Disciplinary Policy and Catalogue of Measures

revised at the All-Faculty Meeting on June 23, 2014

The foundation for a positive learning atmosphere is the appropriate conduct of all members of the school. In addition to its education mandate, the German International School Washington, D.C. is also charged with teaching children to be respectful and responsible towards each other.

Students should be aware that appropriate behavior is expected of them, and that they will be responsible for the consequences of their misconduct. The rules of conduct for students emerge from the House Rules and their complementary regulations.

The following reasons support a disciplinary catalogue:

- It is binding for all students, teachers and parents
- Standardization of consequences for misconduct, which is especially important in schools abroad where there is a high fluctuation of teachers and students.
- The ability to react quickly in order to decide consequences for disciplinary infractions in a timely manner.
- It saves time in clear-cut cases that would otherwise require a conference.

This discipline policy regulates the implementation of educational and disciplinary measures. Educational measures take preference over disciplinary measures. Use of these measures should have an appropriate relation to and be in coherence with the cause. Disciplinary measures should only be taken when they are necessary for academic or social development or for the safety of persons or property. They are not to be taken autonomously from the educational mandate. The Preschool uses the existing discipline policy as well as a separate policy containing age-appropriate consequences. The Elementary School generally adheres to the existing discipline policy, but may substitute age-appropriate consequences as appropriate.

**Bullying and Sexual Harassment**

The German International School Washington D.C. believes that all students, staff, and members of the school community are entitled to a safe, equitable and respectful school experience free of bullying, harassment, and discrimination. No form of bullying (including cyber bullying) harassment and discrimination will be tolerated, and the consequences for acts of bullying shall be determined according to the current discipline policy of the school.
“Harassment”
Any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that

- places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property,
- has the effect of substantially interfering with a student’s educational performance, or employee’s work performance, or either’s opportunities, or benefits,
- has the effect of substantially negatively impacting a student’s or employee’s emotional or mental well-being, or
- has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.

“Cyberstalking”
Is the use of the Internet or other electronic means to stalk or harass an individual, a group of individuals, or an organization. It may include false accusations, monitoring, making threats, identity theft, damage to data or equipment, the solicitation of minors for sex, or gathering information in order to harass.

“Cyberbullying”
Is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, emails, blogs, texting on cell phones, iPhones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, “sexting”, instant messaging, or video voyeurism.

“Bullying”, “Cyberbullying”, and/or “Harassment” also encompass
- retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
- retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
In the case of a violation of existing policies the homeroom teacher of the student in question is generally informed. Initially, educational consequences should follow. These can include but are not limited to:

- A verbal reprimand
- An in-depth discussion with the student to which parents can also be invited. The involvement of the Counselor is also possible.
- Assigning special tasks or duties suitable to make a student understand their misconduct.

Disciplinary action (as outlined in the disciplinary catalogue) is taken when educational methods seem insufficient due to the severity of the infraction, or when educational measures have been unsuccessful. In general, in instances of repeated infractions, the next highest level of disciplinary measures should be used. However, exceptions are possible based on the severity of the infraction.

Disciplinary measures can include but are not limited to:

- Written reprimand
- Warning of exclusion from classes or other school-sponsored events
- Temporary suspension from classes
- Warning of switching the student to the parallel class
- Switching a student to the parallel class
- Exclusion from specific school-sponsored events
- Warning of expulsion
- Expulsion

Disciplinary measures are decided by a disciplinary conference made up of all teachers currently teaching the student, the Head of School (or Deputy Head of School) and the Counselor. Only the teachers currently teaching the student are eligible to vote in the disciplinary conference.

Exception: Consequences for very severe infractions in any category (even in the case of a first-time infraction) will be determined by the Head of School, who may also, if necessary, make a police referral.

Infractions in particularly serious categories (such as drug and alcohol abuse) on school grounds or at a school-sponsored event will result in an (1) immediate suspension (minimum) or (2) police referral (maximum) and/or expulsion.
Basic Information about the disciplinary measures:
- In each case there should be an accurate inquiry of the context and discussions with all parties involved.
- In principle, parents should be informed following infractions in any of the listed categories.
- Homeroom teachers must always be informed.
- There should always be a record of the events.
- In the case of repeat infractions the disciplinary conference will meet and disciplinary measures will escalate to the point of expulsion.
- Before disciplinary measures can be decided the student will be heard (except in cases where immediate action is required).
- The Disciplinary Conference, which decides on the appropriate measures to be taken, will include a parent hearing if there is: (1) the possibility of a suspension from class or other school sponsored events, (2) a suspension from class or other school sponsored events, (3) the possibility of expulsion, or (4) expulsion.

