
Bullying Policy

Alexander Leigh
Center for Autism

4100 Veterans Parkway
McHenry, IL 60050

Updated: November 7, 2025

The Alexander Leigh Center for Autism (ALCA) does not tolerate bullying of staff or students. Proactively we work by our mission statement and core values statement to create a positive school culture and climate.

Mission: Daily collaboration providing students with individualized educational excellence in a safe, dignified, respectful and nurturing environment encouraging them to reach their maximum level of functional independence

Core Values: Alexander Leigh Center for Autism, its Board and passionate staff hold each other to the highest level of honesty, safety, trust, and communication. We build strong relationships in our interactions with each other, students, parents and the community as a whole. We choose best practice for our students to govern our decisions and guide our way.

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

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. Bullying is contrary to State law and the policy of the non-sectarian nonpublic school and is consistent with subsection (a-5) of this Section [free exercise of religion]. Nothing in this Section is 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 United States Constitution or under Section 3 of Article 1 of the Illinois Constitution.

Bullying is contrary to State law and the policy of ALCA. This policy is consistent with the policies of the school board and non-public school.

Bullying must be reported within 24 hours to Administration to:

Pamela Yocius, Executive Director – pyocius@alcacenter.org

Tiffany Murphy – Education Services Director – tmurphy@alcacenter.org

Margie Hartley, Human Resources Director – mhartley@alcacenter.org

815-344-2522

Reporting may be anonymous and mailed to 4100 Veterans Parkway, McHenry, IL 60050

Investigative procedures are as follows:

- 1) Making all reasonable efforts to complete the investigation within ten (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 investigation about the reported incident of bullying.
- 2) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- 3) Notifying a school administrator or his or her designee of the report of the incident of bullying as soon as possible after the report is received.
- 4) The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.
- 5) Consistent with Federal and State laws and rules governing student privacy rights and providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the school administrator or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

Where necessary and available school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services may be offered.

Reprisal or retaliation against any person who reports an act of bullying and the consequences and appropriate remedial actions for a person who engages in reprisal or retaliation is prohibited.

In the event that a person is found to have falsely accused another person of bullying as a means of retaliation or as a means of bullying will be subject to consequences and appropriate remedial actions.

ALCA maintains a policy evaluation process to assess the outcomes and effectiveness of the policy that includes, but is not limited to, factors such as:

- 1) The frequency of victimization.
- 2) Student, staff, and family observations of safety at a school.
- 3) Identification of areas of a school where bullying occurs.
- 4) The types of bullying that are common or occurring.
- 5) Bystander intervention or participation.

- 6) The information developed as part of the evaluation process must be posted on the district website. If the internet website is not available, the information must be provided to school administrators, school board members, school personnel, parents, guardians, and students.
- 7) The policy or implementing procedure shall include a process to investigate whether a reported act of bullying is within the permissible scope of the district's or school's jurisdiction. Furthermore, it shall require that the district or school provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

In the event that a reported act of bullying is outside the permissible scope of ALCA appropriate authorities will be notified.

ALCA's policy on bullying will be distributed annually to parents, guardians, students, and school personnel, including new employees when hired. Updates will be filed every 2 years with ISBE by September 30th of each year. This Bullying Policy must:

- 1) Be based on engagement with a range of school stakeholders, including students and parents or guardians.
- 2) Where applicable, be posted where other policies, rules, or standards of conduct are posted in the school.
- 3) Be posted on the district or school website.
- 4) Be included in the school handbook.
- 5) Be distributed annually to parents, guardians, students, and school personnel, including new employees when hired.

ALCA will:

- 1) Make all reasonable efforts to complete the investigation within ten (10) days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the investigation about the reported incident of bullying.
- 2) Involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- 3) Notify the principal or school administrator or his or her designee of the report of the incident of bullying as soon as possible after the report is received.
- 4) Be consistent with Federal and State laws and rules governing student privacy rights and providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the school administrator or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

- 5) Make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

Bullying Policy Acknowledgement Form

I have received and read the Bullying Policy for the Alexander Leigh Center for Autism.

Student Name (or guardian)

Signature

Date