

Policy 7.402

NCBIS BEHAVIOUR & DISCIPLINE POLICY

POLICY STATEMENT

As a school, NCBIS identifies strongly with the attitudes and attributes promoted in the IB Learner Profile, and as such the development of these character traits form the core of our educational programme as we strive to prepare students to become responsible world citizens. In doing so, the school actively promotes mutual respect and dignity, care and concern, and the acceptance and celebration of diversity within our community.

We place high value on open communication, participation, positive self-regard, teamwork and critically, a sense of belonging and connectedness to the school for all community members. However, as with any community, there exists the need for rules and guidelines to protect the rights of the individual and the group as a whole. The school does not tolerate any form of bullying, harassment or discrimination. The school similarly maintains a zero tolerance policy with issues related to drugs and alcohol.

Wherever possible, the principles of restorative justice shall be utilised in instances when a student has contravened this code of conduct with the aim of encouraging them to take full responsibility for the consequences of their actions and to understand that it is often within their power to right a wrong that they may have done.

Whenever sanctions are utilised a natural sense of justice expects that these should:

- Be explicit, reasonable, and timely
- Have logical, fair, consistent, and age-appropriate consequences
- Include a variety of prevention and intervention measures
- Provide the opportunity for significant parent/guardian participation when required
- Respond to individual differences among students with insight and sensitivity
- Ensure the opportunity for all students to obtain a high quality education

Whilst utilised as a last resort, the school maintains the right to temporarily suspend or permanently exclude any student who poses a threat to the welfare of any member of the school community or interferes with their right to learn.

Sphere of Operation

The school is responsible for the welfare and safety of all students during the course of all school related activities, and as such this policy is inclusive of the journey to and from school, extra-curricular events organised by the school such as sports trips, residential trips and field trips, and/or any such occasion where a student may be representing the school.

PROCEDURES

Section 1: Home & School Agreement

It is critical that all stake holders in the school community (students/ staff/ parents) take the time to familiarise themselves with and strive to support the school's aims and expectations in terms of how we each conduct ourselves and the rewards / sanctions that assist the community to maintain its core values.

A Home & School Agreement is to be signed by all key stake holders at the start of each academic year. In the case of a student that joins the school mid-way through the year, the contract will be signed upon joining the school.

This document supports and compliments the information available in the student planner.

See appendix 1: Home & School Agreement

Section 2: Rewards

The school encourages the use of positive reinforcement whereby students are recognised and where appropriate, rewarded for their positive behaviour and efforts. This recognition can take many forms, and is utilised in a logical, fair, consistent, and age-appropriate manner. As such each section of the school (Primary/ Dutch/ Secondary) will develop a rewards system that is appropriate to age and maturity of their students.

See appendix 2 - 3: Rewards systems in Primary/Dutch/ Secondary

Section 3: Guiding Principles for Disciplinary Procedures

Guiding principles for all staff when dealing with misbehaviour:

- deal with the behaviour, rather than stigmatising the person;
- avoid early escalation to severe sanctions, reserving them for the most serious or persistent misbehaviour;
- sanctions should always take account of individual needs, age and understanding;
- avoid whole group sanctions that punish the innocent as well as the guilty;
- wherever possible, use sanctions that are a logical consequence of the student's inappropriate behaviour (for example, if work is not finished in class the teacher might make the student stay behind at break time to finish it off);
- use sanctions to help the student and others to learn from mistakes and recognise how they can improve their behaviour (i.e. a learning outcome);
- wherever possible, encourage the student to take responsibility for their actions, and understand that they have the power to put right harm caused and repair relationships that may have been affected;
- never issue a sanction that is humiliating or degrading;
- ensure that sanctions are seen as inevitable and consistent (students should know that a sanction, when mentioned, will be used)
- attempt to link the concept of sanctions to the concept of choice, so that students see the connection between their own behaviour and its impact on themselves and others, and so increasingly take responsibility for their own behaviour
- use sanctions in a calm and controlled manner

Behaviour

The positive climate at NCBIS is a direct reflection of the behaviour of our school community. Respect for people and respect for property form the foundation upon which behavioural guidelines are modelled. It is assumed that all members of our school community support these principles and will help to promote desirable behaviour. Most behavioural problems are handled by teachers and administrators in school, and parents are kept well informed. However, the school reserves the right to remove, without refund of fees, any student whose behaviour disrupts the academic programme or exerts a negative influence upon other students. All school rules apply on the buses, on field trips and at all school sponsored events.

Repeated Misbehaviour

As a school, NCBIS strives to do its utmost to educate and guide students to acceptable forms of behaviour, going the extra mile for any student in its care. However, if a student demonstrates persistent disregard for the school's efforts, and their behaviour is having a negative impact on the education and rights of their peers, then the student should expect that the school shall take more serious steps to rectify the situation, including that of permanent exclusion from the school.

Academic Honesty

Academic honesty is encouraged among all students. Dishonesty is considered a very serious matter. The first known offence will generally involve the student in a conference with the Head of School and the teacher, and contact will be made with the parents. Further offences will be viewed more seriously and would normally result in the student being removed from school. Secondary School students are required to sign an Academic Honesty statement. Academic dishonesty relating to the GCSE, A Levels programme and IB Diploma may result in losing his/her certificate or candidate status.

