

## ISM Responsible Behaviour Policy

The ISM has developed a discipline programme based on the belief that students, parents, and the school share the responsibility for creating the best possible learning environment. Student behaviour/conduct which interferes with student learning or with teacher instruction is unacceptable. All students are entitled to a safe, enjoyable and rewarding school experience. At the ISM we wish to encourage positive behaviour and uphold values which promote moral, cultural and mental development in students.

We aim to:

- Develop in pupils a sense of self-discipline and an acceptance of responsibility for their own actions thus enhancing their self-esteem
- Promote the development of students courtesy, honesty, respect and tolerance for others
- Develop in students the understanding and skills that will enable them to work and play in co-operation
- Foster respect for other people's rights, abilities, property and beliefs

### Procedure/Implementation

The Responsible Behaviour policy and procedure are applicable at all times that the students are in the care of, or are representing the school, including events, field trips, and while travelling on the school organised buses.

### Positive Behaviour Reporting

Our teachers make an effort to recognise positive behaviour in our students. Teachers witnessing positive behaviour may [comment on the student in ManageBac](#). Instances of positive behaviour may include where the student embodies the IB Learner Profile or acts in a manner that exemplifies the ISM spirit.

*Positive* behaviours are those that recognise a student's ability to interact with others in a commendable manner and *may* include:

- embodiment one of more of the IB Learner Profile attributes of: Caring, Thinker, Principled, Risk-taker, Open-minded, Reflective, Knowledgeable, Inquirer, Communicator, Balanced
- actions that affect others in the school community in a constructive manner
- actions that indicate growth mindset in a student or group of students

- repeated actions that demonstrate respect for others, courtesy or behaviour consistent with the school guidelines and ethos

### **Negative Behaviour Reporting**

We make systematic efforts to prevent inappropriate or unacceptable behaviour by teaching and reinforcing expected behaviours. When behaviour incidents occur, it is important that consequences are predictable. Our school seeks to ensure that responses to inappropriate or unacceptable behaviour are consistent and proportionate to the nature of the behaviour.

### **Minor and Major Behaviours**

When responding to behaviour incidents, the staff member who is initially involved in the incident determines if the problem behaviour is minor or major, with the following agreed understanding:

- *Minor* behaviour incidents are handled by staff members at the time it happens and referred to the student/s Homeroom teacher who log the incident on ManageBac
- *Major* behaviour incidents because of their seriousness are immediately referred to the School Coordinator and Head of School who log the incident on ManageBac

*Minor* problem behaviours are those that:

- are minor breaches of the school rules
- do not seriously harm others or cause the staff member to suspect that the student may be harmed
- do not violate the rights of others in any other serious way
- are not part of a pattern of inappropriate behaviours

*Major* problem behaviours are those that:

- significantly violate the rights of others
- put others/self at risk of harm
- constitute misconduct, disobedience, conduct prejudicial to the good order and management of the school

In particular, they include:

- Use or possession of tobacco, alcohol or other narcotics
- Use or possession of a weapon
- Threatening or intimidating or discriminatory behaviour towards another person
- Any actions or behaviour in contravention of local laws.

## **Consequences**

### *Minor Incident*

Consequences for *minor* incidents are designed to promote responsible behavior in the future. Depending on the behavior, the following consequences or interventions are employed by the teacher:

- The relevant school policy is reiterated and there is an expectation that the policy is followed in the future. Strategies for improvement are discussed. A warning regarding future consequences for repeated or persistent inappropriate behaviour is given.
- Time out: temporary removal from activity with opportunity to rejoin
- Isolation: removal from situation, isolated from group, and supervised by an Admin member
- Detention: time taken from the student's free time to make up for loss of learning
- Loss of privilege
- Parents may be informed of minor incidents.

### *Major Incident*

In addition to the consequences for *minor* incidents, consequences for *major* incidents are designed to encourage students to reflect on their behavior and plan improvement which may involve the support of the parents, the teachers, and the coordinator.

- Scheduled daily or weekly check-ins with an assigned teacher or Coordinator
- Community service interventions or activities designed to promote reflection
- Restitution or compensation
- Temporary suspension from classes
- Conflict mediation
- Parents will be involved in consequences for major incidents.

### Escalation of *Major Incident*

In addition to the consequences listed above and under specific circumstances, the Head of School and responsible Coordinator may deem the following consequences appropriate for *major* problem behaviours. These consequences indicate that certain behaviours result in the temporary or permanent removal from school.

- Suspension from school
- Reporting the incident to local law enforcement
- Expulsion from school.

## **Line of referral**

In all instances of behaviour incidents, the line of referral is:

1. Where appropriate, the individual teacher/witnessing teacher handles the incident to completion and informs the student/s Homeroom teacher.

2. If the incident is repeated, or if the matter cannot be dealt with by the initial teacher, the matter is escalated to the Homeroom teacher.
3. In cases where the intervention by the Homeroom teacher is unsuccessful, or if the behaviour is deemed to be major in scale, the matter is brought to the appropriate School Coordinator.
4. The School Coordinator and/or Head of School, along with the student/s Homeroom teacher, will contact the parents of students affected.
5. All communication at every level [will be logged on ManageBac](#).

### **Tobacco and Alcohol, Illegal Drugs and Weapons**

The ISM is committed to maintaining a learning environment free from the misuse of legal and illegal drugs.

Smoking is not allowed on the ISM campus. The possession, transfer and consumption of alcohol at the ISM is forbidden. Students may not bring, nor be in possession of, tobacco or alcoholic beverages on the ISM campus or while representing ISM on school trips. Students found in contravention of this regulation will be sent home and may face additional consequences. Repetition will render a student liable for suspension and/or expulsion.

Possession, use, transfer of, or being under the influence of illegal drugs or controlled substances or inhalants is prohibited at any time on school premises, and at officially sanctioned school functions or parties. Violation of this regulation will render a student liable for immediate expulsion, and the police will be notified.

Possession of weapons, or anything that can be construed as a weapon, on school property, on a field trip or at a school function or party, is strictly prohibited. Students found in violation of this regulation will face suspension. A second violation will render a student liable for expulsion.

Possession of or use of a dangerous weapon on school property, on a field trip or at a school function or party is strictly prohibited. Violation of this policy means immediate expulsion from the ISM and the police will be notified.

Although every effort is made to apply the disciplinary procedure in a uniform manner, the nature of the punishment must, to some extent, be co-determined by the child/students involved and the severity of the behavior. The Head of School will be ultimately responsible for the progression of disciplinary actions applied in each case.