

International Spanish Language Academy

Interim Discipline Policy

(adopted 10/20/09)

INTRODUCTION

ISLA strives for proactive student behavior management that involves Community-based solutions among teachers and students. ISLA staff and teachers want to foster a productive learning environment, both inside and outside the classroom, and will try to facilitate and develop students' maturity, respect for others, and dispute-resolution skills to hopefully minimize the types of behavior that warrant disciplinary action.

The purpose of this Interim Disciplinary Policy is to ensure that ISLA students, parents, teachers, and administration are knowledgeable about ISLA's behavioral expectations, what type of conduct merits discipline, and what discipline is appropriate under specific circumstances. This policy is subject to state and federal law, which supersedes this Policy. To the extent allowable under law, this Interim Policy is meant to apply to the discipline of all ISLA students.¹

1. Abuse, Verbal/Non-Verbal

The use of language and/or gestures that are obscene, discriminatory, abusive or that degrades other people is prohibited. Verbal abuse that is also sexual, religious or racial harassment shall be addressed under this policy as well.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-6 (Directed at students)	*	*	1 day suspension
Grades K-6 (Directed at staff)	*	*	3 day suspension

(*) Indicates disciplinary action assigned by the director.

2. Arson

Intentional destruction or damage to school property or other property by means of fire is prohibited.

Grade Level	First Offense	Second Offense
Grades K-6	5 day suspension, police and fire marshal referral**	Suspension and recommendation for expulsion and police and fire marshal referral**

(**) In the event the school is fined for responding, restitution may apply. Failure to pay restitution may result in additional disciplinary consequences.

¹ Students who are currently identified as eligible under IDEA or Section 504 will be subject to the provisions of this policy, unless (i) the student's IEP or 504 plan specifies a necessary modification, or (ii) state or federal law mandate otherwise.

3. Assault, Physical

Intentionally inflicting or attempting to inflict bodily harm upon another or committing an act with the intent to cause fear in another of immediate bodily harm or death—whether by physical conduct, verbal communication, or written communication—are prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-2	*	1-3 day suspension and police referral	5-10 day suspension and police referral
Grades 3-6	*	1-3 day suspension and police referral	3-5 day suspension and police referral

(*) Indicates disciplinary action assigned by the director.

(**) Any combination of two incidents of assault and/or fighting including, but not limited to, one incident of assault and one incident of fighting, will result in a recommendation for expulsion.

The school will impose more stringent consequences for a group assault, assault with a weapon and/or assault upon a school employee.

4. Bomb Threat

Making, publishing or conveying in any manner a bomb threat pertaining to a school location, student or school staff member is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-6	*	5 day suspension and police referral	Suspension and recommendation for expulsion and police referral

(*) Indicates disciplinary action assigned by Director.

5. Burglary

Entering any school location without consent and with the intent to commit a crime (e.g. vandalism or theft) is prohibited.

Grade Level	First Offense	Second Offense
Grades K-6	5 day suspension and police referral	Suspension and recommendation for expulsion and police referral

6. Chemicals or Alcohol, Possession, Use or Under the Influence

Possession, use or being under the influence of any alcohol, narcotic or controlled substance is prohibited except in accordance with a doctor's prescription, provided it does not constitute misuse. Students may be considered to be in possession of

alcoholic, narcotic or controlled substances if in the area where such substances are present, depending upon circumstances. In addition, possession, use or being under the influence of any prescription drug by an individual to whom the drug is not prescribed is prohibited.

Grade Level	First Offense	Second Offense
Grades K-6	*	1-3 day suspension and conference with chemical health specialist

(*) Indicates disciplinary action assigned by Director.

7. Chronic/Multiple Violations

At the Executive Director’s discretion, any student who accumulates multiple referrals to administration for behavior may be disciplined up to and including expulsion based on the student’s overall record. Prior to imposing disciplinary consequences for multiple/chronic violations, the parent/guardian will be notified that the student is accumulating too many referrals and that additional consequences including expulsion may occur. In addition, a warning conference with the student and appropriate staff members will occur. Action may be taken under this provision in addition to disciplinary consequences imposed for other violations of other provisions of the policy. Any student who has been suspended for violations of the discipline policy may be recommended for expulsion upon his or her return if he or she commits additional offenses.

8. Dishonesty, Scholastic

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-6	*	*	Conference with parents, student, Director and teacher

(*) Indicates disciplinary action assigned by Director.

9. Disruptive Behavior and Disobedience

Disruptive behavior is prohibited. Disruptive behavior means acts that create an unsafe environment, disrupt or threaten to disrupt the education process or school functions, including, but not limited to horseplay, disobedience, disrespectful behavior, inappropriate language, instigating, promoting participating in or contributing to a school disruption, discrimination or defiance of authority, or failure to report any of the aforementioned behaviors. Disobedience is the deliberate refusal to follow an appropriate direction given by a staff member. Disobedience is prohibited. Consequences for disruptive behavior and/or disobedience may be increased consistent with the particular misconduct involved and any other provision which is violated up to and including a suspension with a recommendation for expulsion.

Grade Level	First Offense	Second Offense	Third Offense
-------------	---------------	----------------	---------------

Grades K-2	*	*	*
Grades 3-6	*	*	1 day suspension

(*) Indicates disciplinary action assigned by Director.

