



# GISW

# Disciplinary Policies

Updated August 2025



# Preschool Disciplinary Policy

*This document outlines the Preschool Disciplinary Policy of the German International School Washington (GISW), now revised to integrate the educational philosophy from the Preschool Concept. The policy ensures that all children at our Preschool are guided toward positive behaviors, supported in their emotional and social development, and encouraged to be respectful and responsible individuals. It also complies with the Maryland State Department of Education (MSDE) COMAR regulations.*

## **Guiding Principles**

Discipline in preschool focuses on guiding children toward positive behaviors, helping them understand their emotions, and learning how to interact respectfully with others. This approach is aligned with the Thuringian educational framework, which emphasizes holistic development, including social, emotional, and cognitive growth. This aligns with the Preschool's mission to not only provide academic education but also to help children find their place in the greater community.

## **Positive Guidance Strategies**

The following strategies are employed to guide children toward positive behavior:

- Clear Rules: Clear and simple rules are set to encourage appropriate behavior.
- Natural Consequences: Children learn the impact of their actions.
- Emotional Expression: Children are encouraged to express their feelings appropriately.
- Modeling: Teachers model positive behavior at all times.
- Choices: Children are offered choices and alternatives.
- Redirection: Teachers gently redirect children when a behavior needs to change.

## **Handling Physical Aggression**

Aggressive behavior such as hitting, biting, or stomping is handled immediately and calmly. Children are taught better ways to express frustration or anger.

- Intervention: Teachers intervene to stop aggression.
- Explanation: Children are taught why the behavior is inappropriate.
- Calm Down: A moment to calm down, either in the classroom or a quiet area.
- Teach Alternatives: Teachers teach children to use words to express frustration.

## **Age-Appropriate Consequences**



Consequences are developmentally appropriate, ensuring children understand the results of their behavior.

- Reminders and Redirection: Gentle reminders of rules.
- Short Break: If needed, a brief break to regain composure.
- Parent Meetings: If behavior issues persist, meetings with parents are arranged.

### **Prohibited Practices**

The following practices are strictly prohibited in the preschool setting:

- No Physical Punishment: Any form of corporal punishment is prohibited.
- No Emotional Abuse or Humiliation: Children must be treated with respect.
- No Withdrawal of Needs: Essential needs (food, rest) cannot be used as punishment.

Additionally, children will not be forced to eat or punished for refusing food or drink, in full compliance with COMAR regulations.

### **Chronic or Severe Disruptive Behavior**

Teachers will document disruptive behavior and notify parents. A collaborative approach with parents will be used to address ongoing issues.

- Observation and Documentation: Teachers track and document disruptive behaviors.
- Collaboration with Parents: Parents work with teachers to address concerns.
- Individual Support Plan: A personalized plan may be developed. If the school has

### **Role of Parents**

Parents are essential partners in their child's development, with regular communication encouraged to address behavioral concerns and ensure consistency.

- Regular Communication: Parents are informed when behavior negatively impacts others.
- Collaboration: Teachers and parents work together to plan the next steps and interventions.
- Access to Documentation: All documents related to physical or psychological assessments and therapy sessions should be available for review by the school, ensuring transparency and collaboration in supporting the child's development.

### **Immediate Action for Serious Behavior Issues**

Immediate action is taken for extreme or unsafe behavior to ensure the safety of all children and staff.

- Immediate Pick-Up: Parents may be asked to pick up their child immediately.
- Parent-Teacher Meeting: A meeting will be scheduled to discuss the behavior.
- External Support: Professionals may be consulted if needed.

### **Consultation Process and Escalation**



A structured consultation process will be followed if behavioral issues persist:

1. **Initial Consultation:** A meeting with teachers and parents to discuss the concerns and potential strategies.
2. **Consultation Conference:** A follow-up meeting with teachers and parents, which may include external support if available within the school structure (e.g., counselors or special needs educators, if applicable in the future).
3. **Second Consultation:** A meeting with teachers, the preschool principal, and parents, potentially with additional staff or external support, to further address the issue.

