



BROADSTEP ACADEMY – ILLINOIS, INC.

POLICY AND PROCEDURE MANUAL

SECTION: Policy and Procedure For Operations State Director: Michelle Young

SUBSECTION: Clinical Implementation date: 3/29/2017

SUBJECT: Anti-Bullying Revision date: 10/2021

POLICY

It is the policy of Broadstep Academy-Illinois to provide a safe and secure environment free from harassment, intimidation, bullying or cyber-bullying. It is the goal of Broadstep Academy-Illinois to create a learning environment in our school and residential program. Bullying of any kind is unacceptable in all settings of Broadstep Academy-Illinois. Nothing in this policy 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 I of the Illinois Constitution.

PROCEDURE

A. Bullying and Cyber-bullying is contrary to Illinois State Law. This policy is required by the Illinois State Board of Education (ISBE) 105ILCS5/27-23.7, Sec 27-23.7

Bullying means any intentional written, verbal, or physical act when the intentional written, verbal, or physical act:

- Physically harms an individual or damages the individual's property; or
- Has the effect of substantially interfering with the individual's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational and therapeutic environment; or
- Has the effect of substantially disrupting the orderly operation of the school/program.

Cyber-bullying, which is defined as any severe or pervasive act or conduct, including communications made in writing or electronically such as through social media and electronic mail, and directed toward an individual that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the individual in reasonable fear of harm to his/her person or property
- Causing a substantially detrimental effect on the individual's physical or mental health;
- Substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges of the program.

Bullying and Cyber-bullying may take various forms, including but not limited to, the following:

- Harassment
- Threats

- Intimidation
- Stalking
- Physical violence
- Sexual harassment
- Sexual violence
- Theft
- Public humiliation
- Destruction of property
- Retaliation for asserting or alleging an act of bullying

This list is meant to be illustrative and not exhaustive. 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 settings within Broadstep Academy-IL.

B. 1. A consumer who is being bullied is encouraged to report it immediately to any staff member. This can be done orally or in writing.

Anyone who has information about someone being bullied is to report it immediately to any staff member either in person or in writing.

If the individual prefers to call to make a report the phone number is 815-233-6162. This number may be used to make anonymous reports.

The staff member is to take the bullying report as soon as possible after the report is received to one of the following: Principal, Clinician, Director of Clinical and Residential Services, Associate Director of Program Operations, Manager of QA/RM, HR Manager, State Director, or Supervisor.

2. Consistent with federal and State laws and rules governing student/individual privacy rights, the Principal, Director, or designee shall promptly inform the guardian of all individuals involved in the alleged incident of bullying and to inform them of the services available to the individual, such as meeting with clinicians, and/or psychiatrist, as well as counseling if indicated.

3. The Principal, Associate Director or designee and the Manager of QA/RM shall promptly investigate and address reports of bullying, by, among other things,

- Making all reasonable efforts to conclude the investigation within 10 days after the initial report of the incident of bullying.
- Involving appropriate support personnel and other staff with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- Notifying the State Director of the report of the incident of bullying as soon as possible after the report is received.
- Consistent with federal and State laws and rules governing individual's privacy rights, providing guardians of the individuals who are parties to the investigation information about the investigation and an opportunity to meet with the Principal, Associate Director or designee and Manager of QA/RM to discuss the investigation, the findings of the investigation and the actions taken to address the reported incident of bullying.

4. The State Director or designee shall use interventions to address bullying, which may include, but are not limited to, counseling or community-based services.

5. A reprisal or retaliation against any person who reports an act of bullying is prohibited. An individual's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial action.

6. An individual will not receive consequences for reporting bullying or supplying information, even if the investigation concludes that no bullying occurred. Knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

7. Broadstep Academy-IL's bullying prevention and response plan must be based on the engagement of a range of stakeholders, including individuals and guardians.

8. This policy shall be posted on the website, if any, included in the individual handbook, and where applicable, shall be posted where other policies, rules and standards of conduct are currently posted. The policy must also be distributed annually to guardians, individuals, and employees, including new employees when hired.

9. The State Director or designee and the Manager of QA/RM shall evaluate and assess this policy's outcomes and effectiveness. The process shall include, but is not limited to the following:

- The frequency of victimization;
- Individual, staff, and family observations at school/program;
- Identification of areas of the school/program where bullying occurs.
- The types of bullying utilized;
- Bystander intervention or participation.

The evaluation process may use relevant data and information that is already collected for other purposes. The information gathered is to be posted to the website, or if a website is not available, the information must be provided to administrators, program personnel, guardians, and consumers.

10. This policy is in alignment with the following policies of the Broadstep Employee Handbook: Anti-Harassment, Workplace Violence, Behavior Management, and Code of Ethics.

11. This policy will be reviewed and re-evaluated every two years, and any necessary and appropriate revisions will be made. This policy will be filed with the State Board of Education if updated.