

WILDERNESS LEADERSHIP & LEARNING, INC.
Anti-Bullying Policy

Purpose

Wilderness Leadership and Learning (WILL) provides its services, activities and programs in a respectful and positive environment. Acts of bullying, harassment, and intimidation are contrary to WILL's values and are prohibited. To facilitate its mission and support its values, WILL has established this anti-bullying policy.

Definitions

WILL defines "bullying" as any severe, pervasive, or persistent act or conduct (including, but not limited to, physical, electronic, or verbal conduct, and gestures or writings) that:

1. 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 one or more of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:
 - a. Place a youth in reasonable fear of physical harm to his or her person or property;
 - b. Cause a substantial detrimental effect on a youth's physical or mental health;
 - c. Substantially interfere with a youth's academic performance or attendance; or
 - d. Substantially interfere with a youth's ability to participate in or benefit from the services, activities, or privileges provided by WILL.

A "youth" means either: (a) an individual of 21 years of age or less who accesses the services or programs provided by WILL, or an individual of 22 years of age or less who is receiving special education services from an educational institution, or (b) individuals, described in (a), considered as a group.

Prohibition Against Bullying

Acts of bullying, including cyber-bullying, by WILL youth against other WILL youth are prohibited:

1. On WILL grounds, at WILL activities or programs on and off WILL property, on/in any vehicle used for WILL activities, or through the use of any electronic devices owned or leased by WILL or used for WILL activities or programs; and
2. At a location or function unrelated to WILL, through the use of any electronic devices, including those not owned or leased by WILL, if the acts of bullying or cyber-bullying substantially interfere with a youth's ability to participate in or benefit from WILL activities or programs.

This policy also prohibits retaliation against a WILL youth who reports bullying, provides information about an act of bullying, or witnesses an act of bullying.

Dissemination

This policy is available on WILL's website.

WILL's President, or the President's designee (hereinafter, the "WILL Anti-Bullying Coordinator") is responsible for coordinating WILL's bullying prevention efforts. All questions, comments and concerns about the bullying policy and WILL's prevention efforts should be directed to the WILL Anti-Bullying Coordinator or WILL's President; contact information for the WILL Anti-Bullying Coordinator and WILL's President appear directly below.

WILL Anti-Bullying Coordinator:

Street Address: 4355 Lowell Street, N.W., Washington, D.C. 20016

Phone: (202) 531-6525

Email: dralixj@comcast.net

WILL President:

Street Address: 1758 Park Road, NW, Washington, DC 20010

Phone: (202) 319-2765

Email: steve@will-lead.org

Code of Conduct

WILL expects WILL youth to behave in a way that supports WILL's objective to provide a safe and welcoming environment for other youth, WILL's staff members, and community members. WILL youth, including WILL graduates, are expected to:

1. Treat all members of the WILL community with respect;
2. Respect WILL's property and the property of WILL staff members, volunteers, partners and other WILL youth;
3. Respond appropriately to instructions and requests from WILL staff members and volunteers.

Reporting Incidents of Bullying or Retaliation

WILL youth are encouraged by WILL to report any alleged incidents of bullying of which they are the victim. WILL expects its staff members and volunteers, including officers and directors, to report alleged incidents of bullying or retaliation they witness or of which they are made aware. Staff members and volunteers, including officer and directors, should immediately report all such alleged incidents of bullying to the WILL Anti-Bullying Coordinator or WILL's President. WILL youth, parents, guardians, and community members are encouraged by WILL to report any alleged incidents of bullying that they witness or of which they become aware. Reports of alleged bullying behavior may be made through an anonymous letter addressed to WILL at either address noted below or directly to the WILL Anti-Bullying Coordinator or WILL's President. Contact information for the WILL Anti-Bullying Coordinator and WILL's President appears directly below:

WILL Anti-Bullying Coordinator

Street Address: 4355 Lowell Street, N.W., Washington, D.C. 20016

Phone: (202) 531-6525

Email: dralixj@comcast.net

WILL President:

Street Address: 1758 Park Road, NW, Washington, DC 20010

Phone: (202) 319-2765

Email: steve@will-lead.org

All oral reports will be memorialized in a written record. While reports of alleged bullying behavior may be made anonymously, disciplinary action will not be taken by WILL solely on the basis of an anonymous report; however, an anonymous report may trigger an investigation that could provide actionable information.

