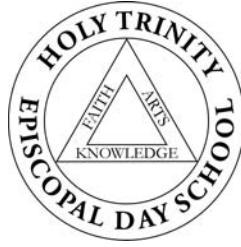


11902 Daisy Lane
Glenn Dale, MD 20769



13106 Annapolis Road
Bowie, MD 20720

Dear Holy Trinity parents,

As you know, the safety and well-being of our students and staff is the School's highest priority. I am informing you of a new policy for anti-bullying and harassment. Bullying and harassment in schools has been featured in the headlines and TV news over recent months as well as discussed in the Maryland legislature. I am not suggesting that there is a significant problem of bullying or harassment at Holy Trinity; rather the School is being proactive, as it is in all safety matters, by implementing a comprehensive, well-articulated policy.

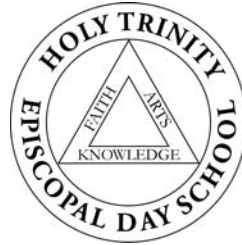
Please read the attached policy and discuss it with your child/ren. The School will be talking with the students about the new policy so that they understand it on a practical, functional level. We are asking you to sign the receipt document attached to the policy and return it by **May 10, 2010** to the Division office.

If you have any questions about this new policy, please contact your Division Head or me for more information.

Thank you for your cooperation and support of the new student expectations.

My best,
Marcy

Marcy Cathey
Head of School



Holy Trinity Episcopal Day School Anti-Bullying and Harassment Policy

Introduction:

Holy Trinity Episcopal Day School prohibits acts of harassment or bullying. The School has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Holy Trinity students are expected to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, faculty/staff, volunteers, and contractors.

Holy Trinity believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school, producing an atmosphere that encourages students to grow in self-discipline. The School believes the best discipline is self-imposed, and it is the responsibility of faculty/staff to use disciplinary situations as teaching opportunities so students learn to assume responsibility and accept consequences for their behavior. Faculty/staff members will apply practices designed to *prevent* discipline problems and to develop self-discipline. Holy Trinity prohibits both active and passive support for acts of harassment or bullying. Faculty/staff encourage students to support students who walk away from these acts and will constructively attempt to stop and report negative behavior to the designated authority.

Scope of policy:

This policy applies to the students, preschool through 8th grade. Every student in the School is entitled to respect and to be free of any type of bullying/harassment.

- The School will work proactively, as far as it can, to ensure that bullying/harassment does not take place.
- Reporting incidents of bullying/harassment is responsible behavior.
- A record will be kept of all reported incidents of bullying/harassment.
- The matter will be dealt with seriously to ensure it does not continue.
- The School has a program of support for both the instigator and the victim.

Definitions:

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., internet, cell phone, personal digital assistant (PDA), or wireless hand-held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying, whether it takes place on or off school property, at any school-sponsored function or field trip. This is not to be confused with the good-natured banter that goes on as part

of the normal social interchange between students or the normal professional classroom management by teachers.

“Harassment” or “bullying” is conduct that meets any of the following criteria:

- is directed at one or more students;
- adversely affects the ability of a student to participate in or benefit from Holy Trinity’s educational programs or activities because the conduct, as reasonably perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect;
- is based on a student’s actual or perceived distinguishing characteristic (see previous), or is based on an association with another person who has or is perceived to have any of these characteristics; or
- subjects a student(s) to reasonable fear of physical harm or emotional distress.

Types of behavior deemed to be inappropriate:

- Humiliation; including name-calling, reference to academic ability, etc.;
- Intimidation; including aggressive use of body language;
- Verbal abuse, anonymous or otherwise;
- Physical abuse or threatened abuse;
- Aggressive or obscene language;
- Offensive joke; whether spoken or by email, text messaging etc.;
- Targeting; including very personal remarks;
- Exclusion and isolation;
- Intrusion through interfering with personal possessions or locker;
- Threats, including demands for money; and
- An attack by rumor, gossip, innuendo or ridicule on any individual’s reputation.

The following factors, at a minimum, shall be given full consideration by the Division Heads and Head of School in determination of appropriate consequences and remedial measures for each act of harassment or bullying by a student.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved;
- Degree of harm;
- Surrounding circumstances and context of the alleged incident;
- Nature and severity of the behavior(s);
- Incidences of past or continuing pattern(s) of behavior; and
- Relationship between the parties involved

Factors for Determining Remedial Measures

Personal: Life skill competencies, experiential deficiencies, social relationships, strengths, talents, traits, interests, hobbies, extra-curricular activities, classroom participation, and academic performance.

