

## **ADDENDUM TO PARENT HANDBOOK - ANTI-BULLYING POLICY**

THIS IS THE WAY LEARNING CENTER IS COMMITTED TO PROTECTING ITS CHILDREN AND EMPLOYEES FROM BULLYING, HARASSMENT, OR DISCRIMINATION FOR ANY REASON AND OF ANY TYPE. THIS IS THE WAY LEARNING CENTER BELIEVES THAT ALL CHILDREN AND EMPLOYEES ARE ENTITLED TO A SAFE, EQUITABLE, AND HARASSMENT FREE EXPERIENCE. BULLYING, HARASSMENT, OR DISCRIMINATION WILL NOT BE TOLERATED AND SHALL BE JUST CAUSE FOR DISCIPLINARY ACTION. CONDUCT THAT CONSTITUTES BULLYING, HARASSMENT OR DISCRIMINATION, AS DEFINED HEREIN, IS PROHIBITED.

### **I. Definitions**

A. “**Bullying**” means systematically and chronically inflicting physical hurt or psychological distress on one or more children or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or child, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

1. unwanted teasing
2. threatening
3. intimidating
4. stalking
5. cyberstalking
6. cyberbullying
7. physical violence
8. theft
9. sexual, religious, or racial harassment
10. public humiliation
11. destruction of center or personal property
12. social exclusion, including incitement and/or coercion
13. rumor or spreading of falsehoods

B. “**Harassment**” means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a child or employee that:

1. places a child or employee in reasonable fear of harm to his or her person or damage to his or her property;
2. has the effect of substantially interfering with a child’s educational performance, or employee’s work performance, or either’s opportunities, or benefits;

3. has the effect of substantially negatively impacting a child's or employee's emotional or mental well-being; or
4. has the effect of substantially disrupting the orderly operation of the center.

C. "**Cyberstalking**", means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

D. "**Cyberbullying**" is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., MySpace, Facebook), chat rooms, and instant messaging.

E. "**Bullying**", "**Cyberbullying**", and/or "**Harassment**" also encompass:

1. retaliation against a child or employee by another child or employee for asserting or alleging an act of bullying, harassment, or discrimination.
2. retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
3. perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a child or center employee by incitement or coercion.

F. "**Bullying**," "**Cyberbullying**," "**Harassment**," and "**Discrimination**" (hereinafter referred to as bullying, as defined in Section A, for the purpose of this Policy) also encompass, but are not limited to, unwanted harm towards a child or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), socio-economic background, ancestry, ethnicity, linguistic preference, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any child or employee by any, consultant, contractor, agent, visitor, volunteer, student, or other person in the center or outside the center at center-sponsored events.

G. "**Accused**" is defined as any employee, consultant, contractor, agent, visitor, volunteer, child, or other person in the center or outside the center at center-sponsored events, who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

H. "**Complainant**" is defined as any employee, consultant, contractor, agent, visitor, volunteer, child, or other person who formally or informally makes a report of bullying, orally or in writing.

**II. Expectations:** This is the Way Learning Center expects children and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other children and staff, the educational purpose underlying all center activities, and the care of center facilities and equipment.

**A. This is the Way Learning Center prohibits the bullying of any child or employee:**

1. during any educational program or activity conducted by This is the Way Learning Center;
2. during any center-related or center-sponsored program or activity;
3. through the use of any electronic device or data while on center grounds;
4. through threats using the above to be carried out on center grounds. This includes threats made outside the hours of operation, which are intended to be carried out during any center-related or center-sponsored program or activity;

**B.** Proper prevention and intervention steps shall be taken based on the level of severity of the infraction. **In all cases any infractions will be brought to the attention of the parents and the child.**

**III. Response to Infractions:**

This is the Way Learning Center will take the following actions to address violations of this policy.

1. A verbal warning will be given to the parents and child.
2. A written warning will be given to the parents.
3. Dismissal from This is the Way Learning Center.

**This is the Way Learning Center may at anytime, based upon the severity of the infraction, alter the course of action referenced above.**

I have read, understand and acknowledge receipt of the Anti-Bullying Policy established by This is the Way Learning Center. I will discuss bullying with my child(ren) so they understand the concept of bullying.

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Signature

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Date

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Print Name