Examples of unacceptable behaviour may include, but are not limited to:

- Copying or allowing others to copy information from someone else's work, test paper, homework, computer storage device, etc.
- Unauthorised use of study aids
- Unauthorised prior knowledge of an examination or test
- Unauthorised use of school forms and/or letterhead
- Attempting to pass off someone else's work as one's own
- Falsifying data for academic credit
- Communicating with another candidate in an exam, bringing unauthorised material into an examination room, or consulting such material during an exam
- Copying the language, structure or patterns of thought of another without proper acknowledgement.

Dangerous Objects

Weapons or toy weapons/objects are not allowed on school grounds. Any student in possession of knives or any other weapons will face serious disciplinary action. Students should not bring any razor blades for shaving purposes to school.

Harassment/Bullying

It is a basic entitlement of all students to receive their education free from humiliation, oppression, and abuse. As relationships are the foundation of our transient community, students are encouraged not only to treat others as they would wish to be treated, but also to protect and uphold the freedom and rights of others. Harassment/Bullying takes many forms. It can be physical, verbal, emotional, racial, or sexual.

The possession or sharing of any type of computer generated or visual image without the consent of the individual concerned is against school rules, as is any use of technology such as the internet to harass or bully another member of the school community.

NCBIS operates a no tolerance policy towards bullying. Harassment and bullying could result in the suspension or dismissal of the student displaying such behaviour. At any point, the school counselor can be consulted to offer advice or intermediary interventions.

Bullying Report Procedures:

1. Student(s) report incident to a member of staff, parents or other students.
2. Member of staff, parent, or other students report incident to homeroom/class teacher. Form tutor/class teacher makes a note of the incident in their logbook.
3. At this point, there are four options (to be determined by the homeroom/class teacher):
 - a. No further action is required at this time (if appropriate).
 - b. Homeroom/class teacher contacts parents of reporting student(s) / informs the relevant teachers (if appropriate).
 - c. Homeroom/class teacher reports to the Head of School (who also logs the incident).
 - d. Initial reporter, after reporting to homeroom/class teacher, reports directly to the Director of Student Services (secondary) or Head of School (if appropriate).
4. Once it reaches the Director of Student Services / Head of School's attention, there are three further options (to be determined by the Head of School):
 - a. No further action is required at this time (if appropriate).
 - b. Director of Student Services / Head of School invites the reporting student and/or the indicated students involved to a meeting(s) (if appropriate).
 - c. Director of Student Services / Head of School contacts parents of all students indicated in the incident/informs the relevant teachers (if appropriate).
5. If the parents are contacted, there are two further options:
 - a. Director of Student Services / Head of School invites students to a meeting(s)
 - b. Director of Student Services Head of School invites parents and students to a meeting(s)
6. An individualised Action Plan is formulated.

See also the school Bullying Policy/ Cyber-bullying Policy

Misbehaviour on School Buses

The health & safety of students and adults using the school buses is of paramount importance. As a result of this, all students are expected to follow the bus rules at all times when on the school bus. Students who do not comply with these rules will be removed from the bus for one week. If inappropriate behaviour continues, the student will be removed permanently. Use of the school bus is a privilege - not a right.

Fighting/Assault

The school will not tolerate physical fighting or assault. Fighting/assault may result in a suspension from school and would therefore require a parent conference before the student may return to school. Students having difficulties with conflicts are encouraged to seek help from staff or the school counselor as an alternative. Repeated aggressive acts, even after counseling, may lead to the permanent removal from school of the student.

Public Display of Affection (PDA)/Inappropriate Sexual Exposure or Activity

Inappropriate displays of affection, including kissing and/or intimate contact are not acceptable behaviours. Similarly the display of pornographic material is against the school rules (including pictures on mobile phones). Any inappropriate sexual exposure or activity is viewed very seriously and may result in expulsion.

Damage to School Property or Fire Alarms

Any student found causing damage to school property through inappropriate behaviour will be sent immediately to the Head of School. If the damage is not easily corrected by the student, he/she will be expected to meet the cost of replacement or repair, and further disciplinary action would normally be taken. Any misuse or damage to fire alarm call points will have serious consequences and may result in the student being recommended for expulsion.

Personal Honesty

NCBIS promotes respect for the individual by advocating an atmosphere of trust and respect. Theft of money or the property of others is unacceptable and may result in immediate suspension or expulsion. The school will emphasize and encourage honest and trustworthy attitudes; therefore, incidents of lying may result in disciplinary action.

Attendance and Punctuality

- See the school Attendance Policy

Tobacco, Alcohol and Illegal Substances

Substance abuse in any form is treated very seriously at NCBIS: Possession, purchase, sale, passage, or being under the influence of drugs during school hours or any school-related activity is strictly prohibited. The school reserves the right to expel any student in breach of this rule. No student is allowed to purchase or consume alcoholic beverages or smoke at any time during school hours or under school supervision, including the school bus, field trips, school dances, extracurricular activities, overseas excursions and trips with sports' teams.

