



August 22, 2018

Dr. Jeremy Dotson

VIA EMAIL – [REDACTED]

Re: FOIA Request Dated August 10, 2018 and received August 10, 2018

Subject: 1.) Requesting a copy of the most recent bullying prevention policy that was adopted and filed with ISBE (105 ILCS 5/27 -23.7) and 2.) Requesting names and positions of all district personnel by school that have not participated in any bullying prevention professional development workshops during school years 2016 to 2017 and 2017 to 2018 (105 ILCS 5/27 -23.7).

Dear Dr. Dotson:

This letter will serve as Oswego Community Unit School District 308's response to your August 10, 2018 request under the Freedom of Information Act ("Act") (5 ILCS 140/1 et seq.), in which you asked for the above referenced information. The information responsive to your request is attached.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to www.sd308.org and select *Our District > Freedom of Information Act Request > FOIA Request Responses*, then select *FOIA ID #18-41*.

Please let me know if you have additional questions. Thank you.

Mary Anne Buckley

Mary Anne Buckley
Freedom of Information Officer

STUDENTS

Preventing Bullying, Intimidation, and Harassment

Bullying is contrary to Illinois Law and the policy of this District. 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 is an important District goal.

Bullying on the basis of actual or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, military status, 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:

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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

For purposes of this policy, the term *bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation, threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term "bullying" includes harassment, intimidation, retaliation, and school violence.

"Cyberbullying" 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 photooptical system, including without limitation e-mail, Internet communications, instant messages, or facsimile communications. Cyberbullying 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.

above. Cyberbullying 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, above.

For purposes of this policy, "restorative measures" means a continuum of school-based alternatives to exclusionary disciplines, 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.

A student who is being bullied is encouraged to immediately report it orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. A report of bullying may be made anonymously. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. Any person who has filed a complaint at the building level may also file a complaint with one of the District Complaint Managers.

The District Complaint Managers are:

Ms. Roxana Sanders
Name
Executive Director of
Human Resources, Payroll
and Benefits –

Address
District Administration Center
4175 Route 71
Oswego, IL 60543

630-636-3080
Telephone

Mr. Kenneth Miller
Name

Assistant Director of Human Resources

Address
District Administration Center
4175 Route 71
Oswego, IL 60543

630-636-3080
Telephone

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

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably. The Complaint Manager shall make all reasonable efforts to complete the investigation within 10 school days after receiving the report of the bullying incident and taking into consideration additional relevant information received during the course of the investigation; involve appropriate

school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as necessary, in the investigation process; and provide parents / guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying (consistent with federal / state laws regarding student privacy rights). After an investigation, the Complaint Manager shall file a report of his or her findings with the Superintendent for his or her action. The student may appeal any decision to the Board.

- b. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.
- c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating or bullying a student based upon an actual or perceived characteristic that is identified in this policy.
- d. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation. It encourages anyone with information about an incident of teen dating violence to report it to any school staff member.
- e. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- f. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes: (1) conducting a prompt and thorough investigation of alleged incidents of bullying, (2) providing each student who violates one or more of these policies with appropriate consequences and remedial action, (3) protecting students against reprisal or retaliation for reporting bullying; (4) providing appropriate consequences and remedial actions to a person who engages in reprisal or retaliation; and (5) providing appropriate consequences and remedial actions for a person who falsely accuses another of bullying as a means of retaliation or as a means of bullying.

- 2. 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.
- 3. 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*.

4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation – and State law requirement – that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying
 - e. Annually distributing a copy of this policy to staff members.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
6. 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 and discussing, as appropriate, availability of social work services, counseling, school psychological services, other interventions, and restorative measures
7. Promptly informs parents/guardians of all students involved in alleged incident of bullying and discussing, as appropriate, availability of social work services, counseling, school psychological services, other interventions, and restorative measures
8. Identifies the interventions that can be taken 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.
9. 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.
10. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form. Such communication shall be posted on the District's website, included in the student handbook, posted with other District policies, and distributed annually to students, parent/guardians, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. Engages in ongoing evaluation that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and including frequency of victimization; student, staff and family observances of school safety; identification of areas of a school where bullying occurs; the types of bullying utilized; and bystander intervention or participation. After identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness, and posts the results of the policy evaluation on the District's website.
12. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

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 1 of the Ill. Constitution.

LEGAL REF.: Children's Mental Health Act, 405 ILCS 49/ et seq.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and 1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited) 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergies), 7:310 (Restrictions on Publications and Written or Electronic Material)

Revised: January 28, 2008
Adopted: February 4, 2008
Revised: November 10, 2014
Adopted: December 8, 2014
Revised: November 27, 2017
Adopted: December 11, 2017

Results Description: Quick Report**For the Year 2016-2017**

All Active, Incomplete GCN training tutorials

Last Name	First Name	JobTitle	Department	INCOMPLETE
Gorski	Samantha	SCHOOL PSYCHOLOGIST	BEDNARCIK JR HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
White	Kristina	TEACHER-SEC	BEDNARCIK JR HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Chriske	Trisha	TEACHER-ELEM	CHURCHILL ELEM	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Zapfel	Danielle	SPEECH PATHOLOGISTS	HOMESTEAD ELEM	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Miller	Tiffany	TEACHER-ELEM	HUNT CLUB	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Pearlman	Erin	SOCIAL WORKER	LAKEWOOD CREEK ELEM	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Owens	Christina	TEACHER-SEC	MURPHY JR. HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Lazansky	Kaitlin	TEACHER-ELEM	OLD POST ELEM	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Carson	Akiva	MGRS/SUPERS/COORDINATORS	OSWEGO EAST HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Chavarria Choi	Esther	TEACHER-SEC	OSWEGO EAST HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Friedland	Tyler	TEACHER-SEC	OSWEGO EAST HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Leblanc	Tyson	TEACHER-SEC	OSWEGO EAST HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Rude	Kristin	TEACHER-SEC	OSWEGO EAST HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Behling	Stephen	TEACHER-SEC	OSWEGO HIGH SCHOOL	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Contino	Tracey	TEACHER-SEC	OSWEGO HIGH SCHOOL	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs

