental disability, order of protection status, status of being homeless, military status, sexual orientation, gender identity, gender-related identity 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 in Providence Englewood Charter School (PECS).

No student shall be subjected to Bullying:

- during any school-sponsored education program or activity;
- while in school, on school property, on school buses or other school vehicles, at designated school bus stops awaiting the school bus, or at school sponsored or school-sanctioned events or activities;
- through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; or
- 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 PECS if the bullying causes a substantial disruption to the educational process or the orderly operation of the 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 PECS to monitor any non-school-related activity, function or program.

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 to the United States Constitution.

PECS prohibits retaliation against any person who reports an act of Bullying. PECS shall ensure consequences and appropriate remedial actions against any person who engages in retaliation.

BULLYING PREVENTION

To the extent possible, PECS strategies shall focus on prevention of bullying by establishing clear rules for student conduct, taking active steps to promote positive behavior, and by using strategies to establish a positive, collaborative school climate. Published rules, student handbooks, and other appropriate means will be used to inform others of school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying. When staff initially believes bullying has occurred, staff will identify and label-bullying behaviors observed and review the relevant school rules against bullying. Bystanders will be included in the conversation receiving guidance on how they may appropriately intervene, get help, and take a more active prevention role.

As appropriate, PECS shall provide students with instruction in the classroom or other educational settings that promotes social-emotional learning, effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, assertiveness skills, and appropriate online behavior.

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Principal or designee shall provide training to teachers and other school staff to raise awareness about the legal obligation of the school and its employees to prevent discrimination, harassment, intimidation, and bullying of PECS students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with school community, and teach the school community to

recognize the behavior and characteristics of bullying perpetrators and victims

3. Identify the signs of bullying or harassing behavior

4. Take immediate corrective action when bullying is observed

5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Data will be collected regarding discipline and bullying incidents and used to support decisions to prevent discipline problems and to enhance school safety and a positive school climate. The Principal or designee may increase supervision and security in areas where discipline and bullying incidents most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

PROCEDURE

Reporting Bullying:

- At the beginning of the school year, the school Principal shall designate school staff responsible for assisting with bullying matters or to make a report about bullying.
- The school designee specified above, and any PECS employee with first-hand knowledge of an incident of Bullying shall do the following:
 - Intervene immediately in a manner that is appropriate to the context and ensures the safety of all people involved;
 - Verbally report the incident of Bullying to his/her supervisor and the School Principal immediately, or in the event that the Bullying incident involves sexual or gender-based harassment or violence, refer to the Comprehensive Title IX, Anti-Harassment, and Anti-Discrimination Policy and follow the procedure therein, which requires direct reporting in writing to the Title IX Coordinator¹ and Chicago Public Schools Office of Student Protections within 24 hours; and
 - complete and submit the automated Incident Report Form within the same day the incident occurred.
 - The School Principal shall review and approve the Incident Report Form within two (2) business days of receiving the Incident Report Form from the employee.
- Any PECS parent/guardian with first-hand knowledge of a bullying incident has an obligation to notify the School Principal/Designee as soon as possible. Reports can be made by notifying the School Principal/Designee, emailing pecs_ea@providenceenglewood.org, or calling the main office at (773) 434-0202. The school Principal/Designee and the main office will accept anonymous reports.

Investigating Bullying:¹

- Upon receipt of an Incident Report for Bullying, the School Principal/Designee shall conduct an investigation and complete such investigation within ten (10) school days from the date the report was received.
- In the event that the Bullying incident involves sexual or gender-based harassment or violence, the School Principal/Designee shall refer to the Comprehensive Title IX, Anti-Harassment, and Anti-Discrimination Policy and follow the procedure therein.
- During the investigation for a Bullying incident that does not involve sexual or gender-based harassment or violence, the School Principal/Designee shall:
 - Identify the perpetrator(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it;
 - Conduct an individual interview in a private setting with the alleged perpetrator

¹ The PECS Title IX Coordinator is the General Counsel/Chief Administrative Officer/Designee.

