Anti-Bullying & Sexual Harassment Policy

Inspired Teaching Demonstration School is committed to providing a safe learning environment for all students. Bullying and harassment threaten that environment and is not tolerated. In support of our efforts to provide a safe school climate, the Inspired Teaching Demonstration School will provide proactive anti-bullying education and prompt intervention to stop bullying/harassment behaviors and remedy their effects.

Definition

“Bullying” has been defined by the Youth Bullying Prevention Act of 2012 (YBPA) as any severe, pervasive, or persistent act or conduct, whether physical, electronic, or verbal that:

(A) May be 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 intrafamily offense, place of 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) Shall be reasonably predicted to:
   (i) Place the youth in reasonable fear of physical harm to his or her person or property;
   (ii) Cause a substantial detrimental effect on the youth’s physical or mental health;
   (iii) Substantially interfere with the youth’s academic performance or attendance; or
   (iv) Substantially interfere with the youth’s ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.

“Sexual harassment” is defined as unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes sexual violence, which the Inspired Teaching Demonstration School defines as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual harassment can be carried out by school employees, other students, or third parties. This policy applies to sexual harassment by other students. Complaints about sexual harassment by school employees or third parties should be made pursuant to the Inspired Teaching Demonstration School’s Grievance Procedures, which can be found in the Family Handbook.
**Prohibition against Bullying and Sexual Harassment**

Acts of bullying, including cyber bullying, and sexual harassment whether by youth, volunteers or staff, are prohibited:

1. On Inspired Teaching Demonstration School grounds and immediately adjacent property, at Inspired Teaching Demonstration School-sponsored or related events on and off Inspired Teaching Demonstration School grounds, on any vehicle used for Inspired Teaching Demonstration School business, at any transit stop at which youth wait to be transported to Inspired Teaching Demonstration School business, or through the use of any electronic devices owned by the Inspired Teaching Demonstration School, leased by the Inspired Teaching Demonstration School or used for Inspired Teaching Demonstration School business; and

2. At a location unrelated to the Inspired Teaching Demonstration School, through the use of any electronic devices, including those not owned or leased by the Inspired Teaching Demonstration School, if the acts of bullying or cyber bullying create a hostile environment at the school for the victim or witnesses, infringe on their rights at Inspired Teaching Demonstration School, or substantially disrupt the orderly operation of the school.

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

**Publication and Contact Information**

This policy is available on the Inspired Teaching Demonstration School’s website and in the Family Handbook. The policy will be distributed to families annually and will be available at any time upon request.

School Principals or their designees are responsible for coordinating Inspired Teaching Demonstration School’s bullying prevention efforts. All questions, comments and concerns about the policy should be directed to the appropriate Principal at 202-248-6825.

**Community Expectations**

Inspired Teaching School expects all students to behave in a way that supports Inspired Teaching School’s objective to provide a safe and welcoming environment for all students. All members of the Inspired Teaching School community share three Rights and Responsibilities: Everyone learns; Everyone is safe; and Everyone builds the community. The more detailed code of conduct and expectations for behavior can be found in the Family Handbook.

**Training**

Inspired Teaching Demonstration School will provide training on this policy and the procedures for responding to and reporting incidents of bullying/sexual harassment.
**Reporting Incidents of Bullying/Sexual Harassment or Retaliation**

Inspired Teaching Demonstration School expects all staff members and volunteers to report incidents of bullying/sexual harassment or retaliation they witness or are made aware of. Staff members should immediately record all such incidents in accordance with school procedures for reporting behavior incidents and notify the appropriate Principal. Any student who believes that they have been bullied/sexually harassed, or who has seen another student being bullied/sexually harassed, should report the problem immediately to a teacher or other adult on campus. Any parent who witnesses or becomes aware of an incident of bullying/sexual harassment should report it to the appropriate Principal. Reports may be made anonymously, although no formal response will be taken solely on the basis of an anonymous report. However, such a report may trigger an investigation.