10. False Fire Alarm, or 911 Calls

Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. False 911 reporting from any school phone is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-6	*	1-3 day suspension and police referral	3-5 day suspension and police referral

(*) Indicates disciplinary action assigned by Director.

11. Fighting

Engaging in any form of fighting is prohibited, regardless of who initiated the fight. This prohibition includes, but is not limited to hitting, slapping, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-2	*	1 day suspension	1 day suspension
Grades 3-6	*	1-3 day suspension	3-5 day suspension

(*) Indicates disciplinary action assigned by Director.

12. Fire Extinguisher, Unauthorized Use

Unauthorized handling of a fire extinguisher is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-6	*	1-3 day suspension	3-5 day suspension

(*) Indicates disciplinary action assigned by Director.

13. Other Situations

Other discipline situations that arise which are not covered by these discipline policies will be handled on a case-by-case basis. Consequences can range from those assigned by the director up to and including recommendation for expulsion.

14. Pushing, Shoving, Scuffling

Physical contact such as but not limited to pushing, shoving scuffling, horseplay or behavior which creates an unsafe environment for others that is not defined as an assault or fighting is prohibited. This also includes other physically intimidating contact aimed at another person. In the event that pushing, shoving or scuffling constitutes a fight or assault, the consequences for those violations will be imposed.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-6	*	*	*

(*) Indicates disciplinary action assigned by Director.

15. Theft, Receiving or Possessing Stolen Property

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner, or the receiving of such property is prohibited. If the theft is over \$250, the offense will be handled at the second or third offense level at the discretion of the Director.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-6	* **	* **	1 day suspension **

(*) Indicates disciplinary action assigned by Director.

(**) Restitution may be required. Failure to pay restitution may result in additional disciplinary consequences.

16. Threats Toward Another Person

Any oral or written language that is threatening or intimidating or physical intimidation that is meant to threaten any person or cause fear of bodily harm is prohibited. Consequences may be modified if an adult is the recipient of the action.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-6	*	*	1 day suspension and support services referral

(*) Indicates disciplinary action assigned by Director.

17. Transportation

While riding school buses, all rules that apply to building and/or classroom behavior shall apply on school buses. Any disruptive behavior, as defined under school policy, while riding a school bus is prohibited. This includes lighting flammable devices, not remaining seated, tampering with emergency or safety equipment, throwing objects or disruptive behavior at a bus stop or to and from the bus stop.

To the extent that ISLA's sponsor, the Hopkins School District, has a specific disciplinary policy relative to conduct on its buses, ISLA incorporates that policy by reference into this section of this Interim Policy.

For the fifth offense, students in K - 6 are individually considered for disciplinary action. Students may be suspended from riding the bus for longer periods of time, including the remainder of the school year.

Grade Level	First Offense	Second Offense	Third Offense	Fourth Offense
Grades K-6	Warning/*	* principal discretion, based on offense	3 days off bus	5 days off bus

(*) Indicates disciplinary action assigned by Director.

Transportation consequences may also be mandated by state statute and therefore may apply to this policy as well.

18. Vandalism, Major Acts

Littering, defacing, cutting, tagging or damaging property, technology or telecommunication equipment that belong to the school, other students, staff members or other individuals where damages are over \$500 is prohibited.

Grade Level	First Offense	Second Offense
Grades K-6	Restitution** Parent Conference	1-3 days suspension and restitution **

(**) Failure to pay restitution may result in additional disciplinary consequences.

19. Vandalism, Minor Acts

Littering, defacing, cutting or damaging property, technology or telecommunication equipment that belongs to the school, other students, staff members or other individuals is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-6	Restitution**	Parent Conference and restitution**	1-3 days suspension and restitution **

(**) Failure to pay restitution may result in additional disciplinary consequences.

20. Weapon

Possession, use or distribution of any weapon on a school location is prohibited. Weapon means any firearm, whether loaded or unloaded, or any object, device or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm or which may be used to inflict injury including, but not limited to, air guns, pellet guns, BB guns, paint ball guns, look-alike guns or any facsimile of a real gun, knives of any size blade, clubs, metal knuckles, poisons, chains, arrows, bats, throwing stars, stun guns, mace and other propellants and objects that have been modified to serve as a weapon and/or any explosive device designed or capable of inflicting severe bodily injury or death. Devices that look like a gun shall be treated as a weapon.

- a. Students who find a weapon on the way to school or in the school building should report the weapon immediately to school officials.

- b. If a student unintentionally brings a weapon to school, he or she must immediately turn the weapon in to the office; there will be not penalty.
- c. Parents may make special arrangements with the Director if a student needs to carry mace or a similar substance outside of the school setting. The arrangement must be made in advance and the mace must be checked in to the school office by the student immediately upon arriving at school.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	* Police referral	3-5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 4-6	1-3 day suspension and police referral	Suspension and recommendation for expulsion and police referral	

(*) Indicates disciplinary action assigned by Director.

22. HAZING

No student, shall plan, direct, encourage, aid or engage in hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this Policy.

This Policy applies to behavior that occurs on or off school property and during and after school hours.

A person who engages in an act of hazing that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

The School District will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the School District who is found to have violated this Policy.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-6	*	*	1 day suspension