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The Winnetka Public Schools Bullying Prevention & Response Plan

On June 28, 2010, Governor Pat Quinn signed into law Public Act 96-952, titled Prevent School Violence Act (PSVA). The PSVA amends the School Code’s bullying provision by explicitly prohibiting bullying in schools, comprehensively defines bullying behavior, as well as where and when it is prohibited, expanding the reach of the bullying law to include all private, non-sectarian schools in Illinois, and establishing the Illinois School Bullying Prevention Task to be administered by the ISBE.

The Parent/Teacher Advisory Committee reviewed Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* at its meeting on April 9, 2015, identifying the components to be included in the Bullying Prevention and Response Plan. The Prevention Plan provided is consistent with Board Policies, including 5:230 (maintaining Student Discipline); 6:65 (Student Social and Emotional Development); 6:235 (Access to Electronic Networks); 7:20 (Harassment of Students Prohibited); 7:190 (Student Discipline); 7:230 (Misconduct by Students with Disabilities); and, 7:240 (Conduct Code for Participants in Extracurricular Activities).

Development of the Bullying Prevention Plan included input from a representative group of students, staff and parents.

August 2015	Administrative Team reviewed draft Bullying Prevention & Response Plan and provided feedback.
October 8, 2015	8th grade student government reviewed forms school climate, and reporting of incidents related to bullying.
October 26, 2015	<u>Task force team</u> (representative group of staff and parents) reviewed draft Bullying Prevention & Response Plan including processes, forms, and communication plan.
December 2015	Administrative Team and Task Force reviewed Pilot Implementation Plan including processes, forms and communications.

<p>January/February 2016</p>	<p>Implementation plan discussed with building principals.</p>
<p>2016/2017 School Year</p>	<p>Kick off school year with student created videos. Follow up classroom reminders on reporting, responding, and identifying bullying behavior (supported by Social Workers)</p> <p>Bullying Prevention Plan reviewed with Central PTO</p> <p>Bullying Prevention Information communicated to parents through Principal Newsletters</p> <p>Presentation of student videos at School Board meeting.</p> <p>Parent/Teacher Advisory Committee annual review of bullying prevention plan outcomes. Recommendations shared with Administrative Team.</p> <p>School Social Workers meet and plan school specific discussions/lessons/activities for October (2018) National Bullying Prevention Month.</p>
<p>2017/2018 School Year</p>	<p>Policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment and corresponding changes to Plan review with staff.</p> <p>Follow up classroom reminders on reporting, responding, and identifying bullying behavior.</p> <p>Bullying Prevention Information communicated to parents through Principal Newsletters.</p> <p>Parent/Teacher Advisory Committee annual review of bullying prevention plan outcomes. Recommendations shared with Administrative Team.</p> <p>Committee/ Administrator updates incorporated in Bullying Prevention Plan. Any updates requiring a change in Policy submitted to Subcommittee for review and consideration before being brought to full Board for adoption.</p>
<p>2018/2019 School Year</p>	<p>School Board review and approval of Policy 7:180 and modifications to Bullying Prevention Plan.</p>

	<p>Principals inform employees of modifications/updates to Plan at Staff meetings.</p> <p>Plan update to incorporate changes to administrative record keeping and ability for grades 5-8 to access method of reporting from iPad implemented.</p> <p>Students reminded of methods to identify and report bullying behavior.</p>
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Identifying Bullying and School Violence

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 are important District goals.

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.

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*.

The District utilizes the A (aggressive) B (balance of power) C (consistent) D (deliberate) format to identify bullying behavior and established common language and definitions for mean, rude, and bullying behavior.

- [definitions: mean, rude, bullying grades 1-4](#)
- [definitions: mean, rude, bullying, grades 5-8](#)

Report Form for Bullying and School Violence

Anyone witnessing or experiencing bullying will be informed on methods to report the incident. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board policies.

Methods to report include filing Bullying Communication Form

- paper copies available in classrooms, school office, library, nurses office
 - drop box site to be determined by principal (front desk, office,)
- online form available from website
 - online form available on iPads (grades 5-8)

Investigating Reports of Bullying and School Violence

The Superintendent, Building Principal, or designee shall promptly investigate and address reports of bullying, by, among other things:

- a. Acknowledging receipt and review of Bullying Communication Form determines whether a formal investigation is initiated.
- b. Completing Pre-Investigation Form based on ABCD framework
 - i. Aggressive
 - ii. Balance of Power
 - iii. Consistent
 - iv. Deliberate
- c. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to

discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent, Building Principal, or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and the District or school shall provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

Response to Bullying and School Violence

The District shall use 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.

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 met with disciplinary consequences and appropriate remedial actions consistent with this and other Board policies.

The investigator will complete the *Response to Bullying and School Violence Form* and implement any actions as specified.

Evaluation of Bullying Prevention Plan

The District shall review and re-evaluate its bullying prevention policy and make necessary and appropriate revisions every two years. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website.

District 36 Bullying Prevention Plan Review

August 21, 2018

Annually, the Parent Teacher Advisory Committee meets to review policies related to Student Behavior and Discipline. One such policy regularly reviewed is 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. Inclusive in this policy is the requirement that *“the Superintendent or designee shall develop and maintain a bullying prevention and response plan.”* Furthermore, School Districts are required to file an update to this Policy, every two years, with the Illinois State Board of Education. The District worked with a task force of students, parents, and staff to develop and pilot a Plan in fall 2015. In fall 2016, the revised Bullying Prevention Plan was implemented.

Desired outcomes included establishing a framework for identifying bullying behavior, developing common language and processes that would be communicated and utilized grades K-8, providing a safe learning environment for students.

The evaluation process has included surveying principals, meeting with school social workers, and including this topic as a recurring item on the Parent Teacher Advisory Committee agenda. Additionally, students have been included in focus groups and advisories as partners in creating videos unique to each school environment, and most recently, a team of Skokie students met with Superintendent Kocanda to discuss areas for improvement.

As a result of feedback received, the following refinements to the Bullying Prevention Plan have been agreed upon and will be implemented in the 2018-2019 school year.

1. Internal Communications: Establish an administrative, or designee, reporting feature in PowerSchool for the purpose of providing student support and improved communications from grade-grade and school-school transitions.
2. Reporting: All grades will be encouraged to talk with faculty members regarding concerns related to bullying, intimidation, and harassment. Awareness of electronic reporting will be emphasized (grades 5-8). Paper forms will be eliminated for grades 5-8. Grades K-4 will continue to educate students on multiple methods to identify and report incidents.
3. Identification: Data reported indicates that the framework utilized to identifying bullying behavior has been well received and helpful in working with parents and students when incidents are reported and preliminary investigation initiated. This framework will continue to be utilized and communicated annually to all students/grades.
4. Incidents: Less than 1% of incidents reported were validated as “bullying” followed by a full investigation. However, based on the 25+ reports received by students relating incidents that were described as bullying, school social workers will be working with students and teachers to broaden the scope of behavior expectations when establishing

classroom and student norms at the beginning of the school year and throughout ongoing discussions.

Recommendation:

The Policy Subcommittee recommends that following a 2nd read, The School Board adopt recommended updates to Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment and revised Bullying Prevention Plan at its September 25, 2018, School Board meeting and submit to Illinois State Board of Education.