Bullying Prevention Policy Submission

IWAS Electronic Submission User Guide

Illinois State Board of Education

August 2022
Contents

Introduction ........................................................................................................................................... 3
IWAS User-Level Access ..................................................................................................................... 4
How to Get Started in IWAS ................................................................................................................ 5
Logging into the Bullying Policy Submission System ....................................................................... 6
District-Level User: Verification of Entity Information and Contact Information ............................ 9
District-Level User: Policy Document Link and Upload ...................................................................... 10
District-Level User: Assurance and Submitting Application ............................................................... 11
District-Level User: ISBE Review/Evaluation Process ....................................................................... 12
ROE-Level User: View Only Access .................................................................................................... 14
Frequently Asked Questions ................................................................................................................ 15
**Introduction**

As per [105 ILCS 5/27-23.7](https://www.awin1.com/cread.php?awinaffid=144216&awinmid=2065&awinfeedid=5919), bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, 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 all school districts; charter schools; and nonpublic, nonsectarian elementary and secondary schools.

Each school district; charter school; and nonpublic, nonsectarian elementary and secondary school shall conduct a review and re-evaluation of its policy every two years and make any necessary and appropriate revisions. The updated policy must be filed with the Illinois State Board of Education (ISBE). ISBE shall monitor and provide technical support for the implementation of policies.

The requirements for a bullying prevention policy are identified in School Code; additional guidance is provided in the [Bullying Prevention Policy Requirements and Guidance](https://www.awin1.com/cread.php?awinaffid=144216&awinmid=2065&awinfeedid=5919). School districts, charter schools, and nonpublic, nonsectarian elementary and secondary schools have submitted their bullying prevention policies via the ISBE Web Application Security (IWAS) system since the start of the 2021-22 school year. Nonpublic special education facilities will submit via IWAS starting in the 2022-23 school years.

Policies must be filed with ISBE by **September 30** each year. Policies must also be reviewed and reevaluated every two years and be updated to reflect any necessary and appropriate revisions. Entities should upload a PDF version of the policy and include the website link, as applicable.

The IWAS system has been revised for school year 2022-23.

If you need further assistance, please email [bullyingpolicy@isbe.net](mailto:bullyingpolicy@isbe.net).
IWAS User-Level Access

Users at multiple levels, as defined by the IWAS system, are granted access to the Bullying Policy Submission system. Your role will be governed by the IWAS user level assigned to you.

**District Admin** has the ability to *enter* and/or edit bullying prevention policy information and to submit it to ISBE for review. The district administrator is always responsible for any revisions and resubmissions to ISBE.

**ROE Admin** has the ability to *view* the submission and status of district’s bullying prevention policy information, including not started, pending ISBE review, or approved. Regional Office of Education (ROE) administrators are unable to edit the information.

**ISBE Admin** is reserved for qualified ISBE personnel to review the district bullying prevention policy.
How to Get Started in IWAS

You will need an IWAS account to be able to access the Bullying Policy Submission application. If you do not have an existing IWAS account, please register for one by accessing the IWAS homepage through the IWAS link on the ISBE homepage.

Once you have an IWAS account, you will need to request access to the Bullying Policy Submission Application System. Instructions for obtaining authorization are included in the IWAS User Guide. Please contact the ISBE Help Desk at helpdesk@isbe.net or 217-558-3600 if you need assistance.

If you have an existing IWAS account with access to the Bullying Policy Submission, you are ready to proceed.
Logging into the Bullying Policy Submission System

The following steps provide guidance on how to access the Bullying Policy Submission Application System.

To begin, log in to IWAS with your username and password.
Clicking on “System Listing” will take you to the “My Systems” page.

From here, select “Bullying Policy Submission,” which is under the category of “Reporting, Annual.”

Note: If you do not see the “Bullying Policy Submission” option, please contact the ISBE Help Desk at helpdesk@isbe.net or 217-558-3600.
At this time, you should see “Welcome to the Bullying Policy Submission system.” There are two “quick links” on the left side of the page. The “105 ILCS 5/27-23.7” button links to the School Code, detailing the requirements for a school district; charter school; and nonpublic, nonsectarian elementary and secondary school (including nonpublic special education entities) to submit their bullying policy for review.

Clicking on the ISBE Bullying Prevention link goes to the Student Care Bullying Prevention page, including Bullying Prevention Policy Requirements and Guidance and other related resources.

Click “Continue” to advance to the next screen.

You should now see your entity. Click “Fill Application.”
District-Level User: Verification of Entity Information and Contact Information

The initial data screen reflects the Entity Information. Make any changes that are needed to the Entity Name, RCDT Code, Entity Administrator, Mailing address, and Administrator Email or Phone in the Entity Profile System. The next step is to include Bullying Contact Name/Email/Phone Number and click “Save.” This may be the entity administrator or another appointed individual.

