

# NON-DISCRIMINATION/HARASSMENT AND BULLYING POLICIES

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## Policy Statement

DANK Haus Kinderschule is committed to the principle of equal opportunity in education and employment. Greater diversity enhances its quality of education and enriches understanding between students, faculty and staff, and the entire school community.

DANK Haus Kinderschule does not discriminate on the basis of gender, race, color, religion, national or ethnic origin, gender identity, sexual orientation, gender identity or any other protected class in admittance, education, or other policies, and extends to all the rights, privileges, programs, and activities generally made available to students at DANK Language School.

DANK Haus Kinderschule provides a high-quality, enriched learning atmosphere for children, with emphasis on their social and emotional development as well as the enhancement of their cognitive abilities. All children are treated equally. We realize that children who attend DANK Haus Kinderschule may come from non-traditional families, and sensitivity to this fact is reflected in our interaction with all children

This policy is therefore consistent with the DANK Haus Kinderschule's policy to provide a safe and nurturing learning environment. At our Haus we strive to be respectful and

inclusive, and while the German language structure has a rigid binary structure, we are aware of the implications of these norms, and aspire to teach our children a more inclusive way of using these structures. And although there are limitations to what the language allows grammatically, please let us know directly if you or your child(ren) have a preferred noun and/or pronoun you and/or your child would like to be addressed with.

Nothing in this Section is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article 1 of the Illinois Constitution.

This policy is consistent with federal and State laws and rules governing student privacy rights, includes procedures for promptly informing parents or guardians of all students involved in the alleged incident of bullying and discussing, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

## What is Bullying

DANK Haus Kinderschule is committed to each student's social and emotional well-being and creating an environment free of impediments to their ability to learn. To this end, bullying and harassment will not be tolerated in our community and is contrary to law.

"Bullying" includes "cyber-bullying" and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing,

images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

Direct and indirect bullying can take on many forms, including, but not limited to, the following actions: teasing, taunting, hurtful words, threats (subtle or implied), name-calling, hitting, pushing, picking on others, pinching, ganging up on someone, stealing, cruel jokes, destroying personal property, spitting, biting, crank phone calls, misusing e-mail (including text messages, instant messages, or other electronic communication), rude gestures, individual or group exclusion, spreading gossip or rumors, deliberately misgendering someone or refusing to honor their pronouns, writing cruel or threatening notes.

The DANK Haus Kinderschule promotes respect for others and peace within our classrooms, so bullying behavior will not be ignored or tolerated. Parent(s), teachers, and administrators must take the lead in confronting bullying behavior. All allegations and threats will be taken seriously, investigated promptly, and dealt with appropriately ([see below](#) for steps to take to report bullying to the school). Our focus on social emotional learning in the classroom and conflict resolution between students is our first defense against bullying. This policy was created in coordination with our administration, teachers, and parents and will be reviewed on a yearly basis, and assessments will be posted [on our website](#). Bullying is an unacceptable behavior as outlined in our discipline policy (see below).

## Harassment

DANK Haus Kinderschule is committed to providing a learning and working environment free from discrimination or harassment on the basis of gender, race, color, religion, national or ethnic origin, gender identity, sexual orientation, or any other protected class. Any employee, student, or member of the Kinderschule found to be in violation of this policy will be subject to disciplinary action up to and including termination, expulsion, and exclusion from school activities.

## What to do if you notice bullying/if you want to report bullying behavior

1. Contact the School either via [kinderschule@dankhaus.com](mailto:kinderschule@dankhaus.com), or call 773-561-9181 Ext.2 and speak to the director, Dr. Carina Staudte.
  - a. If you would like to state an anonymous complaint, please print and mail the complaint (use TO: DANK Haus Kinderschule, 4740 N Western Ave, 60625 Chicago IL), or call us without stating your name.
  - b. However, any report shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report
2. The school will promptly investigate and address reports of bullying, including the following:
  - a. We will make all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. We will notify all involved parties in a timely manner and discuss further possible actions.
  - c. We will involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - d. Consistent with federal and State laws and rules governing student privacy rights, we will provide parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the director or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
3. The school explicitly prohibits reprisal or retaliation against any person who reports an act of bullying and will not tolerate any such actions.
  - a. If you believe that a reprisal or retaliation has happened to you because of reporting bullying behavior, please contact the school's director at [kinderschule@dankhaus.com](mailto:kinderschule@dankhaus.com), or should you believe that the retaliation is coming from the director, please contact the CEO of the DANK Haus at [dank@dankhaus.com](mailto:dank@dankhaus.com).
  - b. Any person who retaliates against a bullying report will 1) receive a warning, 2) receive further training. Should the issue not resolve, and reprisals continue, this is considered a firing offense.

