

Bullying Prevention Policy For Lia's Rainbow, LLC

BACKGROUND

A Key responsibility of Lia's Rainbow, LLC is to provide services in a respectful and positive environment. Acts of bullying, harassment and intimidation are an attack on core Lia's Rainbow, LLC values. Thus, to facilitate our mission, Lia's Rainbow, LLC in consultation with youth, families and staff, has established this comprehensive bullying prevention policy. This policy protects the dignity and safety of the Lia's Rainbow, LLC community and describes Lia's Rainbow, LLC prevention strategies to identify and prevent incidents by connecting youth to necessary services. Lia's Rainbow, LLC will promptly report and investigate all incidents of bullying, harassment and intimidation and provide appropriate remedies for victims of an incident.

This policy serves as Lia's Rainbow, LLC's bullying prevention plan and for the purposes of the law, "youth" means either: (1) an individual of 2 years of age or less who is enrolled in an educational institution or who accesses the services or programs provided by an Lia's Rainbow, LLC or grantee, or an individual of 22 years of age or less who is receiving special education services from an educational institution; or (2) individual as described in the first subsection of the official definition of bullying considered as a group.

Lia's Rainbow, LLC defines as behavior characterized by aggression used within a relationship where the aggressor(s) has more real or perceived power than the target, and the aggression is repeated, or has the potential to be repeated, over time. Bullying can involve overt physical behavior or verbal, emotional, or social behaviors (e.g., excluding someone from social activities, making treats, withdrawing attention, destroying someone's reputation) and can range from blatant aggression to far more subtle and covert behaviors. Cyberbullying or bullying through electronic technology (e.g., cell phone, computer, online/social media), can include offensive text messages or e-mails, rumors or embarrassing photos posted on social networking sites, or fake online profiles. Bullying may be as follow:

- A. Based on a youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, place or residence or business, or any other distinguishing characteristic, or on a youth's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
- B. Can reasonably be predicted to:
 - 1. Place the youth in reasonable fear of physical harm to their person or property;
 - 2. Cause a substantial detrimental effect on the youth's physical or mental health;
 - 3. Substantially interfere with the youth's academic performance or attendance; or
 - 4. Substantially interfere with youth's ability to participate in or benefit from the services, activities, or privileges provided by the Lia's Rainbow, LLC, an educational institution, or a grantee.

NOTICE OF THIS POLICY

The policy, and age appropriate versions thereof, will be distributed to youth and parents of youth in contact with Lia's Rainbow, LLC annually, and Lia's Rainbow, LLC will emphasize that the policy applies to participation in functions sponsored by Lia's Rainbow, LLC. Additionally, this policy will be included in all publication of Lia's Rainbow, LLC rules, regulations, and solicitations and agreement for contract and grants.

The Director of Lia's Rainbow, LLC is responsible for coordinating Lia's Rainbow, LLC bullying prevention efforts. All questions, comments and concerns about the bullying policy and Lia's Rainbow, LLC prevention efforts should be directed to the Director of Lia's Rainbow, LLC.

CODE OF CONDUCT

Lia's Rainbow, LLC expects youth to behave in a way that supports Lia's Rainbow, LLC objective to provide a safe and welcoming environment for other youth, Lia's Rainbow, LLC staff, and community members. Youth who are part of the Lia's Rainbow, LLC community are expected to:

- A. Treat all members of the Lia's Rainbow, LLC community with respect;
- B. Respect the property of Lia's Rainbow, LLC it staff, and other youth connected to Lia's Rainbow, LLC; and
- C. Respond appropriated to instructions from Lia's Rainbow, LLC staff.

PROHIBITION AGAINST BULLYING

Under DC Code § 2-1535. 03(b) (2) and (b) (9) acts of bullying by youths and acts of retaliation by youths for reporting bullying are wholly prohibited by and persons working, participating, or attending events sponsored by Lia's Rainbow, LLC.