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<tr>
<th>Action</th>
<th>Measure(s)</th>
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<tr>
<td>Physical attack/Fighting</td>
<td>To 1. Immediate removal from class. Conference with the Counselor, homeroom teacher notification, parent notification and conference, conference with all involved parties, if appropriate discipline conference. To 2. Students involved in fighting will be picked up immediately from school by a parent/guardian.</td>
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<tr>
<td>Verbal abuse, Threats, Intimidation</td>
<td>Immediate verbal rebuke by adult witnesses (teacher, GISW staff), written documentation by witnesses, conference with the Counselor; threats may result in police referral and expulsion.</td>
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<td>Disciplinary Policy and Catalogue of Measures</td>
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<td>revised June 23, 2014</td>
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One or more persons are intimidated or tormented by verbal threats and/or derisive comments.

**Sexual Harassment**
Unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, written or physical conduct of a sexual nature.

- Minimum: Immediate notification of the homeroom teacher, parents and Counselor.
- Maximum: Disciplinary conference – suspension/police referral/expulsion

**Bullying:** Bullying, harassment, or intimidation means intentional conduct (verbal, physical, written conduct or electronic) that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, performance, or physical/psychological well-being. Such conduct (1) occurs on school property, at a school activity/event, or on a school bus or (2) substantially disrupts the orderly operation of a school.

- Minimum: immediate notification of parents (perpetrator and victim), conference with the Counselor, homeroom teacher, administration.
- Maximum: Disciplinary conference – possible suspension, police referral. Very serious occurrences can result in expulsion.

**Theft:** Appropriation of property belonging to someone else, without asking for permission, and with the intent of keeping the property.

- Return of property, conference with the Counselor, in accordance with the severity of the theft – further measures and discipline conference.
- In cases of aggravated theft a police referral is possible.

**Destruction of personal property/Vandalism**
Destruction or disfiguring of school property or another’s personal property, including teaching supplies, furniture, building

Actions see Theft, restitution, depending on severity of the infraction – suspension (1-2 days), possible community service

**Refusal to carry out a teacher’s instruction.**

Immediate use of educational measures. If refusal is severe: notification parents and administration.
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**Electronic Devices:**
Use of electronic devices (including but not limited to cell phones, iPhones, iPods, iPads, tablets, CD players, MP3 players, laptops) without express permission by a teacher.

| Confiscation of the device by the teacher and delivery to the counselor.  
1st Occurrence: Device is returned at the end of the same school day.  
2nd Occurrence: Student turns device in each morning for three days.  
3rd Occurrence: Student turns device in each morning for five days.  
Return of the device will be handled by school management. |

### Leaving school grounds:
Leaving school grounds without written authorization of parents or of school management. (see School Policy §12)

| Minimum: Parent notification  
Maximum: Parking permit revocation |

### Use/Possession of tobacco substances:
The German International School Washington, D.C. is a **Drug Free Zone.** The possession, consumption or distribution of tobacco substances on school grounds are prohibited.

| Parent Notification and conference  
Possible suspension in repeat cases |

### Violation of public safety:

| **Always Disciplinary Conference!**  
Possible measures: police referral, multiple-day suspension, possible threat of expulsion, expulsion, restitution of damages by student/parents. |
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<td><strong>- Arson/Accessory to an act of Arson on school grounds.</strong></td>
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<td><strong>- Setting off a false alarm in the absence of a clear emergency; vandalism of a fire alarm</strong></td>
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<td><strong>- Bringing explosives, fireworks, smoke bombs onto school grounds</strong></td>
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<td><strong>- Bomb threat or bomb possession</strong></td>
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| **- Possession/ Use of weapons and dangerous objects**  
- Possession/Use of toy weapons and dummies |
| **- Physical attack on a staff member** |
| **- Possession/Use/Being under the influence of drugs/alcohol/intoxicants** |
| **- Possession/Use/Being under the influence of drugs/alcohol/intoxicants with intent to distribute** |
My signature indicates that I have reviewed this document and understand the actions that can be taken for a violation of these school rules. I understand that the commission of any offense may also result in the loss of privileges and membership in school organizations (i.e. SMV), I further understand that under the laws of Maryland, that if authorized personnel have reasonable belief that a student has possession of a disallowed item, object, or material, authorized personnel may decide to conduct a self-search of the student, his/her possessions, vehicle, and/or locker.