### **Consequences for Repeated Disruptive Behavior**

For repeated violations, interventions will escalate:

Aggressive behavior, such as hitting, biting, throwing objects, or kicking, will be addressed immediately and calmly. If aggressive behavior persists, the following steps will be taken:

- **First and Second Incidents:** Teachers will intervene immediately and inform the parents.
- **Second Incident:** The child will need to stay home for one day. A meeting will be arranged with the parents to develop a behavior plan, with follow-ups to track progress.
- **Third Incident:** The child will be required to stay home for two days after the third incident.
- **Continued Incidents:** If aggressive behavior continues, further violations may result in dismissal from the program, as all other interventions will have been exhausted.



## Disciplinary Policy Grades SES-12

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The German International School Washington D.C. believes that the foundation for a positive learning atmosphere is the appropriate conduct of all members of the school and that all students, staff, and members of the school community are entitled to a safe, equitable, and respectful school experience.

The following reasons support the use of a disciplinary catalogue:

- It is binding for all students.
- It offers standardization of consequences for misconduct.
- It provides the ability to react quickly to decide consequences for disciplinary infractions in a timely manner.
- It provides transparency

The GISW Student Disciplinary Policy regulates the implementation of educational measures and disciplinary actions. Generally, educational measures will be taken before disciplinary actions. 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 and wellbeing of individuals.

The elementary school generally adheres to the Disciplinary policy for grades SES-12 (outlined here) but may substitute more age-appropriate measures as necessary, that consider our younger students' development and age. The preschool has developed its own disciplinary policy (see above).



### **Educational Interventions:**

Repeated violations against existing policies should be documented by staff and communicated to parents/caregivers as appropriate. Generally, educational measures precede disciplinary action. These can include but are not limited to:

- A verbal reprimand
- Meeting with the homeroom teacher, grade level coordinator, counselor
- Notification of other staff
- Notification of parents
- Meeting with principal
- Meeting of the “Klassenrat”, as appropriate
- Assigning special tasks or exercises, to help a student self-reflect and understand their misconduct.
- In higher grades, a formal discussion with the student and homeroom teacher to which parents and/or the Counselor can be invited and of which minutes are kept.

### **Disciplinary Actions:**

Disciplinary action (as outlined in the disciplinary catalogue) is taken when educational interventions seem insufficient due to the severity of the infraction, or when educational measures have been unsuccessful.

In general, in instances of repeated infractions, the level of disciplinary measures should be escalated. However, exceptions are possible based on the severity of the infraction. Even a singular infraction can lead to an expulsion, if the infraction is severe.

Any disciplinary action in category 1 and 2 should be documented. Disciplinary actions in category 2 will be placed in a student’s file, generally for the remainder of the current school year, unless otherwise specified.

Expulsions are permanent and students cannot reenroll at the GISW.



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Disciplinary actions can include but are not limited to:

### **Category 1:**

- Warning of exclusion from class(es) and/or school sponsored events.
- Warning of switching the student to the parallel class
- Student is unable to take part in a specific class, afternoon program, or school-sponsored events like field trips. (For example, if a student has an infraction in a specific AG, the student may not be able to take part in that AG the following week).
- Immediate pick-up from school for remainder of the school day
- Short-term suspension from classes (up to 3 days)
- Formal written reprimand

### **Category 2:**

- Switching a student to the parallel class
- Long-term suspension from classes (more than 3 days).
- Formal written warning of expulsion
- Expulsion

Disciplinary actions listed in category 1 can be decided by the principals (HOS, elementary principal, or KiGa principal) in collaboration with staff, and then communicated to parents via phone or email by the principal or homeroom teacher without a disciplinary conference. A formal letter with the decision will then be submitted to the parents. However, staff and administration may also decide on a disciplinary conference for category 1 actions, if they feel it is necessary or preferable.

Disciplinary actions listed in category 2 necessitate a disciplinary conference.

**Exception: In the interest of public safety, should a serious infraction occur on school grounds or at school sponsored events, the Head of School or principal, in consultation with relevant staff, can immediately decide on any disciplinary measure without a disciplinary conference. This decision will subsequently be submitted to the parents in writing. However, a disciplinary conference may also follow at a later date, if necessary or appropriate.**



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**If a disciplinary conference is warranted, the procedure is as follows:**

- homeroom teacher invites parents and teachers currently teaching the student, at least one member of the Extended Leadership Team, and the Counselor. Only the teachers currently teaching the student are eligible to vote in the disciplinary conference. Additional guests of the family do not take part in the disciplinary conference.
- At the disciplinary conference parent/students may make a statement. The conference may ask follow-up questions, but a discussion portion is not planned.
- The disciplinary conference can decide disciplinary measures even without the presence of the parents if they are unable to attend or chose not to attend.
- In general, disciplinary conferences are held in person but may also be held virtually.
- For grades 5 and up, it is at the discretion of the parents or caregivers whether to bring their child to the conference, unless otherwise specified. Students in lower grade levels should not attend.
- Unless circumstances dictate otherwise, a minimum of five business days' notice of this meeting shall be given to participants.



