

BEHAVIOUR AND SANCTIONS POLICY (Secondary School)

At I.C.S. we encourage all students to support our ethos of a community that celebrates diversity.

Discipline in the school is a system of rules for good behaviour. It has the following objectives:

- to create self discipline in young people and an acceptance of responsibility for their own actions
- to create the conditions for an orderly community, in which effective learning can take place and in which there is mutual respect amongst members.
- to secure a consistent approach to the maintenance of discipline throughout the school.
- to instil in pupils high standards of behaviour based on self respect and respect for the rights of others and their environment, thus enabling them to become valuable members of the adult community.
- To promote courtesy, honesty, respect and tolerance for others.
- To foster a SAFE learning environment for ALL students.

This is the process that teachers follow when a discipline issue arises:

1. Step One

For reasonably serious discipline issues in the classroom, such as disruptive behaviour, not following school rules etc., students will be given a warning. The student will have three warnings. If the third and last warning is ignored, the student must leave the classroom and will be sent to the front office. The teacher and student will complete the incident report when the lesson has finished. The student will serve an **after school detention**. The detention will be arranged to take place from 15:40 until 16:30. Parents or guardians should arrange transport for the pupil. Ms. Alexandra, the Assistant Principal, will telephone parents/guardians to let them know that the student must stay after school for detention. Students will be allowed to complete homework and must complete a detention sheet that will be included in the end of term report. During the detention, a meeting will be arranged between the teacher and the student.

2. Step Two

This step is for very serious discipline problems such as fighting, bullying, foul and/or abusive language towards staff and other students and any physical or verbal threats towards anyone in the school community. **This will result in an instant one week 'in school suspension' or two days 'internal detention'**. If a second serious discipline problem should occur, students will receive a one week suspension from school. Students will not be allowed to return to school until they and their parents/guardians have had a meeting with the Head of the Secondary School and an individual behavioural plan has been developed. If there is a third occurrence of a serious discipline problem, step four will be invoked.

If a student receives **more than 3 detentions** during a term for negative behaviours or because of late arrivals to school, a conference will be scheduled between the Head of Secondary School and the student's parent/guardian. The student must attend this meeting to develop a **behavioural plan**, which will aim at teaching new behavioural skills/strategies. The plan will be developed by the Head of Secondary School, parent/guardian, Education Psychologist and the student. Alternatively, the student can be on report, a document where each teacher records the student progress during the day.

3. Step Three

If, after the behavioural plan, there is no change in the student's behaviour, s/he will have a two week internal suspension.

4. Step Four / Exclusions

All staff, parents and children will be made familiar with the school's Behaviour and Sanctions Policy and all exclusions will take place against the background of this Policy. Staff, parents, guardians and pupils will be in no doubt of the standards of behaviour expected, the consequences of not meeting these standards and the types of behaviour which are likely to lead to exclusion.

Permanent exclusion is the only recourse left after all other methods of discipline have failed to curb the student's negative behaviour and they have consistently proved to be a disruptive and unwelcome presence within the school.

Exclusions will be seen as a positive measure designed to lead to an improvement in a child's behaviour in partnership with effective parental support.

There are two different types of exclusions:

As part of the ICS Behaviour and Sanctions Policy, before any exclusion, the school will:

- Interview the student and parents/guardians.
- Negotiate agreements with the student and parents/guardians.
- Issue a formal warning.
- Remove the student for a limited period from a specific activity.

Temporary Exclusion

All pupils excluded for a fixed period are expected to be able to return to the school as soon as the period of exclusion has expired.

Permanent Exclusion

Permanent exclusion will be used as a last resort when all other reasonable steps have been taken and when allowing the student to remain in the school would be seriously detrimental to the education or welfare of the student and other members of the school community.

Please note: ICS has a NO TOLERANCE policy for drugs and weapons. Student safety is our number one priority. If a student is found in possession of drugs and/or weapons, the police will be called immediately and the student may be expelled from school.

Only the Head of Secondary School Ms. Brenda Murray and Ms. Rose Threlfall, Acting Head of School, have the power to exclude a pupil from school.

Homework

Homework should be presented in an orderly format as prescribed by the subject teacher. Homework below standard should not be accepted. If homework is not complete on the date due, the student may be asked to stay in during lunchtime break to complete homework. If for any reason the student does not attend homework detention, s/he will get an extra detention and has to attend the next day's detention. If a student has three homework detentions during the same week, the student must stay for one after school detention and parents/guardians will be contacted. If homework completion is a recurrent problem, parents will be contacted to arrange a meeting to discuss the issue.

Attendance

If a student **arrives late for school** three times in the same week, the student has to stay for **after school detention** with the Assistant Principal, who will contact the parents/guardians.

Out of School

All the expectations in terms of behaviour are the same out of school (i.e. during excursions, going to park etc.). ALL students are expected to adhere to school rules throughout the full school day. During educational **activities off site**, the behaviour expected from students should be exemplary as they are representing, not only their teachers, but also the school. If there is any sign of misbehaviour or disruption during such activities e.g. a visit to Imperial College, excursions, a sports class or any other educational activity away from the school, the student will not be able to participate in the next trip or activity and will stay on the school premises with another year group. (See Chart 1)

Chart 1

Behaviour	Consequences
Swearing in and out of class	Lunch time detention. Student will write an essay.
Chewing gum	Clean tables and chairs during lunch time
Using mobile phones or other electronic equipment	Confiscated for a day, if refusing to give it to the member of staff confiscated for a week.
Drinking fizzy drinks /Junk food brought to the school	Staff will dispose of the food/drinks in the bin.
Being late for school and/or class	Homework detention when is late for class or morning. After school detention after three times late to school.
Leaving school without permission	Meeting Deputy Head or Head of School.
Fighting	Meeting with the Deputy Head or Head of School/ suspension.
No homework done	Lunch time detention. Deputy Head
Being continuously unprepared for class (no books or equipment)	Student will go to homework detention during lunch.

