

Anti-bullying Policy  
Twin Cities German Immersion School

Passed by Twin Cities German Immersion School Board November 23, 2010

**1. Prohibition against Bullying and Harassment**

Bullying and harassment are prohibited at Twin Cities German Immersion School

**2. Definition of Bullying**

Bullying means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical and/or emotional harm. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the state or local educational agency. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

**3. Definition of Harassment**

Harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion, or any other distinguishing characteristics that may be defined by the state or local educational agency. This also includes association with a person or group with one or more of the above mentioned characteristics, whether actual or perceived.

**4. Scope**

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, or while in transit organized as part of a school sponsored activity. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, and on school computers, networks, forums, and mailing lists or is targeted toward a Twin Cities German Immersion student by another member of the school community in ways that impact that student's sense of safety within the school environment.

**5. Notice**

This policy will be distributed annually to students, staff and parents and leaders of afterschool activities and will also be included in any student codes of conduct, disciplinary policies, student handbooks, and school websites.

**6. Reporting Bullying and Harassment**

All allegations of bullying or harassment shall be reported to the director or a designated staff member. The principal or designated staff member shall keep a written or electronic record of complaints and shall notify the parents of all students involved. Whoever is designated to accept complaints will also be responsible for investigating the allegation in a timely manner and taking an appropriate course of action. The principal or designated staff member will be held accountable for doing everything possible, within reason, to resolve the situation. Students, staff, parents, volunteers and all members of the community may file reports.

## **7. Anonymous Reports**

Reports may be filed anonymously. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

## **8. False Reports**

Students who intentionally file false reports of bullying and/or harassment will be subject to discipline.

## **10. Responsibility of Students**

Any student who observes an act of bullying or harassment should report the bullying or harassment to school authorities.

## **11. Responsibility of Staff**

All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

## **12. Retaliation**

Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated. If threats or actual retaliation occurs, consequences may include, but is not limited to: warnings; loss of classroom or school privileges such as full participation in recess; free choice or specific activities; community service; in-school suspension or short term suspension. Referral to the police will occur when appropriate.

## **13. Investigation of Bullying and Harassment**

Once reported, any allegation of bullying or harassment will be promptly investigated by the director or a designated staff member. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

## **14. Conflict Resolution**

If possible, supervised conflict resolution between the students involved may be attempted. Conflict resolution is a mechanism for those targeted by harassment or bullying to be supported in communicating directly their request to stop to the perpetrator. Measures shall be taken to limit the exposure of the target to further bullying and harassment and conflict resolution will be closely monitored to avoid being used by the aggressor as another forum of intimidation. Conflict resolution supplements, but does not replace disciplinary action. Parents will be notified of conflict resolution.

## **15. Disciplinary Sanctions**

Disciplinary actions for bullying or harassment may include, but is not limited to: warnings; loss of classroom or school privileges such as full participation in recess, free choice or specific activities; community service, in-school suspension or short term suspension. Referral to the police will occur when appropriate.

## **16. Training and Prevention**

Students and staff will be given instruction on how to prevent bullying and harassment. This will also include instruction on the process for filing complaints and the process/consequences that will result.