



Henry Ford Academy: Alamedas School
For Art + Design
Anti-Bullying Policy
Prohibition Against Harassment, Intimidation, or Bullying

HFA: ALAMEDA SCHOOL strives to provide students and staff with a school environment free from harassment, intimidation and bullying.

Prohibition. HFA: ALAMEDA SCHOOL explicitly prohibits harassment, intimidation, and/or bullying in any form on the basis of race, color, national origin, sex, disability, age, sexual orientation, and/or religion. This prohibition applies to conduct at school, school-related events including off-campus events, school- sponsored activities, school buses or any event related to school business.

Definition. Harassment, intimidation, or bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- a. has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- b. is sufficiently severe, pervasive, or persistent enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- c. materially and substantially disrupts the educational process or the orderly operation of a classroom or the school; or
- d. infringes on the rights of the victim at school.

The definition for bullying includes cyberbullying. Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

This policy applies to:

(1) bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;

(2) bullying that occurs on a school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and

(3) cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying.

(A) interferes with a student's educational opportunities; or

(B) substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Reporting. HFA: ALAMEDA SCHOOL encourages students who believe they are being subjected to harassment, intimidation, or bullying and students who have first-hand knowledge of such conduct, to report the matter promptly to any HFA: ALAMEDA SCHOOL employee, adult volunteer, contractor, or agent who is not involved in the alleged harassment, intimidation or bullying. Any HFA: ALAMEDA SCHOOL employee, adult volunteer, contractor or agent who witnesses, overhears or receives a report, formal or informal, written or oral, of harassment, intimidation, or bullying shall report it in accordance with procedures developed under this policy.

Superintendent/Principal Responsibilities. The Superintendent/Principal shall take appropriate actions to ensure HFA: Alameda School Harassment, Intimidation and Bullying policy and procedures are enforced.

The Superintendent/Principal, or Designee, shall develop procedures to implement this policy that include:

- a. A prohibition against harassment, intimidation, or bullying;
- b. A method to ensure initial and annual dissemination of this policy and associated procedures to all students, parents, teachers, administrators and all other HFA: ALAMEDA SCHOOL employees, volunteers, contractors, and agents;
- c. Annually disseminating age-appropriate information to students on the recognition and prevention of harassment, intimidation, or bullying;
- d. Annual staff development training in harassment, intimidation, and bullying prevention, awareness, and reporting.
- e. Identification of school officials responsible for investigating reports and making decisions based on the outcome of the investigation;

f. Procedures for reporting incidents and the immediate, appropriate, and impartial investigation of incidents which includes:

i. Conducting interviews of all students involved;

ii. Conducting interviews of witnesses; and

iii. Investigating the circumstances of the incident, including events or incident that preceded the incident.

Prompt notification to the parents of all students involved;

h. Procedures for resolving complaints that include proper application of consequences consistent with HFA: ALAMEDA SCHOOL policy and with consideration for state and federal IDEA requirements;

i. Setting out available counseling options for a student who is a victim of harassment, intimidation, and/or bullying, and for a student who engaged in conduct that was harassing, intimidating, and/or bullying.

If an investigation reveals that harassment, intimidation, or bullying has occurred, the Superintendent/Principal or designee, shall take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent harassment from recurring. Any steps taken to remediate the situation should not penalize the student who was harassed, intimidated, and/or bullied.

Consequences. Any person found to have engaged in harassment, intimidation, and/or bullying in violation of this policy may be subject to disciplinary action up to and including expulsion. Any staff member who permits harassment, intimidation, or bullying of a student may be subject to disciplinary action up to and including termination of employment. Any staff member who receives complaints of harassment, intimidation, and bullying and does not act promptly or does not forward the complaint to the staff member's supervisor shall be subject to disciplinary action up to and including termination of employment.

Retaliation Prohibited. HFA: ALAMEDA SCHOOL prohibits retaliation against any person who in good faith reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in retaliation shall be determined by the school principal after consideration of the nature and circumstances of the act, in accordance with HFA: ALAMEDA SCHOOL policies and procedures. Individuals who intentionally fabricate allegations of harassment, intimidation or bullying may be subject to disciplinary action in accordance with HFA: ALAMEDA SCHOOL policies and procedures.