



The British International School, Victoria Island. (BIS)

Behaviour Policy

Policy Statement

The maintenance of good discipline is of paramount importance for the growth, welfare and development of students. Students should be given clear expectations, effective pastoral support and opportunities to build good social relationships. These aims are backed up by a system of rewards and where necessary appropriate sanctions.

School Policies and Standards

The School exists for the benefit of its students. All Students, staff, parents and others associated with the school are required to work together in a spirit of co-operation and understanding. Students are actively encouraged to fulfil their potential academically, in sport, music or drama or any of the other school activities. Students are expected to relate well and to behave considerately towards others. We live in a society where social skills are vital to our well being, and learning to interact with others is therefore a critical part of education. Students are reminded of the importance of respecting others, whether inside or outside school. Selfish actions are therefore to be discouraged, whether these actions are of a minor nature (e.g. dropping litter or pushing in the lunch queue) or of a major nature (e.g. fighting, bullying, vandalism or theft).

It is the duty of all associated with the school to have high expectations and to strive to uphold our reputation.

The specific rules of the school are dictated by common sense and are published in the School Handbook. In addition we have well-defined policies towards particular areas of behaviour. The following guidelines are not exhaustive. Sanctions will be at a level that reflects the severity of the offence, the possible influence on others and the maturity of the pupil.

The school places the highest possible premium on three broad values:

Respect for Others

This is fundamental to all that goes on at BIS. Any actions, words or attitudes which show a lack of respect for others will be taken very seriously. In particular:

- **Disruption:** which shows a lack of respect for both the teacher and other students will be dealt with firmly.
- **Relationships:** Public displays of intimacy are not acceptable within the school as they can be embarrassing and draw unnecessary attention to those involved.
- **Bullying:** We seek to nurture a culture in which all students are valued as people. Any instances of bullying will be dealt with firmly and sensitively. We have an agreed anti-

bullying policy. Our aim is to prevent bullying in any form. This requires students to avoid any deliberate unkindness to another member of the community. It also requires anyone made aware of any such behaviour to report it. The School is prepared to offer help and support to any student but bullying will not be tolerated. Anyone who continues to bully will have their membership of the school community reviewed by the Principal.

Respect for Property

We are concerned to engender a culture in which the property of others is respected by all. Students should do all they can to minimise the possibility of theft and vandalism by not bringing valuables or significant amounts of money to school. If it is ever necessary to do so, they should be handed into Accounts for safe-keeping. All clothing and equipment should be clearly marked and care should be taken to lock away valuable equipment.

- **Theft:** If theft is detected students must expect to be either suspended or expelled.
- **Vandalism:** Any damage (which includes graffiti) to someone else's property be it a fellow student's, a teacher's or the school's property will be taken very seriously. Not only will the damage have to be paid for, but a vandal must expect to be suspended or expelled.

Respect for Self

As a school we want all our students to have respect for themselves. In consequence we strongly disapprove of:

- **Smoking:** In accordance with legislation, BIS School is a no smoking environment. Sanctions for those who offend will, in the first instance, be an in school detention and for repeated offences the School reserves the right to suspend Students concerned.
- **Alcohol:** In inexperienced hands alcohol is far more immediately dangerous than tobacco. Sanctions against those who have possession of or who use alcohol in school would include suspension and expulsion.
- **Drugs :** Drug or solvent abuse (including the possession of illegal drugs) will be regarded very seriously. The severity of the offence is of paramount importance, particularly in regard to its possible influence on others. Sanctions against those who have possession of or who use drugs in school would include expulsion

The School

BIS is your School; respect it and be proud of it. Do all you can to make the School one in which all are treated courteously and are happy; where hard work is honoured, fair play in sport is valued and artistic endeavour promoted. Remember that if you act in ways which harm the reputation of BIS School, you harm yourself, your friends and all members of the School community.

All members of the School should be familiar with the School Policies and Standards in which guidelines on Disruption, Relationships, Bullying, Theft, Vandalism, Smoking, Drinking and Drug Abuse are outlined. In addition the following are specified as a practical expression for others, and are intended to make life easier for everyone.

1. Be polite and show respect to all members of the School community and to visitors to the School.
2. Move about the school in a quiet and orderly manner and walk, not run, in corridors and on staircases, and keep to the left.

3. Make every effort to keep the premises and locality tidy. Litter must not be dropped in the grounds, buildings or on the way to and from school.
4. Make yourself aware of the bounds of the school as specified on the map of the school posted on notice boards. No pupil may go outside the boundary of the school, during the school day, without the permission of the Principal or Vice Principal. They must sign out in the Registrar's Office, and sign in again when they return to the School.
5. Ensure that all clothing, sports kit and personal possessions are clearly marked with your name.
6. Use only your allocated locker and be responsible for making it secure. Under no circumstances are you to use or tamper with anyone else's locker.
7. Wear your School uniform (as specified in the uniform regulations) smartly each day, including on the journey to and from school
8. Remember that food provided in Jarusato should be eaten there and not removed elsewhere Food and drink should not be carried around the corridors and through-routes of the school and should not be consumed in the outside areas The chewing of gum is not permitted.
9. Mobile Phones are not allowed in school.
10. Arrive promptly in School for the formal start of the day at 8.00 am.
11. Use the front door only if you are accompanied by a member of staff or a parent. At the end of the school day you must be collected from the car park adjacent to New Horizon or the front of the school.

