



**INESLE Madrid**  
Instituto de Español

## **Incident Reporting Procedure**

### **INESLE Madrid**

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# **INCIDENT REPORTING PROCEDURES**

## **INESLE COMMUNITY EXPECTATIONS & PROCEDURES**

We hope that by being clear about expectations and policies we will inspire positive participation in all areas of the program, promote learning, and encourage the realization that respect for self and for others is at the heart of our community

The rules and procedures outlined in this procedure apply under normal circumstances. However, from time to time there are situations that require immediate, nonstandard responses. Therefore, INESLE reserves the right to deal with instances of other inappropriate behavior in a timely and efficient manner, taking actions deemed to be in the best interests of INESLE, its teachers, monitors, and its students. This document as written does not limit the authority of INESLE to alter its rules and procedures to suit any unusual or changed circumstances.

## **Tobacco, Alcohol & Other Drugs**

As a community concerned about health and safety, we strive to educate students about the potential dangers of tobacco, alcohol, and other drugs. Persistent use of alcohol or drugs commonly results in physical and psychological problems, some of which are lasting and have debilitating effects on motivation and achievement. These effects include memory loss and personality change, and they sometimes expose the user and/or those nearby to the risk of physical harm.

INESLE has an obligation to abide by and to respect the broader society's laws. Therefore, INESLE cannot accept even sporadic or experimental use of alcohol or illegal drugs, or misuse of prescription or over-the-counter products. A student who obtains, sells, trades, donates, or makes available to others alcoholic beverages or illegal or prescription drugs (including those prescribed to treat ADD and ADHD) can be dismissed. Similarly, a student who consumes drugs, including alcohol, may be dismissed after a single offense, upon the recommendation of the Discipline Committee and at the directors of the program, based upon the particular facts and circumstances of the situation. Such circumstances may include but are not limited to egregious alcohol or drug use that has resulted in harm or a risk of harm to self or others.

No illicit drugs or alcohol are allowed in Spain for the students and they may not be consumed during the duration of the program. Students found in possession of, under the influence of, in the presence of, and/or suspected of consuming these prohibited items will be removed from the program immediately and may receive additional Program sanctions. There are no exceptions. If the Program finds evidence that students were engaged in these prohibited activities during the program, INESLE may also apply sanctions after the Program has ended. Decisions on incidents involving illicit drugs and alcohol are up to the discretion of the INESLE Program Directors.

## Sexual Intimacy

For high school students the issue of sexual intimacy is a complicated one. While we recognize that healthy romantic relationships may involve a range of physical intimacies, we must be clear that in a boarding school there are some special considerations.

We feel that sexual intimacy between students at INESLE is inappropriate for the following reasons:

- We are concerned about the physical health of students and wish to protect them from sexual behavior that may lead to sexually transmitted infections and/or to pregnancy.
- We are aware of the potentially damaging emotional implications that accompany early sexual relationships.
- Within our diverse community there is a spectrum of values and moral beliefs around the issues of sexuality and sexual behavior.
- Students living closely in dormitories have a right to privacy that includes the comfort of knowing when visitors will be present in the dormitory and the right to be free from unwanted exposure to the intimate sexual behaviors of others.

INESLE has equal expectations for students regardless of their sexual orientation, and we expect all students involved in romantic relationships, whether same-sex or opposite-sex, to respect their partners' privacy and the privacy of others.

In accordance with Spanish laws, is required to report all instances of sexual abuse or suspected statutory rape to the "Jefatura Superior de Policía". C/ Dr. Federico Rubio y Galí, 55 - Madrid. - Tel. 91- 322 35 55.

## THE DISCIPLINARY PROCESS

A disciplinary proceeding begins when INESLE learns that an infraction of the rules may have occurred. The Directors then oversee INESLE's disciplinary procedures. They have the discretion to respond to incidents of misconduct or infractions of INESLE rules in several ways and take whatever action they deem appropriate. One or both of the directors may oversee an investigation of the matter, resolve the matter him/herself, or refer the matter to the Disciplinary Committee. Generally, the directors and/or other teacher or monitors speak to each student involved. The student may be asked to write a statement describing the events in question before the initial conversation. If INESLE deems a meeting of the Disciplinary Committee or other formal action is necessary, the student's parents and home school are informed. If INESLE requests the student to write and sign a statement describing the incident in detail, refusal to make a written statement is itself considered a major infraction. Any student who does not cooperate with INESLE's investigation or inquiry into the matter will be subject to discipline that may include dismissal.

If time allows and the decision is made to refer to the Disciplinary Committee, the Disciplinary Committee, composed of one or both directors, teachers, and, if appropriate, students, meets with the student to discuss the statement and clarify the facts of the case, deliberates in the absence of the student and makes a recommendation for action to INESLE's directors. If for any reason the student is not able to meet with the Disciplinary Committee, the Committee may meet without the student. Parents do not participate in any way in the investigation or deliberation by the Committee. There is no appeal process. The decision of the executive directors is final and will be communicated to the student and the student's parents, host parents and home school by one of the directors.

On occasion, the directors may determine that a student's physical, emotional, or mental health may not be sufficient to succeed in INESLE's program. Contributing factors may include on-going adjustment issues, attendance problems, lack of academic progress, inability to take care of oneself appropriately or adequately, disciplinary concerns, and attitudinal or other issues as determined by the Directors and faculty.

## **DISCIPLINARY RESPONSES TO RULE VIOLATIONS**

Once it is determined that a major rule violation has occurred, INESLE directors will investigate the violation and determine the appropriate response. After a decision of rule violation is taken, the decision will be communicated to the student, the student's parents, host parents and home school by one of the directors.

Dishonesty by a student during a disciplinary investigation will lead to a recommendation for an immediate dismissal. Any student, who is dismissed, regardless of when that dismissal occurs during the INESLE Program, will not receive the program certificate.

### **Censure**

Censure is given by the directors to a student who has shown very poor judgment, particularly in connection with a major rule, or whose behavior warrants the parents' immediate attention. A letter or e-mail is sent home to the student's parents, host parents and home school by one of the directors.

### **Probation**

Probation is given by the directors to a student who has broken a major rule or whose behavior has raised the question of whether he or she should continue to be part of the INESLE program. A telephone call is made to the parents, and a letter or e-mail is sent home, host parents and home school by one of the directors.

### **Dismissal**

A decision for dismissal is made by the director when a student's behavior has made it impossible to allow him or her to continue in INESLE program. An egregious pattern of unacceptable behavior could lead to a requirement to withdraw. A telephone call is made to the parents, and we expect the student who has been dismissed to leave the INESLE program as soon as possible after parents have been notified. The decision will be communicated to the student, the student's parents, host parents and home school by one of the directors.