

ACTION ITEM

Date: June 18, 2018

To: Raymond Lechner, Ph. D.

From: Heather Glowacki, Ed. D., Administrator for Human Resources

Subject: **First and Final Reading of Revised Board of Education Policies 2:260 Uniform Grievance Procedure; 5:20 Workplace Harassment Prohibited; 7:20 Harassment of Students; 7:180 Preventing Bullying and Other Aggressive Behaviors**

PROPOSED ACTION BY THE BOARD OF EDUCATION

Motion to approve as first and final reading of revised Board of Education Policies 2:260 *Uniform Grievance Procedure*; 5:20 *Workplace Harassment Prohibited*; 7:20 *Harassment of Students*; 7:180 *Preventing Bullying and Other Aggressive Behaviors*

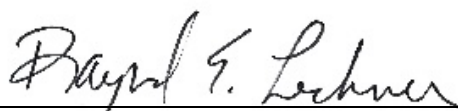
BACKGROUND

Within these four policies, the names of specific administrators are stated which is required. Because Dr. Denise Thrasher is retiring at the end of this month, these policies need to be updated to reflect current administrators.

It is recommended that Ms. Katie Lee be named the complaint manager in Board Policies 2:260 *Uniform Grievance Procedure* and 5:20 *Workplace Harassment Prohibited*. Board Policies 7:20 *Harassment of Students* and 7:180 *Preventing Bullying and Other Aggressive Behaviors* have been revised to reflect Dr. Romy DeCristofaro as the complaint manager.

HG/hg

Recommended for approval by the Board of Education



Dr. Raymond Lechner, Ph.D.
Superintendent

Board of Education

Uniform Grievance Procedure

The Complaint Manager will attempt to resolve complaints without resorting to the grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

A students, parent/guardian, employee, or community member should notify a District Complaint Manager if he/she believes that the Board of Education, its employees, or agents have engaged in any one of the following:

1. Disability discrimination under (Title II of the *Americans with Disabilities Act* or Section 504 of the *Rehabilitation Act of 1973*);
2. Race discrimination or discrimination on the basis of other protected status (Title VI of the *Civil Rights Act*, 42 U.S.C. §2000d et seq.); or
3. Sexual harassment or sex discrimination, which includes failing to provide breastfeeding accommodations for students (*State Officials and Employee Act*, *Illinois Human Rights Act*, Title VII of *Civil Rights Act of 1964*, or Title IX of the *Education Amendments of 1972*).

Employee grievances arising from alleged violations, misinterpretations, or misapplications of a collective bargaining agreement are not addressed by this policy and are instead addressed through the grievance process set forth in the applicable collective bargaining agreement.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies (e.g., criminal complaints, civil actions, etc.). Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy. Employees retain the right to report allegations of sexual harassment to the Illinois Department of Human Rights through means established by that Department, including, but not limited to, a hotline.

Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a formal complaint with any District Complaint Manager after attempts at informal resolution have not been successful. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender or, if the complaint is against the Superintendent, may bring the complaint to the President of the Board of Education. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaints alleging bullying and cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Preventing Bullying and Other Aggressive Behaviors*. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, or Board policy 7:20, *Harassment of Students Prohibited*, the Complaint Manager shall process and review the complaint in accordance with any procedures, protections, or consequences outlined in Board policy 5:20 or 7:20, respectively, in addition to the procedures and responses required under this policy.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf as the designated Complaint Manager. If a complaint of sexual harassment contains allegations involving a Complaint Manager, the Superintendent shall appoint another Complaint Manager or another qualified person to undertake the investigation as the designated Complaint Manager. If a complaint of sexual harassment contains allegations involving the Superintendent or a member of the Board of Education, the Board shall appoint a qualified person who is not an employee of the Board to undertake the investigation as the designated Complaint Manager. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant or reporting person will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant or reporting person.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may extend the deadline if necessary. If a complaint contains allegations involving the Superintendent or a member of the Board of Education, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this

policy. The Superintendent (or Complaint Manager, if he/she is reporting directly to the Board) will keep the Board informed of all complaints.

Decision and Appeal

Within 5 business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by U.S. Mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education.

At the request of the Superintendent or the Board, in cases in which an employee alleges sexual harassment, in lieu of issuing a decision, the Superintendent shall issue a recommendation to the Board.

Within 30 school business days of receiving any of the following:

1. a recommendation from the Superintendent,
2. a report filed directly with the Board of Education by a Complaint Manager,
3. or an appeal of a decision of the Superintendent,

the Board shall reply by:

1. affirming, reversing, or amending the Superintendent's decision,
2. or issuing a decision based on the Complaint Manager's report or the Superintendent's recommendation,
3. or directing the Superintendent or Complaint Manager to gather additional information.

Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board of Education. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy, and keep current, the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Heather Glowacki

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glowackh@wilmette39.org

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Complaint Managers:

Denise ThrasherKatie Lee

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Adopted: February 17, 1998

Revised: January 22, 2008, June 27, 2016; January 22, 2018;

General Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by state and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or cyber contact. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

The School District will take reasonable remedial and corrective measures in response to sexual harassment of District employees committed by nonemployees when the School District is made aware of such harassment.

Making a Complaint

Employees are expected to promptly report information regarding violations of this policy. The School District will take remedial and corrective action to prevent and respond to unlawful employment practices and sexual harassment. There are no express time limits for initiating complaints and reports under this policy; however, every effort should be made to file such complaints and reports as soon as possible, while facts are known and potential witnesses are available.

Aggrieved employees, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

Employees should report violations of this policy to any of the following:

1. A Complaint Manager
2. The Nondiscrimination Coordinator
3. Any Supervisor
4. Any Administrator.

Employees may choose to report to a person of the employee's same sex.

The Superintendent shall insert into this policy, and keep current, the positions, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

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Complaint Managers:

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Investigation Process

Supervisors or administrators who receive a report or complaint of allegations that this policy has been violated, must refer the report or complaint to the Nondiscrimination Coordinator or Complaint Managers without delay. A supervisor or administrator's failure to forward reports or complaints of violations of this policy, sexual harassment or unlawful employment discrimination without delay may result in discipline, up to and including discharge.

Employee complaints of sexual harassment will be considered confidential to the greatest extent permitted by law, notwithstanding the School District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The School District reserves the right to investigate alleged violations of this policy at its discretion whenever the District becomes aware of the allegations, regardless of whether a written complaint is filed.

Employee complaints of sexual harassment will be investigated and acted upon in accordance with the procedures set forth in Board policy 2:260, *Uniform Grievance Procedure*. However, any additional procedures, protections, or consequences outlined in this policy shall also apply.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the School District (e.g., vendor, parent, invitee, etc.).

Any person making a knowingly false accusation regarding a violation of this policy will be subject to disciplinary action, up to and including discharge.

Retaliation Prohibited

The School District will not unlawfully take adverse action with the purpose of retaliating against employees for complaining about violations of this policy or assisting others complaints about violations of the policy, including but not limited to providing information or testifying regarding violations of this policy. Employees should report allegations of retaliations under this policy to their supervisors, the Nondiscrimination Coordinator, Complaint Managers, or administrators. During the course of the investigation and for a reasonable period following the completion of the investigation, the Complaint Manager will inform, at regular intervals, the person(s) reporting or filing a complaint under this policy about the status of the investigation and to ensure they have not been retaliated against because of their report or complaint.

Whistleblower protection is available, in accordance with law, under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Illinois Human Rights Act (775 ILCS 5/).

Employees who retaliate against others for reporting or complaining of violations of this policy will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The School District encourages all employees who have information regarding violations of this policy to report the information to their supervisors, the Nondiscrimination Coordinator, Complaint Managers, or administrators so the School District can take prompt remedial and corrective action. Government agencies are available to assist employees who believe their employer has committed or permitted violations of state and federal employment laws including the prohibition against employment discrimination and sexual harassment. The Illinois Department of Human Rights and United States Equal Employment Opportunity may be able to assist employees with additional resources including the ability to make confidential reports regarding employment law violations or sexual harassment.

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

Adopted: June 8, 1998

Revised: February 23, 2015; January 22, 2018;

Students

Harassment of Students Prohibited

Students are entitled to be educated in an environment that is respectful of their backgrounds, characteristics, and differences. The District prohibits any conduct that harasses, intimidates, or bullies a student, on the basis of actual or perceived protected classifications as identified in Board Policy 7:10, *Equal Educational Opportunities*, or as may otherwise violate a student's civil rights, including race, color, nationality, national origin, sex, sexual orientation, gender identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, actual or potential marital or parental status, including pregnancy, or association with a person or group with one or more of the aforementioned actual or perceived characteristics. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, electronic, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the protected characteristics in Board Policy 7:10.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person including a District employee or agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student academic status; or
2. Has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment,
 - c. depriving a student of educational aid, benefits, services, or treatment; or
 - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of acts, including sexual assault, rape, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of harassing conduct based upon a protected classification or other civil right, including sexual harassment, to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Complaint Manager, or any other District employee. For personal comfort, a student may choose to report to a person of the student's same sex. Any claim or allegation reported to any District employee that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal for appropriate action.