## German International School Washington, D.C. Disciplinary Catalogue

**Basic Information:**

- As stated above, pedagogical and educational measures generally precede disciplinary action, except in serious or repeated incidents.
- In each case there should be an inquiry into the context, and discussions with all parties involved.
- In principle, the parents/guardians of the student in question should be informed immediately after serious or repeated infractions in any of the listed categories below
- Homeroom teachers must always be informed of educational measures and disciplinary actions

**The following catalogue of infractions and disciplinary actions is not exhaustive. Infractions not listed here may also necessitate pedagogical or disciplinary action, and alternative pedagogical measures and disciplinary actions may also be possible. The staff and administration will always consider the circumstances and severity of the infraction, history of infractions, and age of the student when deciding of disciplinary actions.**

Infraction	Actions
<p><u><b>Intentional use of physical force</b></u>            One or more participants use intentional, targeted, and aggressive, physical violence against a student or staff member.</p>	<p><b>Depending on severity and circumstances, consequences may consist of educational measures and/or disciplinary actions:</b></p> <p><b>Educational measures:</b></p> <ul style="list-style-type: none"> <li>• A verbal reprimand</li> <li>• Meeting with the homeroom teacher, grade level coordinator, counselor</li> <li>• Notification of other staff</li> <li>• Notification of parents</li> <li>• Meeting with principal</li> <li>• Assigning special tasks or exercises, to help a student self-reflect and understand their misconduct.</li> <li>• In higher grades, a formal discussion with the student and homeroom teacher to which parents and/or the Counselor can be invited and of which minutes are kept.</li> </ul> <p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• If deemed necessary by the administration, students involved in fighting may have to be picked up immediately</li> </ul>

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	<p>from school by a parent/guardian.</p> <ul style="list-style-type: none"> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Written warning of switching the student to the parallel class</li> <li>• Student is unable to take part in a specific class, afternoon program, or school-sponsored events like field trips. (For example, if a student has an infraction in a specific AG, the student may not be able to take part in that AG the following week).</li> <li>• Short-term suspension from classes (up to 3 days)</li> <li>• Switching a student to the parallel class</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion</li> <li>• Expulsion</li> <li>• Serious physical force may necessitate police referral.</li> </ul>
<p><b><u>Verbal abuse.</u></b> Using rude or insulting language towards teachers, students, or staff: This includes racist, ethnic or sexual terms, used to demean the other person.</p>	<p><b>Depending on severity and circumstances, consequences may consist of educational measures and/or disciplinary actions:</b></p> <p><b>Educational measures:</b></p> <ul style="list-style-type: none"> <li>• A verbal reprimand</li> <li>• Meeting with the homeroom teacher, grade level coordinator, counselor</li> <li>• Notification of other staff</li> <li>• Notification of parents</li> <li>• Meeting with principal</li> <li>• Assigning special tasks or exercises, to help a student self-reflect and understand their misconduct.</li> <li>• In higher grades, a formal discussion with the student and homeroom teacher to which parents and/or the Counselor can be invited and of which minutes are kept.</li> </ul> <p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• If deemed necessary by the administration, student may have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Written warning of switching the student to the parallel class</li> <li>• Student is unable to take part in a specific class, afternoon program, or school-sponsored events like field trips. (For example, if a student has an infraction in a specific AG, the student may not be able to take part in that AG the following week).</li> <li>• Short-term suspension from classes (up to 3 days)</li> </ul>



