Chicago International Charter School (CICS)
ANTI-BULLYING POLICY
Appendix A

Purpose

A safe and civil school environment is necessary for students to learn and achieve. CICS promotes a safe and secure learning environment for all students and takes allegations and reports of bullying very seriously. If you suspect your child is being bullied, please contact an administrator or your child's teacher. The sooner the school knows, the sooner the school can intervene and work to improve the situation

Bullying can cause physical, psychological, and emotional harm to students and can interfere with their ability to learn and participate in school activities. The Chicago International Charter School (CICS) governance board, in conjunction with all CICS campus staff, endeavor to provide a non-threatening and non-violent environment for all students.

The definitions for 'bullying' and 'cyber-bullying' are found on page 2 in this document.

The bullying of one student by another student on school property, in school vehicles, at designated school bus stops, at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology or devices of a local school system is prohibited.

CICS and School Leadership asks every CICS student, with the support of his/her parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

Scope

Bullying is contrary to the policies of CICS and Illinois law and this policy is consistent with the Illinois School Code. This policy protects CICS students against bullying and harassment on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, 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. The CICS Board recognizes the particular vulnerability of students with actual or perceived disabilities and those who identify as or are perceived to be lesbian, gay, bisexual or transgender. Nothing in this policy is intended to infringe upon any expression protected by the First Amendment to the United States Constitution or Section 3 of Article I of the Illinois Constitution.

Bullying is prohibited:

1) during any school-sponsored or school-sanctioned program or activity;
2) in school, on school property, on school buses or other Board-provided transportation, and to and from school while in school uniforms.
3) through the transmission of information from a CICS computer or computer network, or other electronic school equipment;

4) when communicated through any electronic technology or personal electronic device while on school property, on school buses or other CICS provided transportation, at bus stops, 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 or on Board-provided transportation;
6) when it is a CICS Student Code of Conduct (SCC) Category II behavior that occurs off campus but seriously disrupts any student's education.

Definitions
"Bullying" means any severe or pervasive (repeated over time) 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 one or more of the following effects:

1) placing the student in reasonable fear of harm to the student's person or property;
2) causing a substantially detrimental effect on the student's physical or mental health;
3) substantially interfering with the student's academic performance; or
4) 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.

Bullying behaviors may also qualify as other inappropriate behaviors listed in the CICS Student Code of Conduct. When deciding whether inappropriate behavior constitutes bullying, administrators should consider the student's intent, the frequency or recurrence of the inappropriate behavior, and whether there are power imbalances between the students involved. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the student's intent and power imbalances.

"Cyber-bullying" means using information and communication technologies to bully. This definition does not include cyber-bullying by means of technology that is not owned, leased, or used by the school district, unless 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. The school is not responsible for cyber bullying that occurs off of school property. CICS asks parent(s) and/or guardian(s) to monitor personal devices at home to ensure that students are not engaging in cyber bullying.

"Retaliation" means any form of intimidation, reprisal or harassment directed against a student who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying.

"Peer Conflict" means disagreements and oppositional interactions that are situational, immediate and developmentally appropriate. When school employees are aware of peer conflict, they are expected to guide students in developing new skills in social competency, learning personal boundaries and peaceably resolving conflict, and to model appropriate social interactions. These interventions are designed to prevent Peer Conflict from escalating to Bullying. A peer conflict is an argument or disagreement between two students. They, typically, are not recurring situations where one student is taking advantage or hurting another.

Responsibilities of Students, 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 witnesses or is notified of bullying has an obligation to advise the Director /Designee as quickly as practicable. Reports can be submitted to the CICS Director/Designee (contact information for the Director/Designee is available on the CICS Campus website). Bullying report template can be found in Attachment A. Every report MUST be captured in PowerSchool for reporting purposes in accordance with state law (Attachment B). No disciplinary action will be taken on the sole basis of an anonymous report. Parent(s) and/or guardian(s) are asked to monitor their child/ren's personal devices at home to ensure that they are not engaging in bullying and/or cyber-bullying, via Facebook, Instagram and other social media.