Acts of bullying, including cyber bulling, whether by youth, volunteers, or staff, are staff, are prohibited:

- A. On Lia's Rainbow, LLC grounds and immediately adjacent property, at Lia's Rainbow, LLC sponsored or related events on and off Lia's Rainbow, LLC grounds, on any vehicle used for Lia's Rainbow, LLC business at any transit stop at which youth wait to be transported to Lia's Rainbow, LLC business, or through the use of any electronic devices owed by the Lia Rainbow, LLC, leased by the Lia's Rainbow , LLC or used for Lia's Rainbow, LLC business, including but not limited to school bus transportation arranged by Lia's Rainbow, LLC and
- B. At a location or function unrelated to the Lia's Rainbow, LLC through the use of any electronic devices, including those not owned or leased by the Lia's Rainbow, LLC if the acts of bullying or cyber bullying create a hostile environment at Lia's Rainbow, LLC for the victim or witnesses, infringe on their rights at the Lia's Rainbow, LLC or materially and substantially disrupt the orderly operation of the Lia's Rainbow, LLC.

Retaliation against a youth, volunteer, or staff member who reports bullying, provides information about an act of bullying, or witnesses and act of bullying, is also prohibited.

IDENTIFYING AT RISK GROUPS

Identifying at –risk groups is central to secondary prevention strategies. Lia's Rainbow, LLC should consider what youth will be at special rick of being bullied and of bullying and should ensure that their policy identifies and serves these populations to prevent bullying incidents.

All staff at Lia's Rainbow, LLC will actively seek out youth who are at risk of being victims or bullies to proactively remedy incidents of bullying before they occur. In determining whether a youth is at risk of being a victim of aggression, Lia's Rainbow, LLC staff will consider the following risk factors.

- A. Individual factors:

1. Cautious, sensitive, insecure personality
 2. Difficulty asserting themselves among peers,
 3. Physical weakness, particularly in boys,
 4. Disability, and/or
 5. Victimization due to Sexuality or Gender Identify factors
- B. Parental Factors:
1. Possible over-protective parents,
 2. Disability
 3. Sexuality or Gender Identity factors, and/or
 4. Income level.
- C. Peer risk factors
1. Lack of close friends

Rick factors for being a bully in an incident include:

- A. Individual factors:
1. Impulsive, hot-headed, dominant personality lacking empathy,
 2. Difficulty conforming to rules an low frustration tolerance,
 3. Positive attitude toward violence, and/or
 4. Gradually decreasing interest in school or academic achievement.

Parental factors:

- a. Lack of parental warmth and involvement,
- b. Overly-permissive or excessively harsh discipline/ physical punishment by parents, and/or
- c. Lack of parental supervision

Peer risk factors:

- a. Friends/ peers with positive attitudes towards violence ,and or
- b. Exposure to models of bullying

Bullying in the form of sexual harassment including sexual violence and gender stereotyping are also prohibited in education program receiving federal assistance under Title IX of the Education Amendments of 1972, 20 U.S.C. §1681, et seq. (Title IX). Staff should consult with Lia's Rainbow, LLC Title IX coordinator to provide any rights and to prevent violations of this statute.

When considering what remedial services should be offered to a youth, the Director will take into account: life skill competencies and deficiencies, extracurricular and academic strengths and weaknesses, available peer and home support networks, and personal traits. Based on these attributes and information from resource mapping, the Director will determine the appropriate remedial services. If Lia's Rainbow, LLC does not have access to services appropriate to a youth's needs, they will refer the youth to an outside agency, using the Lia's Rainbow, LLC Guide, who can address these needs rather than substituting other services that Lia's Rainbow can provide.

Resources will be given directly to youth. Notification of remedial services and skill-building processes will be provided to the parents or guardians of all involved students, provided that such notification does not endanger the health, safety or well-being of any student. If outside agencies are contacted, the youth's parent or guardian's written consent will first be obtained unless there is evidence that it would endanger the youth. In all cases of remedial action, Lia's Rainbow, LLC will take all possible steps to actively involve the youth's parents or guardians in the skill-building process, as long as they youth's written assent is obtained.

IDENTIFYING AT RISK PLACES

Research has demonstrated that there are both at-risk groups and at risk places such as buses, Playgrounds, and locker rooms where incidents of bullying are more likely to occur.

If a location on Lia's Rainbow, LLC is identified by Lia's Rainbow, LLC data collection efforts as being particularly prone to hosting incidents of bullying, the Director will take steps to improve the safety and security of that location for Lia's Rainbow, LLC youth. These steps will include:

- a. Reducing youth traffic to these areas by altering schedules or activities;
- b. Reducing the number of youth of different ages or activity groups in an at-risk area by altering schedules or activities; and
- c. Increasing supervision in these areas, and training supervising in the identification of bullying behaviors particularly common in that place.