- and target. The alleged perpetrator and target should never be interviewed together. Individual interviews will also be conducted in private with any students, witnesses or adults who witnessed the Bullying conduct;
 - determine how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education was affected;
 - assess the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan that will restore a sense of safety for the target and other students who have been impacted;
 - follow the appropriate discipline procedure pursuant to the Student Code of Conduct, where appropriate; and
 - document the details of the investigations
- If applicable, the Principal/Designee shall convene the Individualized Education Program ("IEP") Team to determine whether additional or different special education or related services are needed to address the student's individual needs and revise the IEP accordingly.
 - If the targeted student has a disability, the school shall convene the IEP Team to determine whether additional or different special education or related services are needed to address the student's individual needs and revise the IEP accordingly. For example, if the student's disability affects social skill development or makes the student vulnerable to bullying, the Principal/Designee shall ask the student's IEP Team to consider whether the IEP should include provisions to reduce vulnerability to bullying.
 - If the student who engaged in bullying behavior is a student with a disability, the IEP team shall consider; (1) whether additional services are needed to address the inappropriate behavior, (2) determine if changes to the student's environment are warranted by examining the environment in which the bullying occurred, and (3) determine if a behavior intervention plan is needed, or review the student's current behavior intervention plan and revise if necessary.
 - The Principal Designee shall consult the Student Handbook when considering discipline and/or intervention for students with disabilities.
- The School Principal/Designee shall involve appropriate school support personnel and other staff persons with knowledge, experience, and training on Bullying prevention, as deemed appropriate, in the investigation process.

Informing Parents/Guardians

- Promptly informing parents or guardians of all students involved in the alleged incident of bullying within 24 hours after the school's administration is made aware of the students' involvement in the incident and discussing, as appropriate, the availability of social work services, counseling, school psychological services, 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.
- Upon initiating the investigation, the School Principal/Designee shall notify the parent/guardian of all involved students in writing of the occurrence of any alleged incident of Bullying. Upon completion of the investigation, the School Principal/Designee shall notify the parent/guardian of all involved students of the outcome of the investigation.
- Parents/Guardians of the students who are parties of the investigation shall be given, upon request, an opportunity to meet with the School Principal/Designee to discuss the

investigation, the findings, and actions taken to address the reported incident of Bullying, unless inappropriate due to the confidential nature of actions.

promptly informing parents or guardians of all threats, suggestions, or instances of self-harm determined to be the result of bullying, to be reported to the parents or legal guardians of those involved within 24 hours after the school's administration is made aware. 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

Investigation Outcome Review Procedures

- If a parent/guardian is not satisfied with the outcome of an investigation, they may request a review by the School Principal. To request such a review, they should submit a written request via email to johnsona@providenceinglewood.org within five (5) days of receiving the request, or by mail to 6515 S. Ashland, Chicago, Illinois 60636. For mailed requests, the letter must be postmarked within five (5) days of receiving the outcome of the investigation.
- appeals regarding discipline as a result of the investigation should be submitted in the same manner.

Interventions

- The School Principal/Designee shall apply interventions to address Bullying as applicable. Interventions may include, but are not limited to, social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

Information for Victims of Bullying

- In the event that an act of Bullying has occurred, the School Principal/Designee shall ensure that the victim is provided with information regarding services that are available within the community such as counseling, support services, and other programs.

Policy Dissemination

- PECS shall ensure that this Policy is:
 - posted the Faculty Handbook and distributed to all staff, including new hires;
 - posted on the PECS website; and
 - distributed to PECS students and families via the Student Handbook.

Revision

- PECS Board Subcommittee, the Academic Excellence Committee, will review and re-evaluate this Policy every two years and make any necessary and appropriate revisions for Board approval. The policy must be filed with the Illinois State Board of Education after being updated. The process of reviewing and re-evaluating this policy shall include an assessment of the outcomes and effectiveness of the policy which shall include, but is not limited to, factors such as: (1) the frequency of victimization via incidents of bullying; (2) student, staff, and family observations regarding safety at school; (3) identification of areas of a school where bullying occurs; (4) the types of bullying which have occurred; and (5) bystander intervention or participation. In the evaluation of this policy, PECS may use relevant data which it already collects for other purposes. The information developed as a result of the evaluation of this policy shall be made available on PECS's website.

Legal Reference

- 105 ILCS 5/27-23.7 Bullying Prevention.

Applicability

- This Policy is applicable to all PECS employees. Failure to comply with this Policy may result in disciplinary action up to and including termination.

Adopted: 8/1/06

Revised: 1/4/2022; 2/1/2022, 7/18/2022, 3/10/2025