

Bullying Prevention Policy

“Bullying” means any severe, pervasive, or persistent act or conduct, whether physical, electronic, or verbal that:

- May be based on a scholar’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 scholar’s association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
- Shall be reasonably predicted to:
 1. Place the scholar in reasonable fear of physical harm to his or her person or property;
 2. Cause a substantial detrimental effect on the scholar’s physical or mental health;
 3. Substantially interfere with the scholar’s academic performance or attendance; or
 4. Substantially interfere with the scholar’s ability to participate in or benefit from the services, activities, or privileges provided by Kingsman Academy.

Retaliation against a victim of bullying, a witness to bullying or a person who reports a possible bullying incident will also be considered bullying under this policy.

Kingsman Academy employees, contractors, volunteers and scholars shall not retaliate against a victim of bullying, witness to bullying or person who reports bullying.

In the interest of preserving the safety of the scholars and staff at Kingsman Academy bullying and cyber-bullying are taken very seriously. These behaviors are prohibited at Kingsman Academy, on campus, at any Kingsman Academy events, and on transportation provided or sponsored by Kingsman Academy. Cyber-bullying (electronic bullying) is also prohibited if it occurs on school property, with school property (e.g., a school laptop), or through electronic communication to the extent that it interferes with another Kingsman Academy scholar’s ability to participate in or benefit from the services, activities, or privileges that Kingsman Academy provides. Perpetrators will be subject to disciplinary action. Any individual who feels he or she has been the victim of any of these acts should report the incident to the Director of Interventions or another administrator.

Reporting a Bullying Incident

A Kingsman Academy employee, contractor or volunteer who has witnessed bullying or who has reliable information that a person has been subject to bullying must report the information to the Director of Interventions. Students are encouraged to report any incidents of bullying in which they were involved or witnessed to a teacher, an Intervention Specialist, the Director of Interventions or any other Kingsman Academy administrator. Students may submit an anonymous report by leaving a note for a teacher or administrator, but no formal response can be taken solely on the basis of an anonymous report. Parents/guardians may also report suspected incidents of bullying to their scholar’s Intervention Specialist, the Director of Interventions, or any other Kingsman Academy administrator.

Investigation

All reports of bullying will be promptly investigated by the Intervention Specialists, under the direction of the Director of Interventions. When a bullying incident is reported, Kingsman Academy will take the following steps:

- The appropriate Intervention Specialist will meet with the student who was bullied. In this conversation, the Intervention Specialist will find out what happened, how long it has been going on, and the impact on this student. The Intervention Specialist will also determine the best way to support the student, including, but not limited to, referring the student to a member of the clinical staff.
- The Intervention Specialist will then investigate the claim by talking to witnesses (including any staff that may have witnessed the incident) and the student(s) who did the bullying.
- The Intervention Specialist will continue conducting interviews until there is a clear picture of what happened.
- If the Intervention Specialist determines that the incident was bullying he or she will then meet again with the student(s) who bullied to discuss consequences. The consequences will be designed to protect the target of the bullying and to address the individual needs of the student(s) in order to prevent the behavior from recurring and to ensure that he or she has support in the effort to change the pattern of behavior. Consequences will be determined on a case by case basis, taking into account the nature of the incident, the developmental age of the perpetrator of the bullying, and any history of problem behavior from the perpetrator of the bullying. Possible consequences and/or supports include:
 - Informal talk
 - Parent conference
 - Referral to clinical services
 - Loss of privileges
 - Community service
 - Discipline conference
 - Lunch or after school detention
 - Alternative Learning Community (ALC)
 - In-school suspension (1-10 days)
 - Out of school suspension (1-10 days)
 - Expulsion
 - Discipline conference to discuss placement
- If the Intervention Specialist concludes that there was not a bullying incident, he or she will meet again with the student who felt that he or she was bullied to discuss the incident and to determine the appropriate ways to support this student.
- Note: Even if it is determined that the incident was not bullying, there still may be consequences assigned. Disrespect towards others, physical threats, and other behaviors are violations of the Kingsman Academy Code of Conduct even if they do not amount to bullying.

- After the investigation is complete, the parents of the students will be contacted to explain the situation and to discuss strategies to support both students. Additionally, the Intervention Specialist will notify the ABI and assigned clinician to provide support as needed.

Appeals Process

The person accused of bullying, the target of bullying, or anyone else who is not satisfied with the outcome of an initial bullying investigation may appeal the decision. To file an appeal, the person must submit his or her complaint in writing to the Director of Interventions or the Executive Director within 30 calendar days of the decision. The Executive Director will review the facts of the case and the results of the investigation and will make a final decision within 30 calendar days of receiving the appeal (the Executive Director may take an additional 15 days, for a total of 45 days, if circumstances require and if he or she sets forth those circumstances in writing to the person who filed the appeal). If the investigation resulted in a suspension or the expulsion of a scholar, the appeal will go to School Board, who will make the final decision.

A party who is dissatisfied with the results of the appeal can seek further redress under the District of Columbia Human Rights Act, available at <http://ohr.dc.gov/publication/dc-human-rights-act-1977-english>.

Kingsman Academy will track all incidents of bullying in order to determine if there is a systemic issue or trend that needs to be addressed. Upon analysis, staff and student training will be conducted as needed.

Contact Information

All of the individuals below may be reached by phone at (202) 547-1028, or at the given email addresses:

- Executive Director: Shannon Hodge, shodge@kingsmanacademy.org
- Director of Interventions: Karimah Ware, kware@kingsmanacademy.org
- Intervention Specialist, Middle School: William Jones, wjones@kingsmanacademy.org
- Intervention Specialist, 9th Grade: Vonetta Long, vlong@kingsmanacademy.org
- Intervention Specialist, 10th Grade: Makeeba Hines-Thompson, mhinesthompson@kingsmanacademy.org
- Intervention Specialist, 11th & 12th Grades: Malik Carson, mcarson@kingsmanacademy.org