REWARDS SYSTEM AT ICS

At ICS we encourage all students to support our ethos of a community that celebrates diversity. Students may earn certificates when they engage, both in and out of school, in caring, cooperative, and pro-social ways, as well as when they show academic excellence. Classes may earn term rewards.

Certificates will be awarded by any teacher/co-teacher and will be handed out during morning assembly by the teacher/co-teacher awarding the certificate. In most cases, reward certificates will be handed out in the classroom.

Also certificates will be awarded weekly for exceptional behaviour, initiative, tolerance, community and service work, voluntary work.

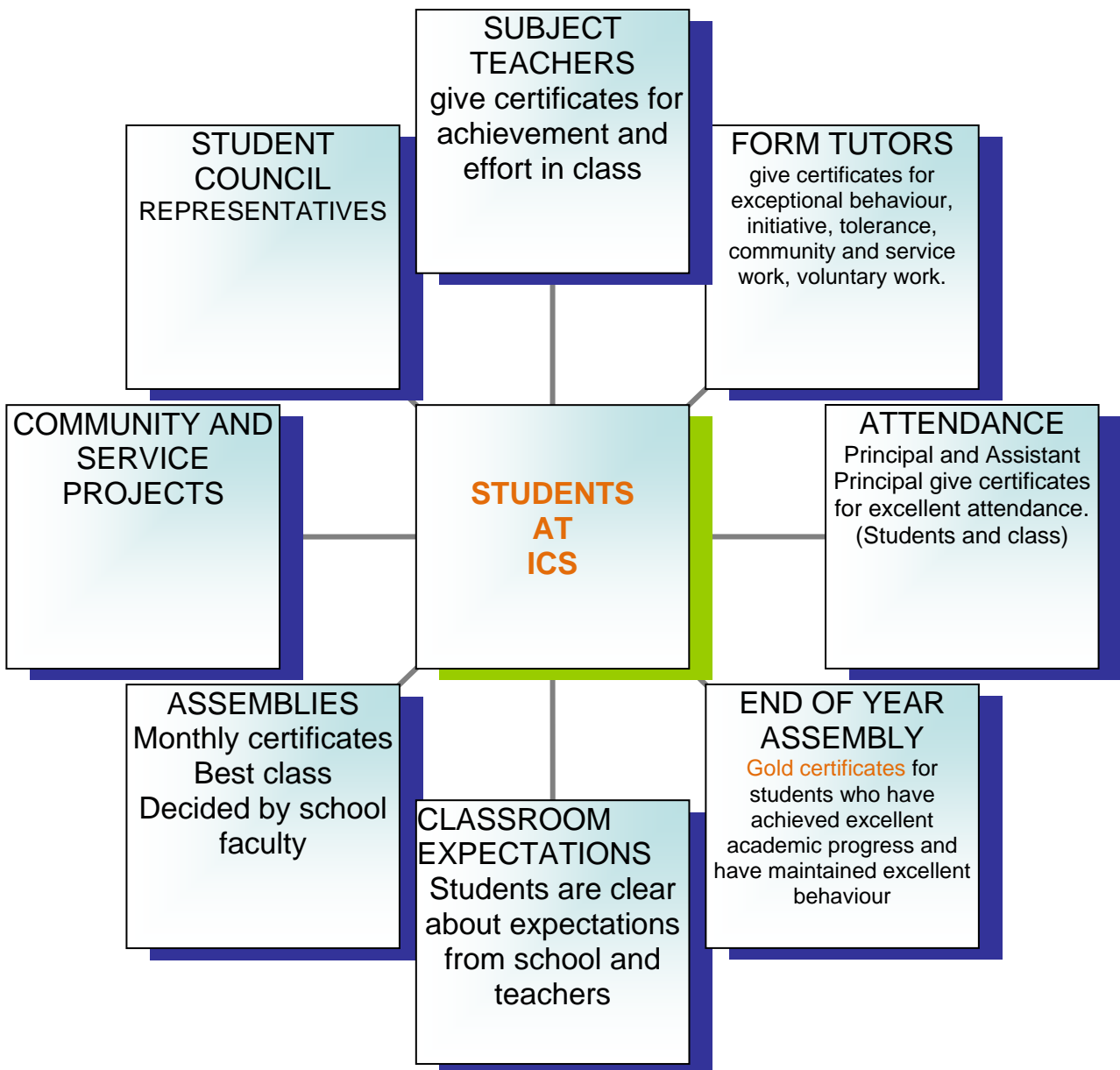
Academic and achievement certificates will be awarded at the monthly assembly.

All the achievement certificates will be included in the end of year Portfolios.

Gold certificate

This certificate will be awarded in a special end of the year assembly.

PROMOTING GOOD BEHAVIOUR AT ICS



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