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	<ul style="list-style-type: none"> <li>• Switching a student to the parallel class</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion             <ul style="list-style-type: none"> <li>• Expulsion</li> </ul> </li> </ul>
<p><b><u>Threats/Intimidation:</u></b> One or more persons are intimidated or tormented by verbal threats and/or derisive comments.</p>	<p><b>Depending on severity and circumstances, consequences may consist of educational measures and/or disciplinary actions:</b></p> <p><b>Educational measures:</b></p> <ul style="list-style-type: none"> <li>• A verbal reprimand</li> <li>• Meeting with the homeroom teacher, grade level coordinator, counselor</li> <li>• Notification of other staff</li> <li>• Notification of parents</li> <li>• Meeting with principal</li> <li>• Assigning special tasks or exercises, to help a student self-reflect and understand their misconduct.</li> <li>• In higher grades, a formal discussion with the student and homeroom teacher to which parents and/or the Counselor can be invited and of which minutes are kept.</li> </ul> <p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• If deemed necessary by the administration, student may have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Written warning of switching the student to the parallel class</li> <li>• Student is unable to take part in a specific class, afternoon program, or school-sponsored events like field trips. (For example, if a student has an infraction in a specific AG, the student may not be able to take part in that AG the following week).</li> <li>• Short-term suspension from classes (up to 3 days)</li> <li>• Switching a student to the parallel class</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion</li> <li>• Expulsion</li> <li>• Serious threats may necessitate police referral.</li> </ul>

<p><b>Harassment</b></p> <p>verbal or physical conduct, gestures, or imagery directed against a student or school employee that is threatening, insulting, or dehumanizing. This includes harassment via the use of technology, electronic devices, computer software, and/or social media, that:</p> <ul style="list-style-type: none"> <li>places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property,</li> <li>has the effect of substantially interfering with a student’s educational performance</li> <li>has the effect of substantially negatively impacting a student’s or employee’s emotional or mental well-being, or</li> <li>has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.</li> </ul>	<p><b>Depending on severity and circumstances, consequences may consist of educational measures and/or disciplinary actions:</b></p> <p><b>Educational measures:</b></p> <ul style="list-style-type: none"> <li>A verbal reprimand</li> <li>Meeting with the homeroom teacher, grade level coordinator, counselor</li> <li>Notification of other staff</li> <li>Notification of parents</li> <li>Meeting with principal</li> <li>Assigning special tasks or exercises, to help a student self-reflect and understand their misconduct.</li> <li>In higher grades, a formal discussion with the student and homeroom teacher to which parents and/or the Counselor can be invited and of which minutes are kept.</li> </ul> <p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>If deemed necessary by the administration, student may have to be picked up immediately from school by a parent/guardian.</li> <li>Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>Written warning of switching the student to the parallel class</li> <li>Student is unable to take part in a specific class, afternoon program, or school-sponsored events like field trips. (For example, if a student has an infraction in a specific AG, the student may not be able to take part in that AG the following week).</li> <li>Short-term suspension from classes (up to 3 days)</li> <li>Switching a student to the parallel class</li> <li>Long-term suspension from classes (more than 3 days)</li> <li>Written Warning of expulsion</li> <li>Expulsion</li> <li>Serious harassment may necessitate police referral.</li> </ul>
<p><b>Sexual Harassment</b></p> <p>Unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, written or physical conduct of a sexual nature. This includes sexual harassment perpetrated using technology.</p>	<p><b>Depending on severity and circumstances, consequences may consist of educational measures and/or disciplinary actions:</b></p> <p><b>Educational measures:</b></p> <ul style="list-style-type: none"> <li>A verbal reprimand</li> <li>Meeting with the homeroom teacher, grade level coordinator,</li> </ul>