Investigation

1) The Director shall select a campus representative knowledgeable about bullying prevention and intervention to perform the investigation.
2) Investigation of a bullying incident to the maximum extent possible shall be initiated within five school days of receipt of a report and completed within 10 school days, unless the Director grants an additional 5-day extension due to extenuating circumstances. The Director/Designee shall document the extension in the investigation report (attachment A) and shall notify the parties involved. Designee shall notify the Director upon completion of the investigation report as soon as possible.
3) The investigation shall include:
   a. Identifying the alleged 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. The alleged perpetrator and target should never be interviewed together or in public. Individual interviews may also be conducted in private with student and adult bystanders.
   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 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.
   e. When appropriate, preparing a Misconduct Report prepared by the campus identifying his/her recommendation for individual consequences.
4) Document the details of the investigation. (Attachment C).
5) All relevant information shall be transmitted into PowerSchool for tracking purposes in accordance with the guidelines in Attachment B, including information identifying the areas of the Campus where bullying occurred, the type of bullying utilized and any bystander intervention or participation.

Notification

On the same day the investigation is initiated, consistent with federal and state laws and rules governing student privacy rights, the Director/Designee shall report to the parent/legal guardian of all known involved students, via telephone, personal conference and/or in writing, the occurrence of any alleged incident of bullying, and shall document these notifications in the Incident Report in PowerSchool. Upon notifying the parent/legal guardian of the occurrence of any alleged incident of bullying, the Director/Designee shall also discuss with the parent/legal guardian, as appropriate, the availability of social work services, counseling, school psychological services, other interventions and restorative measures. When the investigation is complete, the Director/Designee shall notify the parents/legal guardians of all students involved of the outcome of the investigation. Parents/legal guardians of the students who are parties to the investigation may request a personal conference with the Principal/Designee to discuss the investigation, the findings of the investigation, the actions taken to

address the reported incident of bullying, and any resources available in or outside the school to help the students address the underlying reasons for the bullying.

If the investigation results in the imposition of consequences, the Director/Designee may advise the parent/legal guardian of students other than the perpetrator that the CICS Student Code of Conduct was followed. S/he may not advise them of the specific consequence imposed, as that would violate the confidentiality of school-record information required by law.

If the target or perpetrator is a student with a disability, the school shall consider convening 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.

Assigning Interventions and/or Consequences

Many Peer Conflicts can be resolved immediately and do not require reporting or creation of a Misconduct or Incident Report. If, however, a conflict is ongoing and meets the definition of bullying, the investigation procedures in this policy must be followed.

Schools must 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. CICS campuses should avoid using punitive discipline (detention, suspensions, and expulsions) if any other method or consequence can be used with fidelity.

When an investigation determines that bullying occurred, the Director/Designee shall explain the consequences in a non-hostile manner, and shall impose any consequence immediately and consistently. The Director/Designee shall keep communicating and working with all parties involved until the situation is resolved. Some key indicators of resolution include:

- The perpetrator is no longer bullying and is interacting civilly with the target.
- The target reports feeling safe and is interacting civilly with the perpetrator.
- School staff notices an increase in positive behavior and social-emotional competency in the perpetrator and/or the target.
- School staff notices a more positive climate in the areas where bullying incidents were high.

CICS prohibits reprisal or retaliation, in any form, against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Director/Designee after consideration of the nature, severity and circumstances of the act.

CICS prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may include, but are not limited to, positive behavioral interventions and disciplinary action when deemed necessary.

Referrals

Upon completion of the investigation, the Director/Designee shall consider referring students who bully to positive-behavior small-group interventions (for anger management, trauma or social skills), social work services, restorative measures, social-emotional skill building, counseling, community-based services or school psychological services within the school, if possible, to reinforce the behavioral expectation they violated and increase their social-emotional competency.

The targets of bullying need protection from bullies, but may also need support and help in changing their own behavior. Upon completion of the investigation, he Director /Designee shall consider asking a school mental health professional to refer these students to individual or group therapy where they can openly express their feelings about their bullying experience, social-skills training and/or groups where they can practice assertiveness and coping mechanisms, or social work, counseling or school psychological services available within the school.

Policy Evaluation

Every 2 years, CICS will conduct a policy evaluation to assess the outcomes and effectiveness of this policy that includes, but is not limited to, factors such as the frequency of victimization; student, staff, and family observations of safety at a school; identification of areas of a school where bullying occurs; the types of bullying utilized; and bystander intervention or participation.

