

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment is important to Immanuel Lutheran School.

Bullying 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 is prohibited in each of the following situations:

- 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 waiting for 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.
- 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 Immanuel Lutheran School if the bullying causes a substantial disruption to the educational process or orderly operation of the school. This paragraph 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.

Defined Terms:

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:

- 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 the 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 of asserting or alleging an act of bullying. This list is meant to be illustrative and not 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 at Immanuel Lutheran School

Immanuel Lutheran School's Bullying Prevention and Response Plan

The principal or designee shall develop and maintain a Bullying Prevention and Response Plan that advances Immanuel Lutheran School's goal of providing all students with a safe learning environment free of bullying and harassment. The following list describes the plan in place for Immanuel Lutheran School:

- Immanuel Lutheran School uses the definition of bullying as provided in this policy.
- Bullying is contrary to state law and the policy of Immanuel Lutheran School. However, nothing in Immanuel Lutheran School's Bullying Prevention and Response Plan 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 U.S. Constitution or under Section 3 of Article 1 of the Illinois Constitution.
- Students are encouraged to immediately report bullying. A report may be made orally or in writing to any staff member with whom the student is comfortable speaking, including the principal. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the principal or any staff member. Anonymous reports are also accepted; however, this shall not be construed to permit a formal disciplinary action solely based on an anonymous report. Anonymous reports may be submitted by using the on-line reporting form.
- Consistent with federal and state laws and rules governing student privacy rights, the principal or designee shall promptly inform the parent(s)/guardian(s) of every 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.
- The principal or designee shall promptly investigate and address reports of bullying, by, among other things:
 - Making all reasonable efforts to complete the investigation within ten (10) school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the investigation about the reported bullying incident.

- Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- Notifying the principal or designee of the reported incident of bullying as soon as possible after the report is received.
- Consistent with federal and state laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
- The principal or designee shall also provide the victim with information regarding services that are available within the community, such as counseling support services, and other programs.
- The principal or designee shall use interventions to address bullying, which may include, but are not limited to, restorative measures, social-emotional skill building, counseling, and community-based services.
- A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
- A student will not be punished for reporting bullying or supplying information, even if Immanuel Lutheran School's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
- Immanuel Lutheran School's Bullying Prevention and Response Plan must be based on the engagement of a range of school stakeholders, including students, and parents/guardians.
- The principal or designee shall place this policy in the Policy Manual and include it in the Student Handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
- Pursuant to State law, the Board monitors this policy a minimum of every two years by conducting a review and evaluation of this policy to make sure any necessary and appropriate revisions. The principal or designee shall assist the Board of the Christian School with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - The frequency of victimization;
 - Student, staff, and family observations of safety at a school;
 - Identification of areas of the school where bullying occurs;
 - The types of bullying utilized; and
 - Bystander intervention or participation.

The evaluation process may use relevant data and information that Immanuel Lutheran School already collects for other purposes. The principal or designee must provide the information developed as a result of the policy evaluation to the Board of the Christian school members, school personnel, parents/guardians, and students.

Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
2. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated, and no changes were deemed to be necessary; or
3. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

Reviews and re-evaluation in years they are due must be submitted to the Illinois State Board of Education (ISBE) by September 30.

This form should be used to report a possible incident of bullying. Any student can report bullying or harassment by talking to a teacher or administrator or by completing this form and returning it to a teacher or principal. It can also be placed anonymously in the designated drop off spot. By completing this form, you are indicating that your comments are true and exact to the best of your knowledge.

PLEASE PRINT – You may use the back for additional room if needed.

Your Name (Optional): _____ Date: _____

Name(s) of student(s) accused of bullying: _____

Name of bullying Victim: _____

Is this the first time you or the victim have been bullied/harassed? YES NO

If NO, is the bullying incident by the same person(s) or a different person(s)? _____

Were any of these incidents previously reported? YES NO

If yes, to whom? _____

Where did the incidents occur? On school property On the bus On the way to/from school

At a school-sponsored activity/event Online/Social Media

Other _____ On what date(s) did the incident happen? _____

Choose the statement(s) that best describe what happened:

Teasing Threat Stalking Theft Cyberbullying Intimidation

Physical Violence Public humiliation Other _____

What did the alleged offender(s) say or do? _____

Were there any witnesses? Who? _____

Signature of student completing this form (optional): _____

Thank you. This information will be looked into immediately.

If you fear that a student is in IMMEDIATE danger, please immediately report the incident to an administrator.

FOR OFFICE USE ONLY

Date Received:

Person Receiving: