

ISLA STUDENT DISCIPLINE POLICY

I. PURPOSE

The purpose of this policy is to ensure that students, teachers, staff, families, and visitors are aware of and comply with the School's expectations for student conduct. Compliance with these expectations will enhance the School's ability to maintain discipline and promote an environment that supports ISLA's mission. The School will take appropriate disciplinary action if individuals fail to adhere to the ISLA Code of Conduct.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes that individual responsibility and mutual respect are essential components of the educational process. The School Board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students and staff are entitled to a professional educational environment which promotes respect of self, others, and property. Appropriate discipline can only result from an environment which incorporates principles of ethical behavior. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students and adults must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student and adult conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. ISLA fully supports the development of the Learner Attributes of the International Baccalaureate Primary Years Program. These attributes form a model of the characteristics and behavior we expect everyone involved with ISLA—students and adults, both—to display. See the ISLA Code of Conduct for details.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the School's position that a fair and equitable School-wide discipline policy will contribute to the quality of the students' educational experience. Discipline will be administered in a manner which is humane, respectful, and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age as set forth in the Minnesota Human Rights Act. Students' rights to equal protection of the law and due process are described in the Minnesota Pupil Fair Dismissal Act.

In view of the foregoing, the School Board, with the participation of the School administrators, teachers, employees, parents, and such other individuals and organization as appropriate, has developed this policy which governs student and adult conduct and applies to all members of and visitors to the School.

III. AREAS OF RESPONSIBILITY

- a. **The School Board.** The ISLA Board of Directors holds the Executive Director responsible for the maintenance of order and the creation and maintenance of the learning climate within the School.
- b. **Executive Director.** The Executive Director (and/or any designee) is given the responsibility and authority to formulate rules and regulations necessary to enforce this policy. The Executive Director is responsible for ensuring that staff know and comply with the Code of Conduct and applicable student, employee, and visitor discipline policies. The Executive Director or designee shall give direction and support to all School personnel performing their

- c. **Teachers.** All teachers shall be responsible for providing a well-planned teaching and learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers are responsible for knowing the Code of Conduct and applicable student, employee, and visitor discipline policies, and for enforcing those policies within the scope of their employment. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to control an imminent threat to safety or order of the school.
- d. **Other School Personnel.** All School personnel shall be held responsible for contributing to the atmosphere of mutual respect within the School. Their responsibilities relating to student behavior shall be as authorized and directed by the Executive Director. All School employees are responsible for knowing the Code of Conduct and applicable student, employee, and visitor discipline policies, and for enforcing those policies within the scope of their employment. A School employee, or other agent of the School, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to control an imminent threat to safety or order of the school.
- e. **Parents or Legal Guardians.** Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are also responsible for ensuring that they and their students know and follow the Code of Conduct. Parents and guardians are also expected to cooperate with School authorities and support the School in enforcing this policy.
- f. **Students.** All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Conduct.
- g. **Visitors and Volunteers to the School.** Visitors and volunteers to the School, including those participating in School-sponsored offsite events, are expected to know and comply with the ISLA Code of Conduct, as appropriate for the nature of the situation and their involvement with the School. Visitors and volunteers are also expected to cooperate with School authorities and support the School in enforcing this policy.

IV. **STUDENT RIGHTS**

All students have the right to an education, the right to learn, and the right to a learning environment that provides reasonable physical, social, and emotional safety.

V. **STUDENT RESPONSIBILITIES**

All students have the responsibility:

- a. For their own behavior;
- b. To recognize and respect the rights of others;
- c. For knowing and obeying all applicable School rules and instructions of the School staff;
- d. To respect and maintain the School's property and the property of others;

- e. To attend School daily, except when excused, and to be on time to all classes and other School functions;
- f. To help the School staff in maintaining a safe School for everyone;
- g. To report violations of the Code of Conduct to a responsible adult;
- h. To dress and groom in a manner consistent with the ISLA dress code and applicable School policy

VI. DISCIPLINARY ACTION OPTIONS

a. General Policy

It is the general policy of the School to utilize fair, consistent, progressive discipline to the extent reasonable and appropriate. This includes consideration of the specific facts and circumstances of individual misconduct, including the intent of the student and what would be fair and appropriate for the student's age and understanding. The specific form of discipline chosen in a particular case is solely within the discretion of the School.

b. Consequences

At a minimum, violation of School rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The School shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the individual's misconduct, as determined by the School or as required by law. Consequences may include, but is not limited to, one or more of the following:

1. Student conference with teacher, Executive Director, Assistant Executive Director, or other School personnel, and verbal warning;
2. Required apologies or actions intended to acknowledge the impact of one's misconduct on others, and/or to make reasonable informal amends for one's misconduct;
3. Parent contact;
4. Parent conference;
5. Removal from class;
6. Suspension from extracurricular activities;
7. Detention or restriction of privileges;
8. Loss of School privileges;
9. In-School monitoring or revised class or educational schedule;
10. In-School suspension;
11. Financial restitution;
12. Referral to police, other law enforcement agencies, or other appropriate authorities;
13. Out-of-School suspension under the Pupil Fair Dismissal Act;
14. Expulsion under the Pupil Fair Dismissal Act;
15. Exclusion under the Pupil Fair Dismissal Act; and/or
16. Other disciplinary action as deemed appropriate by the School.

c. Communication

1. When a student is significantly affected by the misbehavior of another student, the classroom teacher will inform the affected student's parents or guardians of the following:
 - (a) That an incident occurred;
 - (b) The general nature of the incident, including any observed harm to the student and his or her property; and
 - (c) The general actions taken by the School to address the situation and ensure the safety of the student.
2. When a student's misbehavior significantly violates the School's Code of Conduct, the classroom teacher will inform that student's parents or guardians of the following:
 - (a) That the violation occurred;
 - (b) The specific nature of the incident, including any observed harm to other students and/or their property (but without identifying the other student or students involved); and
 - (c) Specific actions taken or proposed by the School to address the situation, including actions the School recommends that the parents or guardians of the student take.

School staff will maintain confidentiality regarding the identity of the student(s) who caused the incident, the students who were affected or involved, and the specific nature of any disciplinary action taken. This is in accordance with the restrictions on release of student educational data (including disciplinary records) under state and federal law, specifically in the Minnesota Government Data Practices Act.

VII. REMOVAL OF STUDENTS FROM CLASS

Because removal from class is a serious consequence for rule violation, it should not be taken lightly by any of the parties involved. Teachers are encouraged to try alternative strategies to deal with discipline problems before they reach the point where removal from class is necessary.

In any given referral, if the Executive Director feels the violation is serious enough, a student may be suspended from all classes under the provisions of the Pupil Fair Dismissal Act.

Short term emergency suspensions may be imposed on special education students. Normal procedures may be implemented with students who are endangering themselves or others. Removal from class of students with disabilities will be in compliance with the Individuals with Disabilities Education Act.

- a. Purpose: The purpose of this section is to provide the grounds and procedures for removal of students from class by the classroom teacher.
- b. Definitions
 1. "Removal from class" and "removal" mean any actions taken by a teacher, Executive Director or designee, or other School employee to prohibit a student from attending class for a period of time not to exceed three classes or activity periods, in accordance with the procedures established in this policy and pursuant to the Pupil Fair Dismissal Act.
 2. "Class period" or "activity period" means a period of time not to exceed one hour, regardless of the subject of instruction.
- c. Procedures
 1. Grounds for Removal

- (a) Conduct which substantially disrupts the rights of others to an education;
 - (b) Conduct which endangers School employees, the student or other students, visitors or volunteers, or the property of the School;
 - (c) Violation of any other rule of conduct established by the School Board as constituting grounds for removal.
2. Authority of the Classroom Teacher. The authority to remove a student from class under the provisions and limitations of this section shall rest with the classroom teacher. The teacher may remove students from class for violations of any conditions listed in a, above.
3. Procedure for Removal. If removal is for part of one class period simply to provide the student with some time to avoid problems or to provide a clear warning of serious consequences, the formal procedures of this section need not be followed, and procedures established by the Executive Director, designees, and classroom teachers may be used. If, however, the removal is for an entire period or more, up to a limit of three periods, the following procedures must be observed:
- (a) Students must be sent to a designated area of the School office or another area clearly designated by the Executive Director. The Executive Director or designee will provide custodial care of the student and will assure that the policies and procedures included in this section are observed.
 - (b) The teacher shall provide the Executive Director or designee with the following information:
 - (1) Specific grounds for removal;
 - (2) Any request for administrative support (e.g., teacher would like the Executive Director or designee included in a re-entry conference if one is to be held);
 - (c) The Executive Director or designee shall provide the student, and the student's parent(s) or guardian with the following information:
 - (1) Specific grounds for removal;
 - (2) Length of period of removal;
 - (3) Conditions of re-entry, if necessary (e.g., must meet separately with teacher, must work out a contract, must appear for a conference with a parent(s), etc.) (in most cases, no re-entry conditions are necessary);
 - (4) Whenever possible, class or homework assignments missed or assigned for the time of removal.

VIII. NOTIFICATION OF POLICY VIOLATIONS

All students, parents or guardians, ISLA teachers and staff, and volunteers have the duty to report any violations of the Code of Conduct to the ISLA classroom teacher(s) of the student(s) involved or to the Executive Director. In addition, if anyone feels that this policy has not been followed, he or she has the duty to report the violation of this policy to the Executive Director, or to the ISLA School Board, if the violation involves the Executive Director. Investigation and action will be taken, if warranted, under this policy, other appropriate ISLA policies, the ISLA bylaws, or by law, as required.

IX. STUDENT DISCIPLINE RECORDS

It is the policy of the School that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable School policies and federal and state law, including the Minnesota Government Data Practices Act.

X. SPECIAL EDUCATION STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Where a student with an IEP is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the School year, the School will convene a meeting to determine whether the student's educational program is appropriate and to review all relevant information in order to determine whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) School days of the School's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior of the student is not a manifestation of the student's disability, the School will proceed with discipline—up to and including expulsion—as if the student did not have a disability, unless the student's education program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the School had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior. If the student was placed in a 45-day interim alternative educational setting pending the manifestation determination, the student will be returned to the placement from which the student was removed unless the student and the School agree to a change of placement as part of the modification of the behavioral intervention plan.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the School shall continue to provide special education and related services during the period of expulsion or exclusion.

XI. DISTRIBUTION OF POLICY

The School will notify students, parents, faculty, staff, and visitors of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each School year and to all new students and parents upon enrollment. Copies of this policy will be made available to faculty, staff, and volunteers upon appointment to their designated roles, and annually thereafter. The policy will also be made available to visitors and others as appropriate for different situations. This policy shall also be available upon request in the Executive Director's office.

XII. REVIEW OF POLICY

The Executive Director and representatives of parents, students, and staff shall confer periodically to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the Executive Director for consideration by the School Board, which shall conduct periodic review of this policy.

Adopted: August 10, 2010