



Urban Prep Charter Academy For Young Men – Englewood Campus Bullying Policy

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. 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 (where applicable), 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 School 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 staff members to monitor any non-school-related activity, function, or program. It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. We are dedicated, committed to, and focused on protecting students and employees from bullying, harassment or inappropriate uses of computers or programs to participate in bullying behavior. Bullying and Harassment will not be tolerated and shall be just cause for disciplinary action.

Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Bullying, harassment, and cyber stalking are defined as inflicting physical or psychological distress, and/or communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose. Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator.

Bullying is contrary to State law and the policy of this District. However, nothing in Urban Prep's bullying prevention and response plan is intended to infringe upon 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.

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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 potential marital or parental status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited. aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited.

"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.

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.

"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, photoelectronic 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 in this Section. "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

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distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

Urban Prep Academies expects students and/or staff to immediately report incidents of bullying to the principal or designee. A report may be made orally or in writing to the Principal, Assistant Principal, Dean of Students, Special Education Director, Personal Counselor, or any staff member with whom the student is comfortable speaking. Staff who witness such acts must take immediate steps to intervene when safe to do so. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to Urban Prep's named officials, a member of the safety and security team, or any staff member. Each complaint of bullying will be promptly investigated. This includes procedures for promptly reporting bullying, including, but not limited to, identifying, and providing the school e-mail address (if applicable) and school telephone number for the staff person or persons responsible for receiving such reports and a procedure for anonymous reporting; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Our school limits the number of days the student is removed from school to as few as possible given our philosophy that students should be in school and learning. Our approach focuses on building meaningful relationships and restoring relationships when harm is done. This approach is a process that requires all stakeholders to be committed to allowing the process to progress to the point of being successful.

Urban Prep intends to operate and remain consistent with Federal and State laws and rules governing student privacy rights, where the principal, or assistant principal, or administrator, or his designee will 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.

"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

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- (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.
 - (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.
1. S.U.P (Service to Urban Prep) is an action or work performed by a student for the benefit of the school community. Because school communities are harmed by negative activities, they can be at least partially restored through meaningful service that contributes to their improvement.
 2. Wednesday or Saturday Reflection is an intervention that allows us to address student misconduct without excluding the student from classes or school.
 3. Circle UP is a process that provides students an opportunity to meet after a physical confrontation or altercation, or involvement in a seriously disruptive situation in a safe and structured setting and engage in a mediated discussion about the issue. With the assistance of the Personal Counselor and/or the Dean, the involved party or parties are able to talk about the physical and emotional impact; to receive answers to lingering questions about the situation and to develop a plan for reconciliation.
 4. Probation is a system designed to monitor the actions and behaviors of students who have demonstrated difficulties in adhering to the Urban Prep Student Code of Conduct (UPSCC).
 5. In-school suspension (ISS) is an alternative to out-of-school suspension and a means to handle misconduct that does not warrant the student being totally removed from the school environment.
 6. There are times when the behavior of a student warrants that they be removed from the school environment. When a student shows blatant disregard for Urban Prep's behavioral expectations and/or engages in frequent and serious Level 2 or 3 misconduct he may be suspended from school. Students can be suspended for 1 to 5 days, depending on the level and frequency of the misconduct.

The school administration or designee shall investigate whether a reported incident of bullying is within the permissible scope of Urban Prep's jurisdiction and shall determine the next steps required from the District in providing individuals with information regarding services that are

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available within Urban Prep and the broader school community, such as counseling, support services, and other programs.

- Urban Prep will make all reasonable efforts to complete an 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.
- Urban Prep will involve the appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- Urban Prep staff are required to notify the principal, assistant principal, or school administrator, or his or her designee of the report of an incident of bullying as soon as possible after the report is received.
- Urban Prep will operate and maintain a consistency 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 assistant 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.

School administration or designee shall use a continuum of interventions to address bullying, that may include, but are not limited to, school counseling services, restorative measures, social-emotional learning and skill building, school psychological services, and community-based services.

Urban Prep administration shall use interventions to address bullying, that 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) all school assemblies, grade level class meetings;
- b) small group counseling and informational sessions
- c) staff training and workshops
- d) Student Code of Conduct quarterly class meetings

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation may be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not experience punitive consequences for reporting bullying or providing information which leads to discontinuance and remediation of the act of bullying even if Urban

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Prep's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information may be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Urban Prep's bullying and harassment policy is based on the engagement of a range of school stakeholders, including students and parents/guardians, and is in the Urban Prep Academies student handbook which has been provided to all school stakeholders.

Urban Prep's policy on bullying and harassment is included in the Urban Prep Academies Student Handbook, where other policies, rules, procedures, expectations, and standards of conduct are therein contained, and available via the internet website, and will be made available again upon request per contact with the school.

The school Principal or designee shall assist charter network supervisors 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;
- e. Bystander intervention or participation;
- f. remediation process and procedure;

The school Principal, administration, and designee will ensure the anti-bullying, bullying and harassment policy is effectively communicated, implemented, and evaluated with relevant data and information that the school and district already collects for other purposes, and is consistent with policies of the Urban Prep school board, Urban Prep Charter Academy - Englewood, and Urban Prep Academies Charter Network. The information developed as a result of the policy evaluation must be made available on the Internet website of the school. If an Internet website is not available, the information must be provided to school administrators, school board members, school personnel, parents, guardians, and students.

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