If a student is discovered purchasing or consuming alcohol or tobacco during the above mentioned times, s/he will automatically be suspended for a minimum of three school days. The student will be re-admitted only after a conference including parents, student and Head of School. Counseling may be required. If the offence takes place on an overseas trip, or overnight, the student may be sent home, and will normally be ineligible for future school trips. If the offence takes place during a sports trip, the offending student will normally be dropped from the sports programme for a period of time as determined by the Head of School.

The school reserves the right to conduct drug tests if strong suspicion exists that a student is under the influence of a banned substance or using them at or during school activities.

These topics are important educational issues, which should be addressed at home as well as at school. They are an integral part of our health education curriculum.

Section 4: Consequences for Inappropriate Behaviours:

These are the disciplinary measures that may be applied depending upon the situation or circumstances. The school reserves the right to assign consequences.

Loss of privileges:

Students may be given a warning when a teacher or administrator feels that an infraction of a school rule has taken place. In addition, if the student abuses a school privilege, he may lose that privilege for a period of one week to one term, depending on the seriousness of the infraction or if there has been a previous warning to the student. Parents will be contacted if a privilege has been revoked.

Detention:

School staff may assign detention. Parents will be informed.

Behaviour Modification Agreement:

Students may be placed on a Behaviour Modification Agreement which monitors the student's performance for a fixed period of time. The student should present the class/subject teacher with this form at the beginning of each lesson. The class/subject teacher will assess the student's performance during the lesson. The student is to present the form to the Key Stage Coordinator/Head of School at the end of each school day for their review.

Should the use of Behaviour Modification Agreement fail to result in an improvement in the student's behaviour and/or effort, more serious sanctions may be utilised by the school.

Internal suspension:

Students who have a one day in-school suspension will be required to be at school for the entire school day. Parents will be notified in writing, a conference will be held, and the student will not attend classes on that day. The teachers will provide all assignments so the student is required to be in the assigned room/office by 8:00 a.m., with all books and a packed lunch. The student will have their breaks at different times to their peers. Daily fee of hiring a supervisor will be charged to the parent at the current substitute teacher rate.

External suspension:

In cases of serious infractions the school reserves the right to remove the student from school. The relevant Head of School has the authority to suspend a student for up to three days. The Principal has the authority to suspend a student for up to one week. When a student is to be externally suspended, the following regulations will be observed.

1. The student will have the opportunity to explain his/her point of view.
2. The parent will be telephoned by the Head of School and informed that the student is to be sent home.*
3. A written notice of the suspension, the reasons thereof, and the duration will be sent home or handed to the parent on the day of the dismissal.
4. The Chairperson of the Board of Directors will be informed by the Principal
5. A parent conference will be held before the student returns to school to agree on targets aimed at remediating the situation.
6. Students are responsible for all work missed during suspension.
7. If the parents feel that the suspension is not justified, they have the right to refer the matter to the Principal as explained in the Complaints Procedure.

- * In the rare event that the parent cannot come to collect their child or be at home to receive them, the student will be placed in internal suspension until the end of the school day. The external suspension will then start the next day.

Expulsion:

Expulsion may result from any criminal behaviour or any action prejudicial to the safety of any members of the student body and staff of the school, or from a persistent refusal on the part of the student to fulfill his/her academic and behaviour obligation at the school, or to receive sufficient benefit from the school programme in the judgement of the Head of School. The Principal is the only administrator authorized to expel a student. The school reserves the right to expel without refund of fees.

A non-exhaustive list of the sorts of behaviour that may lead to exclusion includes:

- Physical assault causing pain or injury to any member of the school community
- Persistent bullying of another student / Use of intimidation, coercion, or force
- Initiation activities (hazing)
- Behaviours dangerous to self or others
- Wilful damage to property
- Possession or use of alcohol, tobacco, or other contraband items
- Repeatedly violating general expectations and classroom rules despite previous (documented) sanctions
- Consistently poor work habits that are having an impact on the student's learning and that of others, despite previous (documented) sanctions
- Use of, and/or possession of a weapon
- Theft or Extortion
- Belligerent behaviour including swearing, abusive language or racist comments against any member of the school community
- Repeated acts of defiance
- Academic dishonesty
- Excessive truancy or lack of punctuality

When a student is to be expelled from the school, the following regulations will be observed.

1. The student will have the opportunity to explain his/her point of view.
2. The parent will be telephoned by the Head of School and informed that the student is to be sent home.
3. A written notice of the expulsion and the reasons thereof will be sent home or handed to the parent on the day of the dismissal.
4. The Chairperson of the Board of Directors will be informed by the Principal
5. If the parents feel that the expulsion is not justified, they have the right to refer the matter to the Principal as explained in the Complaints Procedure.

Section 5: Record keeping of rewards / sanctions

In addition to keeping academic records for each individual student, it is also important to maintain an accurate pastoral record as well. This student file should record such items as:

- Rewards, merits and other awards that recognise effort and achievement
- Sanctions
- Minutes from meetings with the students/ with parents or guardians, particularly when dealing with disciplinary issues
- Written communication between home and school