4. Should a person falsely accuse another of bullying as a means of retaliation or as a means of bullying, this person will 1) receive a warning, 2) receive further anti-bullying training. Should the issue not resolve, and bullying and or retaliations continue, this is considered a firing offense.

## Assessment of our Bullying Policy

While our bullying policy, and intervention methods ([see below](#)) have proven very effective in negating bullying behaviors, as part of the process of reviewing and re-evaluating this policy, we assess the effectiveness of our bullying policy on a yearly basis. To do so we evaluate the frequency of victimization, identify areas of the school where bullying occurs; the types of bullying utilized; and bystander intervention or participation. The results of this review will be made public [on our website](#).

## Intervention Methods

1. Behavior Guidance Methods
  - a. A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the directions of an adult other than their parent(s). The philosophy of Kinderschule is to encourage the development of all aspects of the children, including their emotional and social development. Our curriculum provides for interesting, engaging activities which are designed to involve all children in meaningful ways throughout the day. We strive to promote a sense of community, which is necessary to interact respectfully towards one another. Children experience positive models of acceptable behavior, such as cooperating and turn-taking. A caring and positive approach will be taken regarding behavior management and discipline. Teachers will focus on positive behaviors of children and reinforce those behaviors as often as possible with the goal of helping children develop self-control and responsibility for their actions.
  - b. At DANK Haus Kinderschule, we actively involve children in resolving any conflicts. Children are encouraged to talk about their feelings and their ideas to solve their conflicts without the use of force. When children resolve a conflict themselves, they build their self-confidence. This increases their feeling of self-esteem and allows them to find solutions for themselves that really work.
2. Methods of Redirection

- a. Disruptive behavior distracts from the full benefit of the Preschool program and will result in logical and natural consequences. DANK Haus Kinderschule must ensure that the safety of all children and staff persons is protected at all times. Any children who behave in a manner that threatens the safety of others, of themselves, or of the environment are immediately given time to take a break or relax under staff guidance until the unacceptable behavior has stopped.
- b. DANK Haus Kinderschule has developed written behavior policies and procedures and will ensure that they will be carried out as described below:
  - i. Each child will be provided with a positive role model of acceptable behavior.
  - ii. Behavior guidance will be tailored to the developmental level of preschool-aged and Kindergarten-aged children.
  - iii. Children and groups will be redirected away from problems and towards constructive activities in order to reduce conflict.
  - iv. Children will be taught how to use acceptable alternatives (verbal conflict resolution tools) in order to reduce conflict and limit physical conflict resolution methods.
  - v. The safety of all children and staff persons will be protected at all times.
  - vi. Consequences for a child's unacceptable behavior will be immediate and directly related to the behavior.

## Persistent Unacceptable Behavior

Persistent unacceptable behavior and staff response to it is observed and recorded, and a plan to address the behavior is developed in consultation with the child's parent(s) and other staff persons and professionals when appropriate.

The following persistent behaviors by a child are considered unacceptable and will be subject to subsequent discipline methods as outlined in our Discipline Policy below:

1. Inflicts physical and emotional harm on other children, adults, or self, such as biting, hitting, kicking, punching, pushing, hurting with objects, or the like.
2. Disrespects people and materials provided in the program.
3. Requires constant one-on-one attention and/or monitoring from the teaching staff, which diverts attention away from the remaining group of children, creating an unsafe classroom environment.
4. Consistently disobeys the rules of the classroom.

5. Verbally threatens other students and/or staff.
6. Bullying (see above for more details).

## Prohibited Actions

The following actions are prohibited by any staff member or volunteer at DANK Haus Kinderschule. These punishments will not be used on any child, even at a parent's request:

1. Any type of corporal punishment (which includes but is not limited to: rough handling, shoving, pushing, hair pulling, ear pulling, pinching, shoving, shaking, hitting, biting, spanking, kicking, slapping, etc.).
2. Withholding of food, light, warmth, clothing, or medical care as punishment or forcing meals, snacks, or naps.
3. Emotional abuse or extended separation from the group (such as name-calling, ostracism, shaming, derogatory remarks, threatening, humiliating, or frightening language).
4. Punishment for a lapse in toilet training.
5. Use of mechanical restraints, such as tying.
6. Use of physical restraints, other than to hold a child when containment is necessary to protect a child or others from harm.
7. Separation from the group, with the following exceptions:
  - a. The staff person has tried less intrusive methods of redirecting the child's behavior, which has been ineffective, and the behavior threatens the safety and well-being of the child or other children (also see [next section](#)).

## Separation From the Group

If a child requires separation from the group, the child will:

1. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff member.
2. Be returned to the group if the child stops or brings under control the behavior that had precipitated the situation.
3. Be returned to the group as soon as the behavior abates or stops.

All separations must be noted on a daily log that must include the following: staff person's name, child's name, time, date, information indicating what less intrusive methods had been used to guide the child's behavior, and how the child's behavior continued to threaten the well-being of the child or other children.