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. A student or his/her parents or guardians may request a complaint of harassment under this policy be investigated under Board Policy 2:260, *Uniform Grievance Procedure*.

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The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the Board Policy 7:190, *Student Discipline*. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Adopted: April 6, 1998

Revised: January 19, 1999; January 23, 2012; September 26, 2016;

Students

Preventing Bullying and Other Aggressive Behaviors

Bullying is contrary to Illinois law and District policy. Bullying and other aggressive behaviors diminish a student's ability to learn and a school's ability to educate.

Deterring students from engaging in these disruptive behaviors and providing all students access to a safe, non-hostile learning environment are important District goals.

The District prohibits and will not tolerate aggressive student behavior, including bullying conduct of any type or on any basis, as defined below. Students are expected to act respectfully towards their peers and to avoid bullying and aggressive behaviors in their interactions with other students.

In addition, bullying that is based on actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, military status, unfavorable discharge status from the military service, 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 and may amount to a violation of a student's civil right and of Board policy 7:20 *Harassment*.

For purposes of this policy, the term *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, or intended to specifically target a student 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.
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.

Aggressive conduct towards other students that is not severe or pervasive shall not be deemed as bullying but may constitute gross disobedience or misconduct leading to discipline under Board policy 7:190 *Student Behavior*, of any student engaging in such

behavior. Students who engage in bullying conduct shall also be disciplined under Board policy 7:190.

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/or 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.

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 school computer, 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 District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a 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 school personnel members to monitor any non-school related activity, function, or program.

The Superintendent or designee shall develop and maintain a bullying prevention and response program that:

1. Advances the District's goal of providing all students with a safe learning environment free of bullying.
2. Is based on the engagement of a range of school stakeholders, including students and parents/guardians.
3. Defines bullying as provided in this policy
4. Fully implements and enforces all applicable Board policies by including provisions that address the following:
 - (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct,
 - (b) making reasonable efforts to complete the investigation within ten (10) school days after the report of the alleged incident was received, taking into consideration additional relevant information received during the course of the investigation of the reported bullying incident,
 - (c) involving appropriate school support personnel and other school personnel with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process,
 - (d) providing each student who is determined as a result of investigation to have violated this or other Board policies with disciplinary consequences and appropriate remedial actions consistent with this and other Board policies,
 - (e) protecting students against retaliation for reporting such bullying conduct,
 - (f) ensuring consistency 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 Building 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, and
 - (g) notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

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

5. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions. In addition, interventions shall be utilized 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.
6. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
7. Fully informs school personnel of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the state law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a clear process for school personnel to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (c) requiring school personnel to notify the Building Principal or designee of the reported incident of bullying as soon as possible after the report is received.
8. Encourages all members of the school community, including students, parents/guardians, District personnel, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence to the Building Principal or any District employee. A report may be made orally or in writing. Anonymous reports are accepted. No disciplinary action will be taken solely on the basis of an anonymous report.

Complaint Managers:

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9. **Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior. The building principal or designee shall, consistent with federal and state laws and rules governing student privacy rights, promptly inform parents/guardians of all students involved in the alleged incident of bullying and discuss, as appropriate, the availability of services within the District and community, such as social work services, counseling, school psychological services, other interventions, and restorative measures.**
10. **Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.**
11. **Prohibits reprisal or retaliation against any person who reports an act of bullying. 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.**
12. **Does not punish a student 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.**
13. **Posts this policy on the District's website, includes it in the student handbook, and, where applicable, posts it where other policies, rules, and standards of conduct are currently posted. Annually communicates this policy to students and their parents/guardians, and school personnel, including new employees when hired, and provides this policy periodically throughout the school year to students and faculty. This includes annually disseminating information to all students, parents, and guardians explaining the serious impact caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.**
14. **Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools to identify frequency of victimization student, school personnel, 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. The evaluation process also may include the use of relevant data and information that the school already collects for other purposes. After identifying appropriate indicators, assesses the effectiveness of this policy and the various strategies, programs, and procedures, the results of this assessment will be shared with the Board along with posting on the District website.**

15. Complies with State and federal law and is consistent with all other Board policies. This includes prompting the Board to conduct a review and re-evaluation of the policy to make any necessary and appropriate revisions every 2 years, and file the policy with the Illinois State Board of Education after the Board adopts or updates it.

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, school personnel, and family observations of safety at a school;
- (c) Identification of areas of a school where bullying occurs;
- (d) The types of bullying reported; 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, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

This policy is not 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 I of the Illinois Constitution.

Adopted: January 23, 2012

Revised: November 17, 2014; January 25, 2016; February 26, 2018;