WILL staff members will communicate to WILL youth, in an age-appropriate manner, information about how to report alleged incidents of bullying and where to obtain a form to report alleged incidents of bullying. The WILL Anti-Bullying Coordinator and WILL's President are available to assist in reporting alleged incidents of bullying and can be reached at:

WILL Anti-Bullying Coordinator

Street Address: 4355 Lowell Street, N.W., Washington, D.C. 20016

Phone: (202) 531-6525

Email: dralixj@comcast.net

WILL President:

Street Address: 1758 Park Road, NW, Washington, DC 20010

Phone: (202) 319-2765

Email: steve@will-lead.org

Investigating Incidents of Bullying

Prior to, during, and after the investigation of an alleged incident of bullying, the WILL Anti-Bullying Coordinator and WILL's President will take steps to provide a safe environment during WILL activities and programs for the alleged victim referenced in a reported, alleged bullying incident. These steps will be designed to restore a sense of safety to the alleged victim and to protect him or her from further incidents, if necessary. Examples of such steps taken include designating a staff member to serve as that alleged victim's "safe" person, altering the alleged bully's/bullies' seating or schedule to reduce access to the alleged victim or creating a safety plan in consultation with the alleged victim and (if appropriate) his or her parent or guardian. Once an investigation is concluded, further steps will be taken, if necessary, to attempt to provide for the continued safety of the victim from additional incidents of bullying or retaliation.

Once a report of alleged bullying behavior has been received by WILL, the following groups will be notified, as necessary, by the WILL Anti-Bullying Coordinator or WILL's President, so long as the parent or guardian's written consent (of each alleged victim, bully, and, if appropriate, witness to an incident of alleged bullying behavior) is obtained prior to notification, unless there is a court order (or similar legal directive) mandating that WILL not contact such parent or guardian.

Parents and guardians: WILL will notify the parents or guardians of any alleged victim, bully, and, if appropriate, witness to an incident of alleged bullying behavior about the nature of the incident and the procedures in place for responding to it. The WILL Anti-Bullying Coordinator or WILL's President will determine if parents or guardians should be informed prior to or after the investigation of an incident, unless there is a court order (or similar legal directive) mandating that WILL not contact such parent or guardian.

Schools: WILL may choose to notify the schools of any alleged victim and bully involved in an incident of bullying to attempt to prevent further victimization in that setting and to provide comprehensive service and protection to any alleged victim and bully.

Law enforcement agencies: If WILL determines that the reported alleged incident of bullying behavior may involve criminal activity or the basis for criminal charges, information about the incident will be conveyed to the appropriate law enforcement authorities. As part of making this determination the WILL Anti-Bullying Coordinator or WILL's President may wish to consult with either a law enforcement officer or legal counsel.

WILL will notify these groups of incidents of alleged bullying only to the extent allowed by law. Notification will be undertaken solely to ensure that services are provided to any alleged victim and bully and to protect any alleged victim from further or sustained victimization. WILL will make every effort to protect the confidentiality of those who report alleged bullying incidents.

The WILL Anti-Bullying Coordinator, WILL's President or legal counsel, is responsible for investigating reports alleging bullying. The WILL Anti-Bullying Coordinator or WILL's President will initiate an investigation of an alleged incident within a reasonable time after he/she receives a report of bullying, and will conclude the investigation no later than 30 days after the receipt of such a report. As part of the investigation the WILL Anti-Bullying Coordinator, WILL's President or legal

counsel, will interview any involved or relevant parties including alleged victims and bullies, witnesses, staff members, volunteers and parents or guardians.

The WILL Anti-Bullying Coordinator, WILL's President or legal counsel, will provide as much confidentiality as possible to relevant parties during the investigation, and inform all relevant parties that they are prohibited from retaliating against those who report alleged acts of bullying. The WILL Anti-Bullying Coordinator, WILL's President or legal counsel, will maintain written records of the investigation process. When necessary, the WILL Anti-Bullying Coordinator or WILL's President will seek the advice of legal counsel.