ATTACHMENT A
Chicago International Charter School (CICS)
Form for Reporting Bullying and Retaliation

NOTE: The reporter may remain anonymous, but no discipline will be imposed based solely upon an anonymous report.

Victim or Target Information

CICS Campus: _____

Name(s) and grade(s) of Victim/Target:

_____

_____

Reporting Information (*Optional for students/parents/guardians)

Name & Title of Person Reporting: _____

Relationship to Victim/Target: _____

Phone: _____ Email Address: _____

Incident Information

Name(s) of accused bully(ies) OR description (if name(s) unknown): _____

_____

Location of incident: _____

Date and time of incident: _____

Approximate dates, times, and frequency of prior incident(s):_____

Describe what happened and who was present in as much detail as possible (*Required Information):

_____

_____

_____

_____

Date of submission: _____

Preface

This is a guide for teachers and administrators to add a new discipline log entry for students. This may be necessary if the student has broken school rules. The log entry allows for the user to specify what the student's actions were that required a discipline log.

Adding a New Discipline Log

This is the PowerSchool start up page.

PowerSchool

Functions
- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules
- BrightArrow Notifications
- SchoolReach®

Reports
- System Reports
- ReportWorks

People
- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Start Page

Search

| Students | Staff | Parents |

st How to Search

Browse Students

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

K 1 2 3 4 5 6 7 8 9 10 11 12 13 M F All

Other Options

Enroll New Student   Stored Searches   Stored Selections

Announcements!

To navigate to a student's demographics page, enter the student's last name in the text box, or if you have the student's ID number, use the command:

Student_Number =

followed by the student's ID number.

The next page will be the student's front page. To access the Log Entry page, click on the link on the side navigation menu.

Quick Lookup

Log Entries

Print A Report

Switch Student

⇐ List (1) ⇒
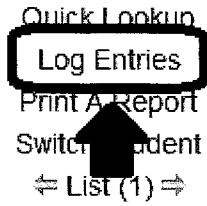
Information

Access Accounts

Addresses

Custom Screens

Demographics

Emergency/Medical

Family

Health

Modify Info

Other Information

Student Email

Parents

Photo

State/Province - IL

Transportation

CREDO Student Info

Quick Demographics Page

This will bring the user to the log entry page. This page will display all the log entries posted for the current student, as well as the type, date, author, code, subject, and details of each log entry. This page allows you to add new log entries and also edit existing ones. To add a new discipline log entry, click the New button.

Edit Discipline Alert

➡ New

Once you are on the New Discipline Log page, you can start entering the student's discipline information in the respective fields.

Field	Description	Format	Important	Example
Date	Date the new log is being created	MM/DD/YYYY	Required	01/02/2015
Time	Time the new log is being created	HH:MM The clock	Required	12:00 PM

		Icon indicates that the current time will be used ⏱		
*Author	Author of log	Last Name, First Name	Required	Doe, John
*Log Type	Determines what kind of log this report will be	Make a selection from the dropdown menu	Required	Disciplinary
*Subtype	Further specifies what kind of log this will be depending on Log Type	Make a selection from the dropdown menu	Required	Assault
*Title	Title and details of new log	The first text box will contain the title of the discipline log. The second box will contain all the details of the log, included why the student did it, where, how, and when.	Required	Informational "John Doe got angry at the instructor and punched him. He was put in detention and I called his parents. If you have any questions contact me at 123-123-1234"

Discipline Subtypes

Note: In PS there is a notice saying that including a subtype is optional for discipline. Disregard this message. Including a subtype is MANDATORY for all discipline logs.

Subtype	Description	Code
Bullying - Unverified	Discipline subtype for the initial report of a student who has been accused of bullying other students. See tracking unverified and confirmed bullying section for specifics on managing this type of discipline incident.	B-UV
Bullying	Discipline subtype for a student who has been bullying other students. See tracking unverified and confirmed bullying section for specifics on managing this type of discipline incident.	B

- * and orange **highlight** - Indicates required field

- ⊕ - Time Entry

Submitting

When all the required fields have been entered, click the Submit button at the bottom of the page. If all required fields have been filled and each entry abides by the rules outlined above, then the student will successfully be submitted into the CICS PowerSchool database.

| Disciplinary Action | _____ ▾ |
| Disciplinary Duration | _____ ▾ |

➡ [Submit]

Tracking unverified and confirmed incidents of Bullying in PowerSchool

When entering a Discipline incident related to Bullying, there is a two-step process.

