



Student Disciplinary Policy and Catalogue of Measures

Updated on June 18, 2020

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, as outlined in the House Rules, the Code of Conduct & Ethics, and the Disciplinary Policy is expected of them, and that they and/or their parents will be responsible for the consequences of their misconduct.

The following reasons support the use of 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 expedites an appropriate response to a situation.

This discipline policy regulates the implementation of educational and disciplinary measures. Generally, educational measures will be taken before disciplinary measures. Measures should be proportionate and relevant to the behavior, if possible. 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 Student Discipline policy as well as a separate policy containing age-appropriate consequences. The Elementary School generally adheres to the Student Discipline Policy but may substitute age-appropriate consequences as necessary.

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 Student Discipline Policy.

“Harassment”

Any threatening, insulting, or dehumanizing gesture or imagery, use of technology, electronic devices, computer software, social media, 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, social media (e.g., Instagram, Facebook, Twitter, etc.), chat rooms (e.g., WhatsApp), “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: In the interest of public safety, consequences for very severe infractions in any category (even in the case of a first- time infraction) can be determined without a disciplinary conference by the Head of School, principal, or designee, who may also, if necessary, make a police referral.



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revised June 23, 2014

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.



German International School Washington, D.C. Disciplinary Catalogue

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

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 be a record of the events.
- In the case of repeated infractions, the disciplinary conference will meet, and disciplinary measures may be escalated to the point of expulsion.
- When age-appropriate and possible, the student will have the opportunity to tell his/her side of the event before measures are decided by a disciplinary conference (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.

Action	Measure(s)
<u>Physical attack/Fighting</u> One or more participants using intentional, targeted, and aggressive, physical violence to solve a conflict.	Depending on severity, consequences may include: Immediate removal from class or recess, meeting with the Counselor, homeroom teacher notification, parent notification or meeting, conference with all involved parties, if appropriate discipline conference. If deemed necessary by administration, students involved in fighting will be picked up immediately from school by a parent/guardian.
<u>Verbal abuse, Threats, Intimidation</u> Using rude or insulting language towards teachers, students, or staff: This includes racist, ethnic or sexual terms, used to demean the other person. Threats/Intimidation:	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.



<p>One or more persons are intimidated or tormented by verbal threats and/or derisive comments.</p>	
<p><u>Sexual Harassment</u> Unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, written or physical conduct of a sexual nature.</p>	<p>Minimum: Immediate notification of the homeroom teacher, parents, and Counselor. Maximum: Disciplinary conference – suspension/police referral/expulsion</p>
<p><u>Bullying:</u> 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.</p>	<p>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.</p>
<p><u>Theft:</u> Appropriation of property belonging to someone else, without asking for permission, and with the intent of keeping the property.</p>	<ul style="list-style-type: none"> - 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.
<p><u>Willful destruction of personal property/Vandalism</u> Destruction or disfiguring of school property or another’s personal property, including teaching supplies, furniture, building</p>	<p>Actions see <u>Theft</u>, restitution, depending on severity of the infraction – suspension (1-2 days), possible community service</p>
<p><u>Refusal</u> to carry out a teacher’s instruction.</p>	<p>Immediate use of educational measures. If refusal is severe: notification of parents and administration and/or parent pick-up.</p>

<p>Electronic Devices: Use of electronic devices (including but not limited to smartphones, iPods, iPads, tablets, CD players, MP3 players, laptops) without express permission by a teacher.</p>	<p>Confiscation of the device by the teacher and delivery to the main office. For more information, please refer to the school's House Rules.</p>
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<p>Leaving school grounds: (1) Leaving school grounds via car without written authorization of parents or of school management. (see School Policy §12) (2) Leaving school grounds on foot</p>	<p>(1) Minimum: Parent notification Maximum: Parking on school grounds revoked (2) Minimum: parent notification Maximum: If behavior is repeated and poses a risk to the student: Parent conference and possible disciplinary measures.</p>
<p>Use/Possession of illegal substances: The German International School Washington, D.C. is a <i>Drug Free Zone</i>. The possession, consumption, or distribution of illegal substances on school grounds are prohibited.</p>	<p>Parent Notification and conference Possible suspension in repeat cases</p>
<p>Violation of public safety:</p>	<p>Always Disciplinary Conference!</p>
<p>- Arson/Accessory to an act of Arson on school grounds.</p>	<p>Possible measures: police referral, multiple-day suspension, possible threat of expulsion, expulsion, restitution of damages by student/parents.</p>
<p>- Setting off a false alarm in the absence of a clear emergency; vandalism of a fire alarm</p>	<p>Disciplinary conference Possible measures: immediate removal from class, parent notification before disciplinary measure is executed, 1-day suspension, restitution of damages by student/parents.</p>
<p>- Bringing explosives, fireworks, smoke bombs onto school grounds</p>	<p>Disciplinary conference Possible measures: see Arson</p>
<p>- Bomb threat or bomb possession</p>	<p>Disciplinary conference Police referral - expulsion</p>
<p>- Possession/ Use of weapons and dangerous objects - Possession/Use of toy weapons and dummies</p>	<p>Disciplinary conference -Police referral – expulsion -Possible police referral - expulsion</p>
<p>- Physical attack on a staff member</p>	<p>Disciplinary conference Police referral - expulsion</p>
<p>- Possession/Use/Being under the influence of drugs/alcohol/intoxicants</p>	<p>Disciplinary conference Minimum: Suspension and referral to drug/alcohol Program Maximum: Police referral and/or expulsion</p>



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- Possession/Use/Being under the influence of drugs/alcohol/intoxicants with intent to distribute	<u>Disciplinary conference</u> Police referral - expulsion	<i>revised June 23, 2014</i>
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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 also understand that after an expulsion seeking re-admission is not possible for a minimum of one school year. After that year, re-admission is not guaranteed and subject to review by the Head of School. 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.

Signature Box		
Printed Name of Student: _____		Printed Name of Parent/Guardian: _____
Signature Student: _____		Parent/Guardian Signature: _____
Grade: _____	Date: _____	Date: _____