



## Bullying Policy

Approved by the Board of Directors on November 18, 2021

A. Greenfields Academy defines “bullying,” including “cyberbullying,” as 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.

B. 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, the administration and school board reserves the right to investigate actions not on this list as bullying.

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

C. Bullying is contrary to State law and the policy of the school. This policy is consistent with the free exercise of religion and is not intended to infringe upon free expression or the free

exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article 1 of the Illinois Constitution.

D. Should any student, parent, school employee, or community member believe they have experienced or witnessed bullying behavior, they should immediately contact the administration team using the email address [info@greenfieldsacademy.com](mailto:info@greenfieldsacademy.com), or call the phone number (872) 208-7295, or speak directly to Rob Huge, Head of School, or Maggie Baker, Assistant Head of School. If the reporter wishes to remain anonymous, they may submit any reports of bullying via an anonymous Google Form or through their individual classroom's anonymous mailbox. Bullying does not need to have happened on the school's campus for it to be reported. The compliance manager of the bullying policy is Maggie Baker, who can be reached via email: ([info@greenfieldsacademy.com](mailto:info@greenfieldsacademy.com)) or phone (872-208-7295)

E. When a student is involved in an alleged incident of bullying, the school will follow the Strike System plan in regards to notifying parents. The first incident of bullying or bullying behavior will result in a strike in the student file, a conversation with either the teacher or school administrator to reflect on actions and put in a plan to prevent the behavior from happening again. If appropriate and consented by both parties, there will also be a Peace Table talk between the bully and bullied to find a way to restore relationships. If there is a second bullying behavior, the previous steps will be repeated and a notice will be sent home to parents. For the third behavior, the student will be required to stay home for the day and reflect on past decisions. The student may also be asked to apologize to the community for specific actions and behaviors.

The parents of the victim of the bully may be notified, if the student wishes for their parents to be involved. After the second incident of bullying, parents will be notified to begin to propose a plan to make sure the student feels respected and welcomed in the community. The bullying victim may also make specific requests (within reason) for apologies and atonement from their bully, should they wish it.

F. When bullying is reported to the school, Greenfields will take the following measures to investigate and address the behavior:

- 1) School administration will make all efforts to complete an investigation within ten (10) school days after the date of reported bullying. This investigation may involve questioning other students, the bully, the bullied, and relevant adults. Additionally, the administration may also use camera footage from the studio spaces to verify date, time, and actions taken. Additional investigations may happen outside of the additional 10 day scope should no resolution be found.
- 2) The investigation will involve school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process
- 3) As part of the investigation and reporting process, the Head of School or Assistant Head of School will be notified of the report of the incident of bullying as soon as possible after the report is received.

- 4) Throughout the investigative process, parents/guardians of students who are parties in the investigation may be provided information about the investigation, provided it does not violate Federal and State laws and rules governing student privacy rights. Parents/Guardians of students who are parties to the investigation may also have the opportunity to meet with the school administrator or school designee to discuss the investigation, the findings of the investigation and the actions taken to address the reported incident of bullying.

G. This policy includes proactive and reactive responses to bullying. Proactive responses can include, but are not limited to:

- 1) Bi-annual student training on recognizing and preventing bullying, discussions about how behavior can be bullying, discussions around standing up to bullies, and other student-focused trainings, team builders, and discussions as seen as appropriate by the individual teacher.
- 2) Regular social-emotional and mindfulness strategies to build student self-esteem, school community, and respect among the student body.
- 3) Additional trainings as requested by the staff and student body

Reactive responses can include, but are not limited to:

- 1) Restorative justice discussions and atonements between the bully and the school community. Restorative actions taken by the bully to remedy relationships between the bullied student, should the bullied student want.
- 2) Referrals to outside counseling and social services on an as needed basis
- 3) Additional consequences based on the severity of the bullying act, such as limitations to freedom in the studio, removal from school setting for a period of time, and permanent removal from the school community.

H. It is prohibited to reprise or retaliate against any person who reports an act of bullying or bullying behavior. Should it be discovered that retaliatory measures were taken against a person (or persons) who reported bullying, the person who performed the retaliation will face consequences and appropriate remedial actions as listed above in (G).

I. It is prohibited to falsely accuse another of bullying as a means of retaliation or as a means of bullying. A person who falsely accuses another of bullying will face consequences and appropriate remedial actions as listed above in (G).

J. This policy has been created using input from the school board, staff, parents, and students. Additional expectations regarding general classroom behavior will be created at a classroom level by the students.

K. In order to successfully evaluate this policy, the school will conduct an effectiveness evaluation every two years. This evaluation will assess the following items:

- 1) The frequency of victimization will be assessed through maintaining a written record and tracking system

- 2) Student, staff, and family observations of safety at the school will be assessed through a yearly survey
- 3) Identification of areas of the school where bullying occurs will be assessed through a written record and tracking system and through yearly surveys from students, staff, and family members
- 4) The types of bullying that are common or occurring will be assessed through a written record and tracking system
- 5) Bystander intervention and participation will be assessed through yearly survey of students, staff, and family members
- 6) Information developed and obtained through this evaluation process will be shared on the internal network of school administrators, school board members, school personnel, parents, guardians, and students.

L. This bullying policy aligns with the other policies of the school and school board.

M. As part of the investigation into the act of bullying, the investigators will determine if the act of bullying falls outside the permissible scope of the district's and/or school's jurisdiction. Should the investigative body decide the act of bullying falls outside of the permissible scope of the district's and/or school's jurisdiction, the investigative body will turn over all investigative materials and discoveries to the appropriate persons. Furthermore, the district or school will provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

N. The link to this policy can be found in the online Family Handbook, on the intranet sites for all families (as well as specifically for new families), and on the school's website. The Family Handbook is distributed annually to families, where they must sign-off on receiving the handbook each year.

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