

Bullying Policy for Children's Habilitation Center Education Department

The Children's Habilitation Center (CHC) believes that all students/residents have a right to a safe, healthy, and *non-hostile learning* environment. The CHC has an obligation to promote mutual respect, tolerance, and acceptance.

The CHC will not tolerate behavior that infringes on the safety of any student. A student shall not be intimidated, harassed, or bullied by another person through words or actions *including through transmission from any school computer*. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Bullying is contrary to state law and CHC policies. (105 ILCS5/27-23.7; ISBE Bullying Prevention Policy Guidance; CHC computer policy; CHC Rules of Conduct).

Bullying on basis of actual or perceived race, color, national origin, gender identity, age, religion, mental or physical disability, or any other distinguishing characteristic is strictly prohibited in school and at any school sponsored activity.

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 of bullying. This list is meant to be illustrative and non-exhaustive.

Bullying and Cyber-Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or group of 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 or 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 or academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

An employee who observes bullying should directly and clearly report the incident to his/her direct supervisor. The following steps should be taken and documented for each incident of bullying. No one making a complaint will be retaliated against even if a complaint is made in good faith is not substantiated. In addition, any witnesses will be protected from retaliation.

The process for making a complaint about bullying is as follows:

1. In the event an incident of bullying is observed; the incident must be reported to your immediate supervisor or the Administrator (CEO: Ms Pam Markle; 708-596-2220) once it is determined that the student is not in danger. If the immediate supervisor is the bully, report to the next level supervisor or Administrator. The Administrator or designee will

fully investigate the incident *within ten days of the report* and advise the *reporter* and alleged bully of the results.

2. After the investigation is complete, the incident of bullying is designated as minor or major, and disciplinary action and/or counseling are determined based on the severity of the reported incident. *The investigation will be determined if the reported act of bullying is within the permissible scope of CHC jurisdiction. CHC will offer the victim with information regarding services available within the facility or in the community.*
3. A staff member who fails to report a known incident of bullying will be treated the same as the bully.
4. Any staff who engages in bullying will face disciplinary action up to and including termination of employment. *Interventions that can be taken to address bullying may include but not limited to: CHC training on social skills, counseling services, or referral to community counseling sources. Counseling may be provided with the CHC CEO, staff trainer, or designated personnel or referred to outside community services.*
5. *Any person knowingly makes a false accusation or is uncooperative during investigation will be subject to disciplinary action up to and including termination of employment.*
6. *Any person may make a report anonymously by writing/typing a detailed description of the incident including: the type of incident, where it happened, date and time, persons involved, and all other necessary information to begin an investigation. The written report should be given to the CEO of CHC by use of her mailbox.*

Policy Evaluation will be completed quarterly during the CHC Human Rights Committee. *The following documentation will be collected and evaluation: 1. Frequency of victimization; 2. Student/resident, staff, family, and visitor's observation; 3. Identification of areas of where bullying occurs; 4. Types of bullying; and 5. Bystander intervention or participation.*

Consistent with federal and state laws and rules governing student privacy right, parents/guardians will be notified and given opportunity to discuss with administrator the findings of investigation and actions taken to address the reported incident.

This policy, as all others, is created and reviewed by various agency stakeholders, administrators, staff, and community representatives. This policy is placed with all approved policies in the building and included in the employee orientation paperwork.

To ensure bullying does not occur on the property of Children's Habilitation Center or during any activity sponsored by the CHC, training in bullying prevention will be provided by CHC to cultivate acceptance and understanding in all staff to have the ability to maintain a safe and healthy learning environment. Bullying prevention and training will take place for all staff during new staff orientation *and annually thereafter.*

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Children's Habilitation Center