Morales	Monica	TEACHER-SEC	OSWEGO HIGH SCHOOL	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Olandese	Daniel	DEPT CHAIRS & ASST AD'S	OSWEGO HIGH SCHOOL	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Pohlmann	Chad	TEACHER-SEC	OSWEGO HIGH SCHOOL	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Miller	Molly	SPEECH PATHOLOGISTS	PLANK JR HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Collins	Kerry	TEACHER-ELEM	PRAIRIE POINT ELEM	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Lee	Jill	TEACHER-SEC	THOMPSON JR HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
McElroy	Julie	TEACHER-SEC	THOMPSON JR HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Neitzel	Krista	TEACHER-SEC	THOMPSON JR HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Threlkeld	Kimberly	SPEECH PATHOLOGISTS	THOMPSON JR HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
DeMoss	Kristin	TEACHER-SEC	TRAUGHBER JR HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Rossi	Amanda	TEACHER-SEC	TRAUGHBER JR HIGH	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs
Dunbar	Caroline	TEACHER-ELEM	WOLFS CROSSING ELEM	X: Peer Counseling, Anti- Violence and Conflict Resolution Programs

Results Description: Quick Report

For the Year 2017-2018

All Active, Incomplete GCN training tutorials

Last Name	First Name	JobTitle	Department	INCOMPLETE Requirements
Baisden	Brandon	ADMINISTRATOR	BEDNARCIK JR HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Krantz	Laura	TEACHER-ELEM	BOULDER HILL ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Marshall	Patricia	TEACHER-ELEM	BOULDER HILL ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Taylor	Holland	TEACHER-ELEM	BOULDER HILL ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Carson	Akiva	SPEC ED COORDINATORS	EAST VIEW ACADEMY	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Jordan	Tammy	TEACHER-SEC	EAST VIEW ACADEMY	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Langhurst	Michael	TEACHER-SEC	EAST VIEW ACADEMY	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Kerber	Sarah	TEACHER-ELEM	FOX CHASE ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Patrick	Kara	CERTIFIED NURSES	GRANDE PARK	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Mil	Brian	TEACHER-ELEM	HOMESTEAD ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs

Gordey	Gina	TEACHER-ELEM	HUNT CLUB	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Whiteford	Christopher	TEACHER-ELEM	HUNT CLUB	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Builta	Haley	TEACHER-ELEM	LAKEWOOD CREEK ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Reuter	Jennifer	TEACHER-ELEM	LONG BEACH ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Smith	Thomas	TEACHER-SEC	MURPHY JR. HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Winkel Jr.	Robert	TEACHER-ELEM	OLD POST ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Stiefken	Megan	NON-BARGAINING SPEC ED	OSWEGO 308 CENTER	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Almanza Fernandez	Luz	TEACHER-SEC	OSWEGO EAST HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Doyle-O'Brien	Courtney	TEACHER-SEC	OSWEGO EAST HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Jackson	Roxanne	ADMINISTRATOR	OSWEGO EAST HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Rathbun	Desirae	TEACHER-SEC	OSWEGO EAST HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs

Rude	Kristin	TEACHER-SEC	OSWEGO EAST HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Williams	David	TEACHER-SEC	OSWEGO EAST HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Ziegler	Jessica	GUIDANCE COUNSELORS	OSWEGO EAST HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Childers	Adam	TEACHER-SEC	OSWEGO HIGH SCHOOL	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Derwin	Andrew	SPEC ED COORDINATORS	OSWEGO HIGH SCHOOL	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Johnson	Dawn	DEPT CHAIRS / ASST ADS	OSWEGO HIGH SCHOOL	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Pohlmann	Chad	TEACHER-SEC	OSWEGO HIGH SCHOOL	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Smith	Sean	TEACHER-SEC	OSWEGO HIGH SCHOOL	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Urso	Barbara	TEACHER-SEC	OSWEGO HIGH SCHOOL	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Nichols	Jamil	TEACHER-SEC	PLANK JR HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Stawikowski	Emma	TEACHER-SEC	PLANK JR HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs

Fugger	Garrett	TEACHER-ELEM	SOUTHBURY ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Rquibi	Dominique	TEACHER-ELEM	SOUTHBURY ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Gruben	Christine	TEACHER-ELEM	THE WHEATLANDS ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Ward	Allison	TEACHER-ELEM	THE WHEATLANDS ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Lee	Jill	TEACHER-SEC	THOMPSON JR HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
McElroy	Julie	TEACHER-SEC	THOMPSON JR HIGH	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Derhake	Karina	SOCIAL WORKER	WOLFS CROSSING ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Malmstrom	Jennifer	TEACHER-ELEM	WOLFS CROSSING ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs
Van Loon	Kris	SCHOOL PSYCHOLOGIST	WOLFS CROSSING ELEM	X: Peer Counseling, Anti-Violence and Conflict Resolution Programs