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	<p>counselor</p> <ul style="list-style-type: none"> <li>• Notification of other staff</li> <li>• Notification of parents</li> <li>• Meeting with principal</li> <li>• Assigning special tasks or exercises, to help a student self-reflect and understand their misconduct.</li> <li>• In higher grades, a formal discussion with the student and homeroom teacher to which parents and/or the Counselor can be invited and of which minutes are kept.</li> </ul> <p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• If deemed necessary by the administration, student may have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Written warning of switching the student to the parallel class</li> <li>• Student is unable to take part in a specific class, afternoon program, or school-sponsored events like field trips. (For example, if a student has an infraction in a specific AG, the student may not be able to take part in that AG the following week).</li> <li>• Short-term suspension from classes (up to 3 days)</li> <li>• Switching a student to the parallel class</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion</li> <li>• Expulsion</li> <li>• Serious sexual harassment may necessitate police referral.</li> </ul>
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<p><b><u>Bullying:</u></b> Bullying is defined as intentional, aggressive, and repeated pattern of conduct (verbal, physical, psychological, written, or electronic) that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, performance, or physical/psychological well-being.</p> <p><b>Bullying also encompasses:</b> 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.</p> <p><b>Cyberbullying</b> Is defined as the willful and repeated harassment and intimidation of a person using digital technologies, including, but not limited to, emails, blogs, texting, social media (e.g., Instagram, Facebook, Twitter, etc.), chat rooms (e.g., WhatsApp), unsolicited “sexting”, instant messaging, or video voyeurism.</p> <p>➔ <i>In cases of suspected cyberbullying, staff and/or administration may confiscate and search a student’s iPad (school property).</i></p> <p><a href="#">Please also see Anti-Bullying Policy</a></p>	<p><b>Depending on severity and circumstances, consequences may consist of educational measures and/or disciplinary actions:</b></p> <p><b>Educational measures:</b></p> <ul style="list-style-type: none"> <li>• A verbal reprimand</li> <li>• Meeting with the homeroom teacher, grade level coordinator, counselor</li> <li>• Notification of other staff</li> <li>• Notification of parents</li> <li>• Meeting with principal</li> <li>• Assigning special tasks or exercises, to help a student self-reflect and understand their misconduct.</li> <li>• In higher grades, a formal discussion with the student and homeroom teacher to which parents and/or the Counselor can be invited and of which minutes are kept.</li> </ul> <p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• If deemed necessary by the administration, students involved in bullying may have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Written warning of switching the student to the parallel class</li> <li>• Student is unable to take part in a specific class, afternoon program, or school-sponsored events like field trips. (For example, if a student has an infraction in a specific AG, the student may not be able to take part in that AG the following week).</li> <li>• Short-term suspension from classes (up to 3 days)</li> <li>• Switching a student to the parallel class</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion</li> <li>• Expulsion</li> <li>• Serious bullying or cyberbullying may necessitate police referral.</li> </ul>
<p><b><u>Cyberstalking</u></b> 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,</p>	<p><b>Depending on severity and circumstances, consequences may consist of educational measures and/or disciplinary actions:</b></p> <p><b>Educational measures:</b></p> <ul style="list-style-type: none"> <li>• A verbal reprimand</li> </ul>

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<p>identity theft, damage to data or equipment, or gathering information in order to harass.</p> <p>➔ <i>In cases of suspected cyberstalking, staff and/or administration may confiscate and search a student's iPad (school property).</i></p>	<ul style="list-style-type: none"> <li>• Meeting with the homeroom teacher, grade level coordinator, counselor</li> <li>• Notification of other staff</li> <li>• Notification of parents</li> <li>• Meeting with principal</li> <li>• Assigning special tasks or exercises, to help a student self-reflect and understand their misconduct.</li> <li>• In higher grades, a formal discussion with the student and homeroom teacher to which parents and/or the Counselor can be invited and of which minutes are kept.</li> </ul> <p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• If deemed necessary by the administration, student may have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Written warning of switching the student to the parallel class</li> <li>• Student is unable to take part in a specific class, afternoon program, or school-sponsored events like field trips. (For example, if a student has an infraction in a specific AG, the student may not be able to take part in that AG the following week).</li> <li>• -Short-term suspension from classes (up to 3 days)</li> <li>• Switching a student to the parallel class</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion</li> <li>• Expulsion</li> <li>• Serious cyberstalking may necessitate police referral.</li> </ul>
<p><b>Theft:</b> Appropriation of property belonging to someone else, without asking for permission, and with the intent of Keeping or redistributing the property.</p>	<p><b>Depending on severity and circumstances, consequences may consist of educational measures and/or disciplinary actions:</b></p> <p><b>Educational measures:</b></p> <ul style="list-style-type: none"> <li>• A verbal reprimand</li> <li>• Meeting with the homeroom teacher, grade level coordinator, counselor</li> <li>• Notification of other staff</li> <li>• Notification of parents</li> <li>• Meeting with principal</li> <li>• Assigning special tasks or exercises, to help a student self-reflect and understand their misconduct.</li> <li>• In higher grades, a formal discussion with the student and homeroom teacher to which parents and/or the Counselor</li> </ul>

