

Newton Chinese Language School (NCLS) Policy on Student Conduct and Discipline

Passed by NCLS Board on 11/30/2006

NCLS strives to provide all students with a quality education in a safe school environment. Students are expected to conduct themselves in a manner which promotes a safe, orderly learning environment within the schools and may be subject to disciplinary action up to and including the possibility of expulsion for serious offenses if they fail to do so. In imposing disciplinary action, school staff should consider the need to maintain or restore an orderly learning environment, the overall disciplinary record of the individual student, and the need to improve the student's behavior where appropriate. Because effective discipline involves the participation of staff, parents or guardians, and students, school officials are required to contact parents or guardians of students under age 18 for offenses of this discipline policy which may result in students' suspension or expulsion.

A student whose safety or learning at school is jeopardized by other students is expected to report the matter to a school staff member. Retaliation in any form against a person who makes a complaint is forbidden. Staff members who are aware of disruptive students should take appropriate action, including immediately reporting matters which cannot be appropriately handled in the classroom to the school administration.

A student, who engages in any behavior which disrupts the safe and orderly environment of the school, is subject to discipline action. Thus, the following are merely examples of conduct which is prohibited: causing or attempting to cause damage to school property; causing or attempting to cause damage to private property; fighting; use of force against an individual; violent behaviors; smoking anywhere on campus; gambling; theft; fireworks; loitering in unauthorized area; throwing snowballs, rocks, or other dangerous objects; insubordination; vulgar or obscene language or gestures; littering; vandalism; hazing; bullying; harassment; use or possession of weapons; use or possession of alcoholic beverages, drugs, narcotics, or other controlled substances.

Discipline which may be imposed includes but is not limited to: contact the parents by telephone or conferences; oral or written warning; temporary or permanent removal from classes; requiring parent(s) to sit in classes; in-school suspension; suspension from school; expulsion. School should keep records of discipline actions.

Students are also reminded that conduct at school may lead to consequences beyond school discipline. These consequences may include requirements for monetary restitution for damage caused and town fines. In addition, when school staff has a reasonable basis for believing that a crime has been or is being committed by a student on school premise or at school related events, such matters shall be reported to the police. Reportable crimes include, but are not limited to, possession of a controlled substance or dangerous weapon, assault, vandalism, stalking and hazing.

Zero Tolerance to Violence

With the ever-increasing violence in schools across the country, it is vital that the school set a zero-tolerance to violence policy. Violent behavior that causes injuries to other people, making life threatening threat, will be dealt with in a timely and severe way.

Procedural Due Process

No student shall be disciplined without being afforded appropriate due process. Prior to discipline which does not involve exclusion from school or school-related activities, the student should be informed of the charges against him or her and given an opportunity to present his or her side of the story. For discipline involving exclusion, the following procedures will be followed.

A. Suspension and Exclusion from School- Related Activities

Unless a student presents a danger or substantial disruption to the educational process, the student shall receive the following prior to a suspension or exclusion from school- related activities: (1) oral or written notice of the charges against the student; (2) an oral or written explanation of the facts which form the basis for the accusation; and (3) an opportunity to present the student's side of the story. In the case of danger or a substantial disruption, this process will occur immediately after rather than before suspension.

B. Expulsion

Prior to expulsion, the student shall receive (1) written notice of the charges against him or her; (2) written notice of the underlying facts which form the basis for the charges; (3) an opportunity for a hearing, including an opportunity to hear the evidence against him or her, to present witnesses and other evidence on his/ her own behalf, and representation by a parent, attorney, and other adult. the student can also appeal to the Board.