1. Enter the initial reported incident as a Bullying Unverified incident
   a. (PowerSchool subtype code **B-UV**)
2. For any legitimate incident of bullying, once confirmed, the Bullying Unverified log should be updated to Bullying
   a. (PowerSchool subtype code **B**)

This tracking in the Discipline Logs within PowerSchool is critical for state reporting (in accordance with the legal requirements).

Step 1: How to enter a discipline incident for reported bullying that has yet to be verified

Go to the Log Entry page for the selected student.

PowerSchool

New Log Entry

DAGATTI, ENZO Nicolas 6 50086328   IPC

John Doe

| | _____|___|03:39 PM |

| **Author** | Anello, Daniel |

| **Log Type** | Discipline ∨ |

| **Subtype (optional for discipline)** | _____ ∨ |

| | Please Select ∨ |

| **Title** | _____ |

| | _____ |

Enter the unverified bullying incident by selecting the **Subtype B-UV**.

New Log Entry

John Doe

A Arson
AS Assault
B Bullying
B-UV Unverified Bullying
C 1 Category 1
C 2 Category 2
C 3 Category 3
DA Discipline Agreement
DA Drugs/Alcohol
EG Eating/Chewing Gum
ET Excessive Tardiness
EX Expulsion
FS Forcible Sexual Cond
GA Gang Activitiy
HB Hallway Behavior
I Insubordination
ID Instructional Disrup
IS Inappropriate Speech
LA Leaving Area
PA Physical Altercation

Date & Time   PM _____

Author

Log Type

Subtype (optional for discipline)

Enter all relevant information regarding the reported incident in the **Title** and **Text Box** fields.

Step 2: How to update an unverified bullying incident to a legitimized bullying incident

Return to the student's **Log Entries** page and locate the incident you would like to update.

Log Entries

John Doe

Edit Discipline Alert

New

Link	Type	Date	Author	Subtype	Title	Details
☑	Discipline	10/01/2014	Anello, Daniel	Unverified Bullying	Test Case	Incident reported for test purposes

Click on the edit box: ☑

Update the **B-UV** Subtype to **B** (Confirmed incident of Bullying)

Date & Time	10/01/2014	03:39 PM
Author	Anello, Daniel	
Log Type	Discipline ∨	
Subtype (optional for discipline)	B (Bullying) ∨	

Step 3: How to update "Action Taken"

Additionally, once the bullying report is verified, you need to enter the measures that were taken to address this claim. In order to do so, the school must go to the "Action Taken" entry line and enter either:

- Handled with restorative interventions
- Handled with discipline
- Handled with both discipline and restorative interventions

Action Date (MM/DD/YYYY)	04/24/2014
Action Taken	▼
Action Taken Detail	Please Select
	Alternative Placement
Action Taken End Date (MM/DD/YYYY)	Corporal Punishment
	Detention
	Expulsion (No Service Provided)
Duration (Assigned)	Expulsion (Services Provided)
	Juvenile Court
Duration (Actual)	Removed From Class At Teacher's Request
	Suspended From Riding the Bus
Duration Change Source	Suspension (In-School)
	Suspension (Out Of School)
Duration Notes	Handled with restorative interventions
	Handeled with Discipline
	Handled with Both Discipline and restorative interventions
Sequence	Other

Save the Log file by clicking **Submit**

Chicago International Charter School (CICS)
Bullying Investigation Reporting Form

Name of Investigator: _____

Date of Investigation: _____

Statement given by victim:

_____

_____

_____

_____

_____

Statement given by alleged bully:

_____

_____

_____

_____

_____

Statement given by teacher/adult involved in bullying incident: _____

_____

_____

_____

_____

Action taken:

- o Discussion about bullying with alleged bully
- o Separation of victim and bully in classroom and in other school events
- o Parent meeting
- o Peer mediation
- o Social work services to address concerns for victim
- o Social work services to address concerns for bully
- o Outside counseling referral to address concerns for victim
- o Outside counseling referral to address concerns for bully
- o Other: -

_____