

Bullying Prevention Policy Submission

IWAS Electronic Submission User Guide

Illinois State Board of Education

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Introduction

As per [105 ILCS 5/27-23.7](#), 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](#). 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.

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.



The screenshot shows the login page for the Illinois State Board of Education (ISBE) IWAS system. The browser address bar shows the URL: `secqa1.isbe.net/iwas/asp/login.asp?js=true`. The page header includes the ISBE logo and the names of the Chairman, Darren Reisberg, and the State Superintendent of Education, Dr. Carmen I. Ayala. Below the header is a navigation menu with links for ISBE Home, Home, Sign Up Now, Get Password, Contact Us, and Help. The main content area is divided into two columns. The left column is for existing users, with a heading "Already have an account? Login Here :". It contains input fields for "Login Name" and "Password", a "Remember Login Name" checkbox, and a "LOG IN" button. Below this is a "Forgot Your Password?" section with a link to "Find Login/Password". The right column is for new users, with a heading "New Partner - Sign up Now". It includes a paragraph explaining that some ISBE web-based systems require electronic signatures and a "Sign Up Now" link. Below this is a "Need Help?" section with a link to "Help". At the bottom of the page, there is a note about browser optimization for Internet Explorer 6.0 or above and Firefox 2.0 or above, with icons for these browsers. The copyright notice at the bottom reads "Copyright © 2011 Illinois State Board of Education".

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.

Welcome to the Bullying Policy Submission System

Quick Links

- 1. 105 ILCS 5/27-23.7
- 2. ISBE Bullying Prevention

Welcome to the Bullying Policy Submission system. Per 105 ILCS 5/27-23.7, every two years, each school district, charter school, and non-public, non-sectarian elementary or secondary school is required to submit their bullying policy for review.

If you are ready to submit your bullying policy, then please click on the “Continue” button in the bottom right to begin. If you would like to review the requirements for a bullying policy or see a sample example, please use the “Quick Links” on the left side of the page.

Continue

You should now see your entity. Click “Fill Application.”

Year	District Name	RCDT	Status	District Update Date	District Updated By	ISBE Update Date	ISBE Updated By	Action
2022-2023	North Mac CUSD 34	400560340260000	Application not yet started					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.

Entity Information

Entity Name: North Mac CUSD 34

RCDT Code: 400560340260000

Entity Administrator: Mr. Kyle Hacke

Mailing: 525 N 3rd St Girard, IL 62640-1157

Administrator Email: khacke@northmacschools.org

Phone Number: 217-627-2915

Verify that this information is correct.

Changes to the above information can be made in the Entity Profile System

Bullying Contact Information

*** Contact Name:**

Enter contact name

*** Contact Email:**

Enter contact email

*** Contact Phone:**

Enter contact phone

Board Policy Review Date:

Enter last board review date

Save

This may be the entity administrator or another designated individual.

*Please review and enter necessary information above.

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.

Upload Policy Documents

Policy Link Address:

Enter policy link address

Upload Document: No file chosen

2nd Upload Document: No file chosen

Note: Only .pdf or .docx document types of max 3 MB are allowed to upload.

District-Level User: Assurance and Submitting Application

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

Review and Final Approval

I assure that my entity's bullying policy has identified and includes the necessary contact information for the person responsible for receiving reports of bullying.

[Previous](#)[Submit Application](#)

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

Year	District Name	RCDT	Status	District Update Date	District Updated By	ISBE Update Date	ISBE Updated By	Action
2022-2023	Cambridge CUSD 227	280372270260000	Pending ISBE Approval	8/16/2022	bully_isbe	7/5/2022	attitudeair	View Application

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.

Entity Information

Policy Document - Approved

Policy Item 1 - Disapproved

Policy Item 2 - Approved

Policy Item 3 - Disapproved

Policy Item 4 - Approved

Policy Item 5 - Approved

Policy Item 6 - Approved

Policy Item 7 - Approved

Policy Item 8 - Disapproved

Policy Item 9 - Disapproved

Policy Item 10 - Approved

Policy Item 11 - Approved

Policy Item 12 - Approved

Final Application

Click on the disapproved policy item to the left to see necessary changes.

Policy Item 9

Is based on the engagement of a range of school stakeholders, including students and parents or guardians.

Approved 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.

Year	District Name	RCDT	Status	District Update Date	District Updated By	ISBE Update Date	ISBE Updated By	Action
2022-2023	Cambridge CUSD 227	280372270260000	Approved	8/16/2022	bully_isbe	8/16/2022	bully_isbe	View Application

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.

Year	District Name	RCDT	Status	District Update Date	District Updated By	ISBE Update Date	ISBE Updated By	Action
2022-2023	A-C Central CUSD 262	010092620260000	Pending ISBE Approval	7/20/2022	bully_ISBE	7/14/2022	attitudeair	Edit Application
2022-2023	Abingdon-Avon CUSD 276	330482760260000	Pending ISBE Approval	7/20/2022	bully_ISBE			Edit Application
2022-2023	Academy for Global Citizenship	15016299025229C	Application not yet started					Fill Application
2022-2023	ACE Amandla Charter School	150169020909000	Application not yet started					Fill Application
2022-2023	Acero Chrter Sch Network- Sor Juana Ines de la Cruz Campus	150162990AIAI13	Application not yet started					Fill Application

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 prevention 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.