Please remember that your behaviour out of school reflects on us all. Avoid eating, drinking, noisiness or thoughtless behaviour in public. Wear your uniform properly, and with pride.

Classroom Code Of Conduct

We have the right to learn

This means that everybody should:

- arrive on time
- listen to instructions
- bring the proper equipment
- not disrupt lessons
- not interfere with the work of others
- not interrupt when others are speaking
- work quietly
- do his or her homework

We all have the right to be treated fairly

This means that everybody should:

- be considerate
- not make racist or sexist comments
- not swear or name call
- respect each other's belongings
- not fight or bully

We all have the right to work in a clean and attractive environment

This means that everybody should:

- not drop litter
- not chew in the classroom
- not vandalise
- wear the correct uniform

We all have the right to be safe.

This means that everybody should:

- use equipment properly
- not run or push
- not act dangerously

Classroom Code

All Students Must/Will:

- arrive on time and organise yourselves in the classroom in an appropriate manner (i.e. no running or rushing for particular desks/seats).
- arrive with all textbooks, exercise books and other equipment that is relevant and expected.
- listen carefully to instructions.
- complete all tasks that the teacher has set in an orderly and appropriate way. The instructions for the activity must always be followed carefully.
- listen in silence and be attentive whenever the teacher is instructing/explaining/talking. The School will not tolerate any interruption of the teacher.
- listen in silence and be attentive whenever a fellow pupil has been asked to contribute/make an observation/explain something. We will all follow common courtesy and listen to each other.
- seek the teacher's permission to contribute to class discussion by raising his/her hand.
- complete all homework by the given date. No late work will be accepted unless an acceptable explanation has been given to the teacher or where previous arrangements have been made.
- note that swearing will not be tolerated.
- ensure that all classrooms must be left neat and tidy at the end of every lesson. All classes will need to check the state of the room at the end of each lesson.
- note that no eating, drinking or chewing gum will be allowed in class.
- arrive and leave the class dressed as per the school uniform code.

All students are required to paste the published Code of Conduct into their Homework Diaries.

Rewards And Sanctions

It is the responsibility of all teaching staff to ensure that the school's policies and code of conduct are applied fairly and consistently, without regard to race, gender or seniority and should be consistent from person to person and from occasion to occasion as far as is possible given that each case is reviewed on its merits.

It cannot be over-stressed that the best way to ensure the highest standards in both behaviour and work is to create a positive ethos where the self-confidence and self-esteem of students is promoted by regular praise, congratulation and affirmation. A school culture which is dominated by a mutual respect between students and between staff and students will lead not only to harmonious relationships but also to the fulfilment of the students potential both academically and socially.

Rewards should outnumber sanctions

Rewards

- Verbal or written praise
- Awarding of House points
- Commendations for particularly outstanding work or contributions to school life.
- Merit certificates celebrating the award of 25 house points
- Sending students who have distinguished themselves to the Vice principal or Principal
- A positive note to parents in Homework Diary

Sanctions

Whilst promotion of good behaviour is our goal it will sometimes be necessary to employ sanctions in order to enforce school rules, to reflect the seriousness of a misdemeanour, to deter individuals from repeating the behaviour and to deter others from committing the same offence. In cases of bullying or other types of unkind or thoughtless behaviour sanctions are necessary to allow victims and those who speak up to see that they have been listened to and valued.

All Staff are encouraged to use the following informal sanctions, before applying one of the official school sanctions

- Verbal Reprimand
- Repeat Inadequate work
- Report back for work at break or lunch-time
- A phone call home to parents, a summary of which must be logged and filed through the Registrar's Office.
- An after school detention (24 hours notice should be given in writing to parents and House Parents)
- The filling in of a Cause for Concern sheet.
- Referral to Deputy/Head of School
- A note in Homework Diary requiring signed acknowledgement of receipt.

Daily Report

These should not necessarily be seen as sanctions, but rather as a way of providing more constant monitoring of students who are not performing at their best academically. They are issued by the Vice Principal and signed each period by the member of staff teaching the lesson. They should also be signed each night by parents or the Head of the Boarding House. They must be checked daily by Tutors. The length of time any student is on report is determined by his/her progress and motivation.

Exclusion from Class

It is only ever appropriate to exclude an individual student from your class if their behaviour is seriously damaging the discipline of the classroom. On these occasions the student concerned should be sent immediately to the Vice Principal. They should have their work with them. Students should never be left simply standing outside a room.

Lines

The use of repetitive or mindless punishments such as writing out lines is not permitted.

Formal Warnings

The Vice Principal or The Principal may occasionally want to formalise the telling off that a student has received. The student will be warned that unless they show a specific improvement in attitude and behaviour they will be likely to receive more serious punishment in the future. Parents will be made aware of the warning by letter. In the case of involvement in behaviour that constitutes bullying this will usually happen.

All staff should note that corporal punishment is not permitted in any form at BIS. A member of staff involved in striking or involved in inappropriate physical contact with a student will face serious disciplinary consequences.