

## **BEHAVIOUR POLICY and PROCEDURE**

### **PRINCIPLES AND AIMS**

A clear and concise written statement of behaviour policy and procedure, understood by students, teachers and parents, is necessary for the effective and orderly pursuit of the school's educational goals.

The Policy and Procedure for behaviour includes a description of actions considered inappropriate, establishes related sanctions, identifies the sanctioning body, and indicates the procedures to follow. No behaviour related disciplinary offence can affect academic evaluation.

At The Udine International School, we are committed to establishing a learning environment that promotes positive behaviour and relationships where students treat each other with care and respect. We have an inclusive setting in which each person is treated fairly, and all students are supported as they take increasing responsibility for themselves and their actions, considering the welfare and wellbeing of others. The school's behaviour policy is therefore designed to support the way in which all members of the school can work together in a supportive way. It aims to promote an environment of trust in which everyone feels happy, safe and secure.

### **ROLES AND RESPONSIBILITIES**

#### **Principal**

It is the responsibility of the Principal to implement the school behaviour policy consistently throughout the school, and to report to the 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 everyone 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 also ensures that clear records are kept (e.g. pastoral care records) including all reported serious incidents of misbehaviour including bullying and racism.

#### **Discipline Council**

The Discipline Council will comprise of the Principal, the Head of Department (Elementary and Secondary) and a teacher from each school section (nominated at the beginning of the school year). Disciplinary actions can only be taken after having verified the existence of a serious offence. No disciplinary action can be taken if the student involved has not been asked to state his/her case. The Discipline Council has the responsibility for giving fixed-term exclusions to individual student's for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Discipline Council, may permanently exclude a child. These actions are taken only after the Board have been notified and all steps taken in accordance with the procedures outlined below.

## **THE SCHOOL RULES**

The responsibility for behaviour belongs to the individual. Students are expected to respect the person, rights and property of others.

### ***At The Udine International School...***

We expect our students to speak respectfully in content and tone of voice to everyone they talk to;

We expect our students to listen if someone else is talking, adult or child;

We expect our students to do as they have been asked. All staff earn this by speaking respectfully and reasonably to our students;

We expect our students to treat their environment with respect.

Age appropriate school rules apply at all times in school, on trips, when representing the school elsewhere, (including abroad), when travelling to and from school and at all other times when a student's actions might affect the well-being of others in the school community or the reputation of the school.

### **Conduct**

1. Bullying, of any description, is unacceptable.
2. Theft is regarded as a very serious offence.
3. Any damage to property should be reported immediately. Deliberate damage must be paid for by those who caused the damage.
4. Property that is borrowed and then lost must be replaced or paid for by the pupil who lost it.
5. Pupils must not conduct private business in school.
6. The following items are banned in school and on school related events (and possession of any of the below-mentioned items would be considered a very serious offence that could result in expulsion):
  - a) Cigarettes and any smoking materials
  - b) Alcohol, unless it is authorised by the Head and supervised by staff at an official function
  - c) Controlled drugs and any harmful substances.
  - d) All types of offensive weapons
  - e) Pornographic material
  - f) Fireworks and laser pens
  - g) Chewing gum
7. Pupils in possession of prescribed drugs must hand them to the authorised First Aider.
8. Mobile telephones must be left outside the Principal's office throughout the school day.
9. No pupil should take a photograph or video of a member of the school community without first obtaining the consent of the intended subject.
10. No pupil should post anything on a social networking site that affects the well-being of another pupil, or member of the school. Nothing should be posted that brings the reputation of the school into disrepute.

### **Dress**

School uniform must be worn by all pupils when travelling to and from school and at all times of the school day. All pupils must maintain a clean and tidy appearance. (See [School Uniform Policy](#)).

## **CONSEQUENCES**

The school will guide students to explore and adopt effective self-regulation strategies to help them manage and express their emotions appropriately. The school believes that a fundamental first step to behaviour management is to promote self-management, conflict resolution and restorative practice. When an inappropriate behaviour persists, action will be taken by the school.

The following actions may be imposed upon students by staff and/or the Principal as a result of repeated misbehaviour. Much of the below is not relevant to the ECC and our younger students and sanctions will be age appropriate. In Middle School, a Conduct Card and a log entry should be completed when any sanction is imposed for a breach of the class behaviour expectations. Disciplinary action will follow only after the facts have been established and the student has been granted fair treatment.