	<p>can be invited and of which minutes are kept.</p> <ul style="list-style-type: none"> <li>• Return of property</li> </ul> <p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• If deemed necessary by the administration, student may have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Written warning of switching the student to the parallel class</li> <li>• Student is unable to take part in a specific class, afternoon program, or school-sponsored events like field trips. (For example, if a student has an infraction in a specific AG, the student may not be able to take part in that AG the following week).</li> <li>• Short-term suspension from classes (up to 3 days)</li> <li>• Switching a student to the parallel class</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion</li> <li>• Expulsion</li> <li>• In cases of aggravated theft, a police referral is possible.</li> </ul>
<p><b><u>Willful destruction of personal property/Vandalism:</u></b> Destruction or disfiguring of school property or another's personal property, including teaching supplies, furniture, building.</p>	<p><b>Depending on severity and circumstances, consequences may consist of educational measures and/or disciplinary actions:</b></p> <p><b>Educational measures:</b></p> <ul style="list-style-type: none"> <li>• A verbal reprimand</li> <li>• Meeting with the homeroom teacher, grade level coordinator, counselor</li> <li>• Notification of other staff</li> <li>• Notification of parents</li> <li>• Meeting with principal</li> <li>• Assigning special tasks or exercises, to help a student self-reflect and understand their misconduct.</li> <li>• In higher grades, a formal discussion with the student and homeroom teacher to which parents and/or the Counselor can be invited and of which minutes are kept.</li> <li>• Restitution and/or community service</li> </ul> <p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• If deemed necessary by the administration, student may have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Written warning of switching the student to the parallel class</li> </ul>

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	<ul style="list-style-type: none"> <li>• Student is unable to take part in a specific class, afternoon program, or school-sponsored events like field trips. (For example, if a student has an infraction in a specific AG, the student may not be able to take part in that AG the following week).</li> <li>• Short-term suspension from classes (up to 3 days)</li> <li>• Switching a student to the parallel class</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion</li> <li>• Expulsion</li> <li>• Depending on the severity of the vandalism, police referral may be necessary</li> </ul>
<p><b>Refusal</b> to carry out a teacher’s instruction.</p>	<p><b>Depending on severity and circumstances, consequences may consist of educational measures and/or disciplinary actions:</b></p> <p><b>Educational measures:</b></p> <ul style="list-style-type: none"> <li>• A verbal reprimand</li> <li>• Meeting with the homeroom teacher, grade level coordinator, counselor</li> <li>• Notification of other staff</li> <li>• Notification of parents</li> <li>• Meeting with principal</li> <li>• Assigning special tasks or exercises, to help a student self-reflect and understand their misconduct.</li> <li>• In higher grades, a formal discussion with the student and homeroom teacher to which parents and/or the Counselor can be invited and of which minutes are kept.</li> </ul> <p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• If deemed necessary by the administration, student may have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Written warning of switching the student to the parallel class</li> </ul> <ul style="list-style-type: none"> <li>• Student is unable to take part in a specific class, afternoon program, or school-sponsored events like field trips. (For example, if a student has an infraction in a specific AG, the student may not be able to take part in that AG the following week).</li> <li>• Short-term suspension from classes (up to 3 days)</li> <li>• Switching a student to the parallel class</li> <li>• Long-term suspension from classes (more than 3 days)</li> </ul>

Disciplinary Policy and Catalogue of Measures

	<ul style="list-style-type: none"> <li>• Written warning of expulsion</li> <li>• Expulsion</li> </ul>
<p><b>Electronic Devices:</b> Use of electronic devices (including but not limited to smartphones, smartwatches iPads, tablets, laptops) without express permission by a teacher.</p> <p>**Please also see:</p> <ul style="list-style-type: none"> <li>• Cell phone policy</li> <li>• iPad <a href="#">Policy</a></li> <li>• Media Use Framework</li> <li>• Media Use Policy</li> </ul>	Confiscation of the device by the teacher and delivery to the main office.

