Chileda is committed to a safe and civil educational environment for all clients, employees, volunteer and patrons, free from harassment, intimidation or bullying. Chileda also serves children who were not able to be maintained in their home and educational setting due to their significant behavioral and cognitive challenges. Due to this, while student to student bullying is taken very seriously, we also take into consideration the individual needs and skill deficits when addressing bullying. Often times what may appear as “bullying” is a skill deficit requiring teaching appropriate social skills.

# **Harassment, Intimidation and Bullying Defined**

# Bullying including cyberbullying is defined 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:

# Placing the student or students in reasonable fear of harm to the student's or students' person or property;

# Causing a substantially detrimental effect on the student's or students' physical or mental health;

# Substantially interfering with the student's or students' academic performance; or

# Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by Chileda

# 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. Wisconsin state statute 118.46 policy on bullying can be found at [https://docs.legis.wisconsin.gov/statutes/statutes/118/46.](https://docs.legis.wisconsin.gov/statutes/statutes/118/46) Bullying is contrary to State Law and Chileda Institute.

# **Prohibition**

# Bullying behavior is prohibited in all Chileda environments to include buildings, property, and educational environments, including any property or vehicle owned, leased, or used by Chileda This includes public transportation regularly used by students to go to and from Chileda. Educational environments include, but are not limited to, every activity under Chileda supervision.

# **Procedure for Reporting/Retaliation**

# Any staff member who observe or become aware of acts of bullying are required to report these acts to the Client’s Rights Specialist. The Lead Client’s Rights Specialist is Kate Lopas, Katel@chileda.org, 608-782-6480. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the Client’s Rights Specialist.

# Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

# The Chileda official receiving a report of bullying shall immediately notify the Chileda Lead Client Rights Specialist to investigate the report.

# Any incidents that are not within Chileda scope will be reported to the appropriate community agency.

# There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

# **Procedure for Investigating Reports of Bullying**

# The person assigned by Chileda to investigate the bullying report shall, within three business day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. The report will be completed within (10) Business days.

# Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. Chileda shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

# **Sanctions and supports**

# Chileda uses bullying interventions such as social and emotional skill building, restorative practices and community-based services

# If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting or falsely accuse another of bullying behavior, the Chileda administration may take disciplinary action, including: suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate. Chileda will provide support for the identified victim(s).

# This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying/cyber bulling may still be prohibited by other Chileda policies or building, classroom, or program rules.

# **Data review**

# Data recovered from bullying reporting will be reviewed quarterly by Chileda Administration Team. This information will be made available to stakeholders upon request. The data indicated below will be collected on our grievance tracker:

1. The Frequency of victimizations
2. Student, staff and family observations of safety at school
3. Identification of areas of the campus in which bullying occurs
4. The Types of bulling that are common or occurring
5. Bystander intervention or Participation
6. The information developed as a part of the evaluation process will be provided to Chileda Administration Team, Chileda Board of Directors, Chileda Education Team, Parents, Guardians and students.

This procedure aligns with the grievance procedures of Chileda Institute and will be distributed annually to parents, guardians, students and school personnel, including new employees when hired. The Bullying Procedure can be found on the website, [www.chileda.org](http://www.chileda.org).