**Investigating Incidents of Bullying/Sexual harassment or Retaliation**

If an incident of bullying, harassment or retaliation is reported, the appropriate Principal will respond quickly and appropriately to investigate and intervene. Complaints or reports of bullying/sexual harassment/retaliation will be investigated in an adequate, reliable and impartial manner. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential. Inspired Teaching Demonstration School will take steps to ensure the safety of all parties involved and determine whether the incident was one of bullying/sexual harassment/retaliation. Inspired Teaching Demonstration School will also take steps to provide the complainant with periodic updates on the status of the investigation. Once bullying/sexual harassment/retaliation behavior has been determined, the following groups will be notified as needed by Inspired Teaching Demonstration School, making every effort to protect confidentiality of those who report bullying/sexual harassment/retaliation:

- **Parents and guardians:** Inspired Teaching Demonstration School will notify the parents or guardians of victims, instigators, and witnesses as appropriate, about the nature of the incident and the steps in place to respond to it. The Principal will determine if parents or guardians should be informed prior to or after the investigation of the incident.
- **Law enforcement agencies:** If Inspired Teaching Demonstration School determines that the reported incident may involve criminal activity or could become the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement agencies.

Within ten (10) school days of receiving a report of bullying, the Principal will conduct the investigation and respond to the parents of the students involved in writing, summarizing the course and outcome of the investigation and identifying an appropriate resolution. If it is determined that bullying/sexual harassment has occurred, appropriate corrective and remedial action will be taken. Inspired Teaching School will make determinations as to whether a reported incident constitutes bullying/harassment based on all of the facts and circumstances surrounding the incident. Inspired Teaching Demonstration School will use a preponderance of the evidence standard (i.e., more likely than not that bullying/sexual harassment occurred) when resolving complaints.
Steps will be taken as necessary to protect suspected victims of bullying/sexual harassment during the course of the investigation process. Inspired Teaching School will make every effort to protect confidentiality during the course of the investigation. The individual responsible for conducting the investigation will be responsible for making determinations about confidentiality.

**Appeals regarding Bullying and Sexual Harassment**

Any party who is not satisfied with the outcome of the initial investigation and response from Inspired Teaching School may appeal in writing to the Chief of Culture, Equity and Access. Appeals must be made within 30 days of the conclusion of the initial investigation. The written appeal must contain the person’s reasons for not accepting the response from Inspired Teaching Demonstration School. The Chief of Culture, Equity and Access or designee will review all information presented as part of the initial investigation and may include additional investigation or meeting with the individuals involved if necessary. Within fifteen (15) school days of receiving the appeal, the Chief of Culture, Equity and Access will respond in writing summarizing the outcome of the appeal and any corrective or remedial action necessary. The secondary investigation shall be completed within 30 days of receipt of an appeal, unless: (1) circumstances require additional time to complete a thorough investigation; (2) the higher level authority sets forth those circumstances in writing; (3) the additional time is not to exceed 15 days. The party not satisfied with the outcome shall be informed of his/her right to seek further redress under the Human Rights Act.

**Sanctions and Remedies for Bullying/Sexual Harassment**

Inspired Teaching Demonstration School takes a tiered approach to responding to inappropriate behavior. The same approach will be taken when responding to bullying/sexual harassment. Inspired Teaching School’s tiers of discipline are designed to (a) appropriately correct the bullying/sexual harassment behavior; (b) prevent another occurrence of bullying/sexual harassment or retaliation; (c) protect the target of bullying/sexual harassment; and are flexible and can be varied in method and severity based on: (i) nature of the incident; (ii) developmental age of the person committing the act at issue, and; (iii) any history of problem behavior from the person committing the act at issue. The Principal may apply more than one consequence, or skip a step, depending on the severity and nature of the violation. Consequences for bullying/sexual harassment are outlined in the Tiers of Discipline section of the Family Handbook.