**Academy of Hope Adult PCS Bullying-Prevention Policy**

**Definitions**

Academy of Hope Adult Public Charter School (AoH APCS) defines bullying as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. May be based on an learner’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 intrafamily offense, place or residence or business, or any other distinguishing characteristic, or on an learner’s association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:
3. Place the learner in reasonable fear of physical harm to their person or property;
4. Cause a substantial detrimental effect on the learner’s physical or mental health;
5. Substantially interfere with the learner’s academic performance or attendance; or
6. Substantially interfere with the learner’s ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.

**Prohibition Against Bullying**

Acts of bullying, including cyberbullying, whether by a learner, volunteer or staff, are prohibited:

1. On AoH APCS grounds and immediately adjacent property, at AoH APCS -sponsored or related events on and off AoH APCS grounds, at any transit stop at which learners wait to be transported to AoH APCS business, or through the use of any electronic devices owned by the AoH APCS, leased by the AoH APCS or used for AoH APCS business; and
2. At a location or function unrelated to the AoH APCS, through the use of any electronic devices, including those not owned or leased by the AoH APCS, if the acts of bullying or cyberbullying create a hostile environment at the agency for the victim or witnesses, infringe on their rights at the AoH APCS, or materially and substantially disrupt the orderly operation of the AoH APCS.

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

Academy of Hope APCS expects all community members, including youth, to behave in a way that supports Academy of Hope’s objective to provide a safe and welcoming environment for all youth and adult learners, staff, and volunteers. Youth who are part of the Academy of Hope community are expected to:

1. Treat all members of the AoH APCS community with respect;
2. Respect the property of AoH APCS, its staff, and other youth and adult learners connected to AoH APCS;
3. Respond appropriately to instructions from AoH APCS staff.

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| Minor Infractions | |
| Specifics and Examples | **Potential Consequences and Resources** |
| Disruptive Behavior | |
| * Any action that halts learning and leads to negative changes in the educational environment including: * Outbursts or verbal interactions * Using profanity * Purposefully misdirecting the class * Defiant/Confrontational behavior | * Teacher can ask learner to leave at any time during class * Learner meets with Case Manager and Program Manager and develops behavioral plan |

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| Major Infractions | |
| Specifics and Examples | **Consequences and resources** |
| Violence | |
| * Physically striking someone * Using strong abusive or threatening language * Use of weapons (Including but not limited to: knives, brass knuckles, nun-chucks, TAZER, stun gun, pepper spray, mace or use of everyday items as a weapon) | * Expulsion for brandishing, showing or threatening to use weapons; physically assaulting someone * Suspension of up to 5 days for using abusive or threatening language |
| Harassment | |
| * Use of language, written or spoken, that exhibits discrimination or disrespect towards another person based on the person’s race, skin color, religion, sex, age, marital status, disability, home country national origin, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or any other reason prohibited by law * Sexual harassment: * Unwelcome sexual advances * Unwelcome verbal or physical conduct of a sexual nature * Graphic verbal comments about an individual’s body * Sexually or otherwise degrading comments, jokes, gestures or sounds * Unwelcome touching * Unwanted pressure for dates * Sexually suggestive objects or materials | * Meeting with AoH management staff * Suspension of up to 5 days * Expulsion for ongoing harassment |
| Theft | |
| * Theft of office equipment or others’ (staff or learner) personal belongings | * Suspension of up to 5 days * Expulsion |

**Reporting Incidents of Bullying or Retaliation**

AoH APCS expects all staff members and volunteers to report incidents of bullying or retaliation they witness or are made of aware of to Lindsey Anderson, Director of Student Support Services, who can be reached by phone (202) 269-6623 x103 or by e-mail lindsey@aohdc.org. She will create a written report of a bullying incident.

Reports of bullying by youth, parents, guardians and community members may be made anonymously, but Academy of Hope ACPS cannot take disciplinary action solely on the basis of an anonymous report, though such a report may trigger an investigation that will yield actionable information. All oral reports received as part of this process will be transcribed into writing and included in AoH’s bullying database.

**Investigating Incidents of Bullying**

The Director of Student Support Services 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 of Student Support Services determines that an incident of bullying or harassment has occurred, she should take the response steps enumerated in AoH APCS’ Student Handbook.

**Appeals**

Parties dissatisfied by the outcome of the bullying investigation may appeal the determination of the Director of Student Support Services to Patricia DeFerrari, Chief Program Officer, who may be reached by phone (202) 269-6623 x110 or by e-mail patricia@aohdc.org. This appeal should be submitted no later than 30 days after the initial determination. Upon receipt of an appeal, the Chief Program Officer must conduct a secondary investigation within 30 days of the receipt of an appeal. This 30 days may be extended by up to an additional 15 days if the Chief Program Officer sets forth in writing the reasons why more time is needed to conduct an investigation. Additionally, upon the receipt of an appeal, the Chief Program Officer must inform the party making the submission of their ability to seek additional redress under the DC Human Rights Act.

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