



## **Behavior 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 and shoving) 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.

### **Role of the Principal**

It is the responsibility of the Principal to implement the school behaviour policy consistently throughout the school, and to report to the school board, when requested, on the effectiveness of the policy. It is also the responsibility of the principal to ensure the health, safety and welfare of all children in the school.

The principal supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

The principal keeps records of all reported serious incidents of misbehaviour including bullying and racism

The principal has the responsibility for giving fixed-term exclusions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the principal may permanently exclude a child. These actions are taken only after the school board has been notified.

## **The Role of the Class Teacher**

It is the responsibility of class teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.

The class teachers in our school have high expectations of the children with regard to behaviour, and they strive to ensure that all children work to the best of their ability.

The class teacher must be a role model for the children and treat each child fairly and enforce the classroom code consistently. The teachers treat all children in their classes with respect and understanding.

The class teacher should ensure that parents are aware of repeated low-level negative behaviour such as calling out or disrupting the class.

If a child misbehaves repeatedly in class, the class teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the senior leadership team members of the school and if necessary the principal.

The class teacher reports to parents and carers about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent (in discussion with a senior leadership team member and the principal) if there are concerns about the behaviour or welfare of a child.

## **The Role of Parents**

- To make children aware of appropriate behaviour in all situations.
- To encourage independence and self-discipline.
- To show an interest in all that their child does in school.
- To foster good relationships with the school.
- To support the school in the implementation of this policy.
- To be aware of the school rules and expectations.
- To offer a framework for social education.

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.
- **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 every student, but bullying will not be tolerated. Anyone who continues to bully will have their membership of the school community reviewed by the Principal (See Anti-Bullying Policy).

### **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 minimize the possibility of theft and vandalism by not bringing valuables or significant amounts of money to school. All clothing and equipment should be clearly marked and care should be taken to lock away valuable equipment.

- **Theft:** If theft is detected the student/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, an in-school detention and for repeated offences the School reserves the right to **exclude** the 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 a place where everyone is treated courteously and made to feel welcome; where hard work is honored, fair play in sport is valued and artistic endeavor promoted. Remember that if you act in ways which harm the reputation of BIS, you harm yourself, your friends and all members of the School community.

All members of the School should be familiar with the **School Handbook** clearly outlining our policies and standards. In addition, the following pointers are specified as a form of 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.
5. Ensure that all clothing, sports kit and personal possessions are clearly marked with your name.
7. Wear your School uniform (as specified in the **School Handbook**) smartly each day, including on the journey to and from school and wear your uniform with pride.
8. All students must keep their hair neat. All braids must be neatly tied back with a ribbon or hair band.
9. **Mobile Phones are not allowed in school.** If for emergency reasons your child has to carry a mobile phone, then it must be switched off during school hours and must be kept in the school bag. Any child found using a mobile phone during school hours will have their phones confiscated until the end of the school

term. If your child needs to call, they are allowed to use the school's phone if it is urgent.

10. Arrive promptly in School for the formal start of the day between 8:00 and 8:30am.

11. At the end of the school day you must be collected from the car park in the front of the school.

**\*Please remember that your behavior out of school reflects on us all. Avoid eating, drinking, noisiness or thoughtless behavior in public.**

### **Classroom Code of Conduct**

#### ***We have the right to learn***

This means that everybody should:

- arrive on time
- bring the proper equipment
- listen to instructions
- 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 behavior 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 student's 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 behavior is our goal it will sometimes be necessary to employ sanctions in order to enforce school rules, to reflect the seriousness of a misdemeanor, to deter individuals from repeating the behavior and to deter others from committing the same offence. In cases of bullying or other types of unkind or thoughtless behavior 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 principal's office.
- After school detention (24 hours' notice should be given in writing to parents)
- The filling in of a Cause for Concern sheet.
- Referral to a member of the senior leadership team/Principal
- 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 Principal and signed each period by the member of staff teaching the lesson. They should also be signed each night by

parents. 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 behavior is seriously damaging the discipline of the classroom. On these occasions, the student concerned should be sent immediately to the principal. They should have their work with them. Students should never be left simply standing outside a room.

### **Formal Warnings**

The principal may occasionally want to formalize the telling off that a student has received. The student will be warned that unless they show a specific improvement in attitude and behavior 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 behavior 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.

### **Further Sanctions**

We do not wish to exclude any child from school, but sometimes this may be necessary. Therefore, when all reasonable strategies have been attempted and have failed (informal internal sanctions and the application of any available support), exclusion is the next option for the school.

Exclusions will occur if:

- Children repeatedly violate the Behaviour Policy
- Children seriously assault children or staff
- Children commit serious breaches of the Behaviour Policy
- Exclusions from lunchtimes will also be considered if children are repeatedly violating the Behaviour Policy during this time.