If a separation from the group occurs at least once (1) per week over a four (4) week period, parents will be notified and appropriate actions will be discussed.

## Biting Policy

We want to ensure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. DANK Haus Kinderschule recognizes that biting is a common behavior exhibited by young children. Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common during the ages of 13-24 months.

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. Children bite other children for many different reasons. A child might be teething or overly tired and frustrated. They might be experimenting, trying to get the attention of their teacher or peers, experiencing panic, crowding, seeking to be noticed, or feeling intense desire for a toy. The staff members will encourage the children to "use their words" if they become angry or frustrated. Toddlers and even young preschoolers are limited at times by poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason.

Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

The following steps will be taken if a biting incident occurs at our Preschool:

1. The biting will be interrupted with a firm "No...we don't bite people!" or, "Biting hurts our friends!" The staff's response to the biter will be age-appropriate but will send a firm message of disapproval.
2. Staff will stay calm and will not overreact.

3. Staff will immediately remove the biter away from the victim. The biter is not allowed to return to play for a predetermined period of time and is talked to on a level that they can understand, then redirected.
4. Primary attention will be paid to the bitten child. The bitten child will be comforted, the wound examined, and first aid administered.
5. If the skin is not broken, the area of the bite will be washed with soap and water and an ice pack used to reduce the swelling.
6. If skin is broken, pressure will be applied to stop bleeding if necessary and the wound will be washed using mild soap and rinsed under running water. Due to possible blood exposure, staff will have the child who did the biting immediately rinse their mouth with water.
7. If the skin is broken and the bite is located near the eye, on the face, or on the fingers, the parent/guardian of the victim will be notified immediately since medical attention may be necessary. If blood is present, the parent/guardian of the child who did the biting will also be called immediately because the child may have come in contact with blood from the victim. The parent/guardian may choose to seek medical attention.

Staff will complete an incident/accident report for each child to be signed by parents/guardians and the original forms will be kept in the appropriate child's file. The name of a biting child will not be released because it serves no useful purpose and can make an already difficult situation more difficult.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child as well as to that of other families. Actions may include shadowing the biter, changes in the classroom environment, and/or teaching the biter appropriate ways to express their feelings.

Standard discipline methods apply as outlined in our discipline policy (see [next section](#)).

## Discipline Policy

### Step 1: Incident Report / Courtesy Call

If a child displays one or more of the unacceptable behaviors listed above, they will be separated from the situation, spoken to as outlined above, and redirected to another activity. Attention will be given to the harmed or injured child. Incident and/or Injury Reports will be completed for both children and signed by parent(s) at the end of the day. A courtesy call may be placed to the parent/guardian informing them of the incident.

Teaching staff reserves the right to evaluate each situation by its severity and send a child home if needed.

#### Step 2: Picking up your child

If a child continues to display unacceptable behavior, and if we feel that the emotional well-being of the particular child, as well as their classmates, cannot be achieved with standard redirection methods during that day, parent(s) will be contacted to pick up the child in order to prevent further incidents. Pick-up needs to commence within an hour of the phone call.

Step 2 follows completion of an Incident Report and a courtesy call as outlined in Step 1.

#### Step 3: Parent-Teacher Meeting/Behavior Management Plan

If a child continuously displays unacceptable behavior as outlined in our policy either several times per day or on several days per week, parent(s) will be invited to a meeting with the lead teacher and/or director to discuss effects on the classroom atmosphere, methods of redirection, and at-home behavior guidance, as well as strategies to reach desirable behavior changes.

Behavior management plans (such as positive reinforcement, sticker charts and/or reward systems) will be discussed and implemented.

A time period will be set and agreed upon by teachers and parent(s), in which DANK Haus Kinderschule staff expects improvement (generally within one month).

Consequences or suggestions regarding the continued enrollment or a revised attendance schedule will be discussed at this meeting.

Close cooperation and understanding of behavior guidance methods are essential between both caretaking parties. Parent-teacher communication must continue during the time of the behavior management plan in order to allow for the best possible outcome.

#### Step 4: Un-enrollment from the DANK Haus Kinderschule Program

DANK Haus Kinderschule, as a language immersion program, is not the right fit for every child. Some components of our program, specifically the language component, pose an additional challenge for some young children and can cause frustration and other emotional stress.

Following the preceding steps of the Discipline Policy, DANK Haus Kinderschule reserves the right to unenroll a student if the desired behavior improvement was not reached within the agreed-upon time frame, or if the ongoing unacceptable behavior of the child does not allow our teaching staff to assure and maintain a quality classroom environment for all other students enrolled.

At no time will we share information about the child with any other parent other than their own.

Only after we feel we have made every effort to make the program work for the child, and have come to the conclusion that DANK Haus Kinderschule is not the best fit for the child's current needs, do we ask a family to withdraw the student from the program.