Verify that this information is correct.

This may be the entity administrator or another designated individual.
District-Level User: Policy Document Link/Upload

A. Enter the link/address for the posting of the bullying prevention policy on the district’s website. It is recommended that the district’s bullying policy be prominently displayed on the website. **A policy may not be approved unless it will be displayed on the website.** (The policy should also be included in the student handbook and, where applicable, posted where other policies, rules, and standards of conduct are currently posted in the school and provided periodically throughout the school year to students and faculty. It should be distributed annually to parents; guardians; students; and school personnel, including new employees when hired.)

B. Upload Document: Next, upload the bullying prevention policy as a PDF. The upload should be the entity’s board-approved policy and not a condensed version. **The policy must include date of adoption.**

C. Second Upload Document: If the policy does not reflect a date within the last two years, please provide evidence of board approval. Either Board of Education minutes or a signed letter from the board president confirming the policy was reviewed and approved with no changes is sufficient.

D. Click “Next.”

E. You should be directed to the “Review and Final” page.
District-Level User: Assurance and Submitting Application

Click on the assurance statement and click “Submit Application.”

After you click “Submit Application, the status should reflect “Pending ISBE Approval.”
ISBE Review/Evaluation Process

Upon receipt, ISBE will evaluate the submission and either approve or disapprove the submission. If the policy is returned for corrections, you will see the specific policy items that were approved and/or disapproved. A reason for the disapproval should be indicated. If the policy requires changes, applicable changes should be made and returned to ISBE for further review. Please provide ISBE with anticipated date of board approval, likely within 90 days.

See sample screen indicating approved or disapproved.

Once disapproved, ISBE should provide a reason for disapproval in a text box that follows. For example, when clicking on Policy Item 9- Disapproved, you should see a message that indicates the need to add the language into the policy, i.e. “Is based on the engagement of a range of school stakeholders, including students and parents or guardians.”
Once edits are reviewed by ISBE and approval is granted, you will see “Approved” status. If no edits are needed, the entity will see “Approved” following the initial review.
ROE-Level User: View Only Access

Users at the ROE level should have view-only access. One should be able to see if a district policy has not been/has been started, is pending ISBE approval, or if the policy is approved or disapproved.

Please note that the below graphic is only representative of the view and does not represent a specific ROE/Intermediate Service Center.

<table>
<thead>
<tr>
<th>Year</th>
<th>District Name</th>
<th>RCET</th>
<th>Status</th>
<th>District Update Date</th>
<th>District Updated By</th>
<th>ISBE Update Date</th>
<th>ISBE Updated By</th>
<th>Action</th>
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<td>Application not yet started</td>
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<td>Fill Application</td>
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<td>1501629990440113</td>
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</table>
Frequently Asked Questions

Q. Who is required to submit a bullying prevention policy?
A. As per School Code, all school districts; charter schools; and nonpublic, nonsectarian elementary and secondary schools are required to submit their bullying policy for review.

Q. When is the bullying prevention policy due to the Illinois State Board of Education?
A. As per School Code, bullying preventions policies are due by September 30 of each school year.

Q. Due to the pandemic, many entities did not submit a policy for review until the 2021-22 school year. If an entity submitted a policy during the last review, but it is no longer within the two-year timeframe, when should the entity submit its policy?
A. The policy is now considered past due and should be submitted via the IWAS system.

Q. May bullying prevention policies continue to be submitted via the bullyingpolicy@isbe.net inbox?
A. No, policies should now be submitted via the IWAS system. The only exception for the 2021-22 submission is nonpublic special education facilities.

Q. I do not have access to IWAS. What should I do?
A. If you do not have an existing IWAS account, please register for one by accessing the IWAS homepage through the IWAS link.

Q. I do not see the Bullying Policy Submission application in IWAS. What do I need to do?
A. If you do not see the Bullying Policy Submission option, please contact the ISBE Help Desk at helpdesk@isbe.net or 217-558-3600.

Q. Can a bullying prevention policy be approved by ISBE prior to be posted on the school or district’s website?
A. No. In order to receive approval of the bullying prevention policy, it must be prominently displayed on the district website. Students, staff, family, or others should be able to easily find it.

Q. If I have a question regarding the requirements of the bullying prevention policy requirements, what should I do?
A. Please refer to 105 ILCS 5/27-23.7 for the requirements. Additional information is available on the Student Care Bullying Prevention page, including the Bullying Prevention Policy Requirements and Guidance and other related resources.
Q. Who should I contact if I have any additional questions?
A. You may contact ISBE staff via bullyingpolicy@isbe.net.