<p><b>Leaving school grounds:</b></p> <p>(1) Leaving school grounds via car without written authorization of parents or of school management. (see School Policy §12)</p> <p>(2) Leaving school grounds on foot</p>	<p>(1) Minimum: Parent notification Maximum: Permission to park on school grounds revoked</p> <p>(2) Minimum: parent notification Maximum: If behavior is repeated and poses a risk to the student: Parent meeting and possible disciplinary measures.</p>
<p><b>Use/Possession of illegal substances:</b> 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 is prohibited.</p>	<ul style="list-style-type: none"> <li>• Parent notification and meeting with HOS or designee</li> <li>• Possible suspension</li> <li>• Potential police referral</li> <li>• Maximum: expulsion</li> </ul>

<b>Violations of public safety:</b>	
<p><b>Arson/Accessory to an act of Arson on school grounds.</b></p>	<p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• Student will have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Restitution of damages by student/parents.</li> <li>• Short-term suspension from classes (up to 3 days)</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion</li> <li>• Expulsion</li> <li>• Police referral</li> </ul>
<p><b>Setting off a false alarm in the absence of a clear emergency; vandalism of a fire alarm</b></p>	<p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• Student will have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Restitution of damages by student/parents.</li> <li>• Short-term suspension from classes (up to 3 days)</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion</li> <li>• Expulsion</li> </ul>
<p><b>Bringing explosives, fireworks, smoke bombs onto school grounds</b></p>	<p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• Student will have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Restitution of damages by student/parents.</li> <li>• Short-term suspension from classes (up to 3 days)</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion</li> <li>• Expulsion</li> <li>• Police referral</li> </ul>
<p><b>Bomb threat or bomb possession</b></p>	<p><b>Disciplinary actions:</b></p> <ul style="list-style-type: none"> <li>• Student will have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Restitution of damages by student/parents.</li> <li>• Short-term suspension from classes (up to 3 days)</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion</li> <li>• Expulsion</li> </ul>



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	<ul style="list-style-type: none"> <li>• Police referral</li> </ul>
<b>Possession/ Use of weapons</b>	<ul style="list-style-type: none"> <li>• Immediate pickup from school-Police referral</li> <li>• Expulsion</li> </ul>
<b>Use of toy weapons and dummies to injure another person</b>	<ul style="list-style-type: none"> <li>• If deemed necessary by the administration, student may have to be picked up immediately from school by a parent/guardian.</li> <li>• Written warning of exclusion from class(es) and/or school sponsored events.</li> <li>• Short-term suspension from classes (up to 3 days)</li> <li>• Long-term suspension from classes (more than 3 days)</li> <li>• Written Warning of expulsion</li> <li>• Expulsion</li> <li>• Potential police referral</li> </ul>
<b>Possession/Use/Distribution of tobacco products</b> incl. but not limited to cigarettes, vaping devices, JUUL, Suorin)	<p><b>Minimum:</b> Notification of parents/guardians</p> <p><b>Maximum:</b> Referral to drug/alcohol program, suspension/expulsion</p>
<b>Possession/Use/Distribution/Being under the influence of alcohol</b>	<p><b>Minimum:</b></p> <ul style="list-style-type: none"> <li>• Notification of parents/guardians</li> <li>• Immediate suspension from class</li> <li>• referral to drug/alcohol program</li> </ul> <p><b>Maximum:</b> Police referral and/or expulsion</p>
<b>Possession/Use/Distribution/Being under the influence of drugs that are legal from age 21 in the State of Maryland (cannabis products, incl. edibles)</b>	<p><b>Minimum:</b></p> <ul style="list-style-type: none"> <li>• Notification of parents/guardians</li> <li>• Immediate suspension from class</li> <li>• referral to drug/alcohol program</li> </ul> <p><b>Maximum:</b> Police referral and/or expulsion</p>
<b>Possession/Use/Distribution/Being under the influence of hard drugs (cocaine, inhalants, heroin, methylamphetamines, hallucinogens, ecstasy)</b>	Police referral and/or expulsion



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My signature indicates that I have reviewed this document and understand the measures and actions that can be taken for a violation of these school rules. I understand that committing 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. 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.

<b>Signature Box</b>	
<b>Printed Name of Student:</b> _____	<b>Printed Name of Parent/Guardian:</b> _____
<b>Signature Student:</b> _____	<b>Parent/Guardian Signature:</b> _____