Lia's Rainbow, LLC will that measures to address an at-risk location no more than one month after receiving information on the presence of such an area on Lia's Rainbow, LLC premises.

REPORTING BY STAFF AND VICTIM

Lia's Rainbow, LLC expects all staff members and volunteers to report incidents of bullying or retaliation they witness or are made aware of within five (5) business days. Also Lia's Rainbow, LLC staff must provide: 1) the name of a staff member responsible for handling complaints of bullying; 2) a reporting mechanism for victims; 3) assurances of the safety of an alleged victim; and 4) notice of these requirements to the youth Lia's Rainbow, LLC serves.

Staff members should immediately report all such incidents to the Director, who will create a written report of a bullying incident and include the incident in Lia's Rainbow, LLC reports of bullying incidents to citywide coordinator.

Youth, parents, guardians, and community members are encouraged by Lia's Rainbow, LLC to report and incidents of bullying that they witness or become aware of. Reports of bullying may be made to the Director.

Reports of bullying by youth parents, guardians and community members may be made anonymously, but disciplinary action cannot be taken by Lia's Rainbow, LLC solely on the basis of and anonymous report, though such a report may trigger an investigation that will provide actionable information. All oral reports received as part of the process will be transcribed into writing and include in Lia's Rainbow, LLC's bullying database.

Lia's Rainbow, LLC will ensure that there are reporting materials available in a wide variety of languages and that information about reporting is communicated to youth connected of Lia's Rainbow, LLC in an age appropriate manner. Information on how to report incidents of bullying will also be included as appropriate in Lia's Rainbow, LLC mailings to youth and their families. The Director is available to assist in reporting incidents of bullying.

Reports of bullying not received by the Director will be transmitted to them within one day of their receipt or creation by the staff member who reported the initial incident. Employees, volunteers, or youths shall report the incident or information to the designated investigator. Those who promptly and in good faith report an incident of or information on bullying shall be immune from a cause of action for damages arising from the report.

INVESTIGATIONS

Prior to the investigation of an incident, Director will take steps to ensure the safety of the alleged victim referenced in a reported bullying incident. These steps to ensure the safety of the alleged victim referenced in a reported bullying incident. These steps will be designed to restore a sense of safety to the victim and to protect them from further incidents if necessary. Examples of such steps taken include: 1) designating a staff member to serve as that alleged victim's "safe" person, 2) altering the alleged bully/bullies' seating or schedule to reduce access to the alleged to the alleged victim, or 3) creating a safety plan in consultation with the alleged victim. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the victim from additional incidents of bullying or retaliation.

Once a report of bullying has been received by Lia's Rainbow, LLC, the following groups will be notified as needed by the Director, so long as, in the absence of legal imperative, the parent or guardian's written consent is obtained prior to notification.

Parents and guardians: Lia's Rainbow, LLC will notify the parents or guardians of victims, bullies, and if appropriate, witnesses to an incident of bullying behavior about the nature of the incident and the procedures and steps in place for responding to it. Director will determine if parents or guardians should be informed prior to or after the investigation of an incident.

Schools: Lia's Rainbow, LLC will notify the schools of all victims and bullies in an incident of bullying to ensure that youth are not victimized across agencies and that comprehensive service and protection can be provided to bullies and victims.

Law enforcement agencies: If Lia's Rainbow, LLC determines that the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination, Lia's Rainbow, LLC may wish either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.

Lia's Rainbow, LLC will notify these groups of incidents of bullying only to the extent allowed by law. Notification will be undertaken solely to ensure that services are provided to victims and bullies and to protect victims from further of sustained victimization. Lia's Rainbow, LLC will make every effort to protect the confidentiality of those report bullying incidents.

The Director is responsible for investigating reports of bullying. An investigation of an incident will be initiated no more than one day after the Director receives of bullying and will conclude no later than 30 days after the receipt of such a report. As part of the investigation the Director will interview any involved or relevant parties including alleged victims, bullies, witnesses, staff, parents or guardians.

The Director will provide confidentiality as far as possible to relevant parties as part of the investigation and inform all relevant parties that retaliation for reporting acts of bullying is prohibited. Written records of the investigation process should be maintained and may be included in the prevention database to generate a more accurate picture of bullying behaviors.