The WILL Anti-Bullying Coordinator, WILL's President or legal counsel, is charged with making determinations as to whether a reported incident constitutes bullying, as defined above. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident. If the WILL Anti-Bullying Coordinator, WILL's President or legal counsel, determines that an incident of bullying has occurred, he/she will take reasonable steps to prevent the recurrence of an incident and restore the victim's safety.

Sanctions and Remedies for Bullying or Retaliation

WILL recognizes that for sanctions to be effective, they must be applied consistently, fairly, and equitably. To this end, WILL shall follow these guidelines as closely as possible, while allowing for flexibility to adapt sanctions on a case by case basis and to the facts of each incident of bullying. Furthermore, 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 and retaliation may include, but are not limited to:

- Reprimand of a WILL youth, or
- A determination that a WILL youth has dismissed himself/herself from the WILL program.

Sanctions are designed to appropriately correct the bullying or retaliatory behavior, prevent another occurrence, and protect the target of the bullying or retaliation. Sanctions will be communicated to the victim and to the individual(s) found to have committed an act of bullying and applied before the next WILL program/activity day after a determination that an incident of bullying has occurred, unless the bully appeals the determination, as discussed below. WILL shall communicate to youth

participating in the WILL Program and in WILL activities the consequences that result from participating in bullying or retaliatory behavior.

Appeals

Parties dissatisfied by the outcome of a bullying investigation may appeal the determination of the WILL Anti-Bullying Coordinator, WILL's President or legal counsel to the Chairperson of WILL's Board of Directors. This appeal should be submitted no later than 30 days after the initial determination. Upon receipt of an appeal, the Chairperson of WILL's Board of Directors must conduct a secondary investigation within 20 days of the receipt of an appeal. This 20 days may be extended up to an additional 15 days if the Chairperson of WILL's Board of Directors sets forth in writing the reasons why more time is needed to conduct an investigation. Additionally, upon the receipt of an appeal, the Chairperson of WILL's Board of Directors must inform the party making the submission of his or her ability to seek additional redress under the District of Columbia's Human Rights Act.

Given the unique nature of the activities involved in the WILL program, if a WILL youth appeals the determination of the WILL Anti-Bullying Coordinator, WILL's President or legal counsel that, due to the nature of the bullying conduct and in consideration of relevant factors, the WILL youth has dismissed him or herself from WILL, to the Chairperson of WILL's Board of Directors, such youth will suspend his or her participation in WILL activities pending the determination of the appeal. If the finding of bullying is overturned on appeal, the youth will be permitted to begin participating fully in WILL activities (and missed activities will not be counted as absences).

Appendix A - Incident Reporting Form

WILL Bullying Incident Report

Personal Information

1. [Optional] Name of person filing the report: _____
Please note that you may report bullying anonymously. However, no disciplinary action will be taken solely in response to an anonymous report. The report may be the basis for an investigation that supplies additional information needed to undertake disciplinary action.

2. You are the:
 - a. Victim of this behavior: _____
 - b. Witness to an incident: _____

3. You are a:
 - a. WILL Youth: _____
 - b. WILL Parent/Guardian: _____
 - c. WILL Staff member or volunteer (please specify): _____
 - d. Other (please specify): _____

4. [Optional] Your contact Information:
 - a. Phone: _____
 - b. Email: _____

Incident Information

Name(s) of victim:

Name(s) of bully:

Date and Time of Incident

Date: __/__/__

Time: __:__ AM/PM

Type of Aggression

Please check all that apply to this incident

- Verbal _____
- Physical _____
- Written _____
- Cyberbullying _____
- Retaliation _____

Location of Incident

Please check all that apply to this incident.

- Outdoor Activity (specify) _____
- Indoor Activity (specify) _____
- Bathrooms _____
- On the way to WILL _____
- Social Media (Facebook, etc.) _____
- Other Location (specify): _____

Witnesses (*Please list people who have information about the incident.*)

Name: _____
WILL Participant: ____ WILL Staff or Volunteer: ____ Other
(specify): ____

Name: _____
WILL Participant: ____ WILL Staff or Volunteer: ____ Other
(specify): ____

Name: _____
WILL Participant: ____ WILL Staff or Volunteer: ____ Other
(specify): ____

Please describe the incident.