Environmental: School culture, school climate, social-emotional and behavioral supports, social relationships, community activities, neighborhood culture, and family situation.

Procedures for Reporting and Handling of Incidents of Bullying/Harassment:

- Students should discuss any incident of bullying/harassment with a teacher or another trusted adult within the school system; this is responsible behavior rather than “telling tales.”
- Parents/guardians should contact the homeroom teacher regarding incidents of bullying/harassment.
- Appropriate personnel will interview all of the students involved in a bullying incident.
 - The alleged target and alleged perpetrators of the incident will be spoken to and encouraged to solve the problem.
 - The alleged target and perpetrators will write down any relevant details and a “Bullying/harassment Report Form” will be completed.
 - All interviews will be conducted with sensitivity and fairly.
 - Records will be kept of all statements, form, and procedures that were followed.
- The Division Head will be kept informed of all incidents and have access to relevant written records. He/she will monitor progress of students involved in a bullying incident by working with a counselor and students involved (separately) at follow-up meetings.
- Where the incident is deemed to be minor, a verbal warning will be given to the perpetrator, pointing out the breach of the Student Code of Conduct and trying to get the perpetrator to see the situation from the target’s point of view. If deemed appropriate, parents may be contacted. The incident will no longer be considered if there is no recurrence within that academic term.
- If the behavior persists, the Division Head and the parents/guardians of the targets and perpetrators will discuss the matter. Appropriate sanctions will be imposed. The incident will no longer be considered if there is no recurrence within that academic year.
- Where the incident is deemed to be more serious (e.g., gross misbehavior or physical assault), the Division Head and Head of School will be informed immediately.
- Offenders and targets of bullying may be referred to counselling.
- Sanctions may include:
 - A contract of good behavior;
 - School community service;
 - Withdrawal of privileges;
 - Other sanctions as may be deemed appropriate;
 - Suspension; or
 - Expulsion.

Progressive Discipline:

Consequences and appropriate remedial actions for a student who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Parent/Student Handbook Code of Conduct.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity (see Factors for determining consequences). Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the target* of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying/harassment offenses and the associated consequences.

Examples of Consequences

- Admonishment;
- Temporary removal from the classroom;
- Loss of privileges;
- Classroom or administrative detention;

- Referral to Division Head;
- In-school suspension during the school week or the weekend for students;
- Out-of-school suspension; or
- Expulsion.

Examples of Remedial Measures

- Framing the aggressive behavior as a failed attempt to solve a real problem or to reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal;
- Restitution and restoration;
- Transformative conferencing/restorative justice;
- Peer support group;
- Corrective instruction or other relevant learning or service experience;
- Supportive discipline to increase accountability for the bullying offense;
- Supportive interventions, including participation of the School counselor, homeroom teacher, peer mediation, etc;
- Behavioral assessment or evaluation, including, but not limited to, a referral to an outside therapist, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Involvement of school administrator;
- Student counselling;
- Parent conferences;
- Student treatment; and
- Student therapy

Response Time:

The Head of School, Division Head or another designated administrator is responsible for determining whether an alleged act constitutes a violation of this policy. An administrator shall conduct a prompt and complete investigation of each alleged incident to be completed within three school days after a report or complaint is made.

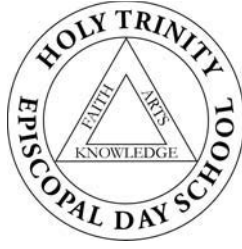
Holy Trinity Episcopal Day School prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. Holy Trinity Episcopal Day School prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Holy Trinity Episcopal Day School officials will annually disseminate the policy to all students and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or field trip. The Head of School shall develop an annual process for discussing the school policy on harassment and bullying with students and parents.

May 1, 2010

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Glenn Dale, MD 20769

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HOLY TRINITY EPISCOPAL DAY SCHOOL Anti-Bullying and Harassment Policy

I acknowledge that I have reviewed the policy and will review it with my child/ren.

Parent signature _____

Date _____

Student name and Homeroom _____