Where necessary, provisions will be made include the advice of legal counsel.

In investigating an incident of bullying, the Director will seek to ensure that the reported incident is one of victimization, a sign of bullying, rather than of conflict. Thus when investigating a reported incident the Director will attempt to determine, through interviewing the victim, what mechanisms the victim had and has access to for halting the incident that occurred, and preventing future such instances.

The Director is charged with making determinations as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident. If the Director determines that an incident of bullying has occurred, they should take the response steps enumerated in Lia's Rainbow, LLC prevention plan to prevent the recurrence of an incident and restore the safety of a victim.

If the Director determines that additional support is needed to conduct a thorough and equitable investigation they will contact the citywide prevention coordinator. The Director will provide a written report that included the complaints of bullying or retaliation and includes the name and contact information of the investigator. Retaliation against any person who reports bullying is prohibited and could result in action being taken by the agency.

SANCTIONS

When the written report is distributed, either the person accused of bullying or the target of the bullying behavior may appeal the findings in the report to the investigator within fifteen days prior to sanctions being enforced. Either party may appeal in writing via email to the Lia's Rainbow, LLC.

Lia's Rainbow, LLC recognizes that for sanctions to be an effective component of a bullying prevention plan, they must be applied consistently, fairly, and equitably. To this end, Lia's Rainbow, LLC shall ensure that the staff follows these guidelines as closely as possible, while allowing for flexibility to adapt sanctions to individual contexts.

Furthermore, to ensure equitability in applying sanctions, measures will be applied on a graduated basis determined by the nature of the offense, the disciplinary history of the youth involved, and the age and developmental status of the youth involved. Responses to incidents of bullying may include, but are not limited to:

- A. Reprimand
- B. Deprivation Lia's Rainbow, LLC
- C. Bans on participating in optional Lia's Rainbow, LLC
- D. Deprivation of Lia's Rainbow, LLC
- E. Ban or suspension from Lia's Rainbow, LLC

Sanctions will be applied within three (3) days of the determination that an incident of bullying has occurred, unless an appeal of the incident by the bully has been received in that time as described in the Appeal section of this policy. To ensure that single incidents of

bullying do not become recurring problem, Lia's Rainbow, LLC will always refer victims and bullies involved in an incident to services in addition to imposing sanctions o bullies.

Lia's Rainbow, LLC does not endorse the use of punitive strategies associated with "zero-tolerance" policies when applying sanctions to an incident of bullying.

Lia's Rainbow, LLC shall communicate to youth in contact with Lia's Rainbow, LLC the consequences that youth can expect for participating in bullying behavior.

APPEALS

Parties dissatisfied by the outcome of a bullying investigation may appeal the determination of the Director of a bullying investigation may appeal the determination of the Director. This appeal should be submitted no later than 30 days after the initial determination. Upon receipt of an appeal, the Lia's Rainbow, LLC Hearing Office must conduct a secondary investigation within 30 days of the receipt of an appeal. This 30 days may be extended up to an additional 15 days if the Lia's Rainbow, LLC office set forth in writing the reasons sets forth why more time is needed to conduct an investigation. Additionally, upon the receipt of an appeal, the Director Hearing Office must inform the party making the submission of their ability to seek additional redress under the Lia's Rainbow, LLC Human Rights policy.

DATA COLLECTION AND ANNUAL REPORT

Lia's Rainbow, LLC will submit to the center wide coordinator a dataset of all incident and service measures designated in this policy. This data will not include any identifying information about the bully, victim, or witnesses. The Director will be responsible for ensuring the center wide coordinator has accurate information on incident and service measures. Given the sensitive nature of information contained in this database, only the Director will have access to individualizing information in the database.

This policy will be updated annually before the start of each academic year. Before any updates are made, Lia's Rainbow, LLC will ensure that all stakeholders and interested parties are invited to comment regarding, but not limited to, prevention strategies, creating a positive environment, training and professional development of Lia's Rainbow, LLC staff health education initiatives, improvements, and effectiveness of the policy

I agree that I have received a copy of the Bullying Prevention Policies Guide for The Daycare. I have Read it thoroughly and agree to abide by the policies set forth in the guide.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Provider Signature

Date