### **1. Detention:**

A detention can be assigned by any member of the school staff. Once a detention is assigned the following steps must be taken:

- a. Detentions must be served during the lunch recess immediately following the misbehaviour. They cannot be postponed to allow for participation in activities;
- b. During detention time, students will be given a reflection sheet to complete. The sheet has to be turned in to the teacher assigning the detention.

The following is a list of behaviour problems which could result in detention. In most cases, a warning would be issued for the first offence. Continued misbehaviour should then result in a detention being assigned following the steps listed above.

On the issue of the third detention in any one term, the student would also have a conference with the Head of Department or Principal. The issue of a subsequent detention in that term would automatically result in a Behaviour Report and conference with the parent.

As well as the behaviour expectations outlined for students, the following are examples of misconduct which could result in the assigning of a detention.

1. Repeated late arrival to school or class;
2. Repeated unmotivated absence;
3. Distraction of classmates or disruption of classes;
4. Disrespect of school property;
5. Lack of classroom materials;
6. Repeatedly not wearing the school uniform;
7. Lack of cooperation;
8. Disrespectful attitude;
9. General inattention;
10. Excessive talking during lessons;
11. Excessive pushing, shoving or running on school premises;
12. Improper and disruptive behaviour during lunch;
13. Rowdy and disruptive behaviour during school functions or while on school field trips;

14. Use of foul or profane language;
15. Failure to carry out school assignments;
16. Deliberate lying.

## 2. Weekly Report:

The report includes a lesson by lesson evaluation of the student's behaviour, attitude and work. The student is responsible for taking the report home every afternoon, where it should be signed by the parent(s) and returned to the school. The reports are retained by the Class Teacher for future reference and do not form a part of the student's official school record.

## 3. Behaviour Report:

This is a formal letter sent home to parents that outlines the student misconduct and the school's expectations for improvement. The Principal and Discipline Council will decide when this is necessary. A copy of the Behaviour Report is kept on file. Behaviour Reports are cumulative during the year.

## 4. Suspension:

A student may be placed on Suspension for serious misconduct whether on or off the campus, or for continued misconduct. Suspension will involve loss of class time for a period to be determined by the Discipline Council. All Suspension notices must be signed and approved by the Principal. During suspension a student will be assigned the course work being missed. A suspension may be internal (working at school in isolation) or external (not permitted to attend school for the specified period). During the suspension period, the school will maintain constant communication with the parents and student, in order to ensure a smooth transition back into the school/class.

## 5. Expulsion:

This is a final and irrevocable dismissal of the student from the school. Expulsion is incurred by misconduct of a very serious nature calling for immediate dismissal without Suspension, or continued misconduct leading to one or more Suspensions. Expulsion is only taken into consideration when behaviour has led to a breach in the trust between the student and the School. The Board will render the final decision concerning any case of Expulsion after having been submitted by the Discipline Council.

The following are examples of misconduct which may result in automatic suspension or expulsion:

1. Bullying of other students;
2. Leaving school grounds without permission;
3. Dangerous behaviour for self or others in or out of school.
4. Starting or provoking altercations;
5. Cutting classes;
6. Destroying property (major damage);
7. Harassment, intimidation or bullying of students;
8. Serious disrespect of Staff;
9. Stealing;
10. Exceptional misconduct at school or during field trips;
11. Cheating and plagiarism;

## 12. Smoking.

In all cases the student and parents will receive a detailed report about the conduct and why a particular decision has been made.

### **APPEALS**

The student or his/her family who disagree with the sanction imposed by the Discipline Council may file for appeal. The appeal must be filed no more than fifteen days after having received information from the Discipline Council. Appeals are dealt with by the Appeals Council.

The Appeals Council is made up of four members – the Principal, a teacher nominated by the discipline council, the Parent Representative on the Board and one other parent. Aside from the Principal, the members must be different from the members of the Discipline Council.

The Appeal must be addressed to the Principal. Within fifteen days of receiving the appeal the Principal will summon the Appeals Council. The Appeals Council will then set the date on which the student is invited to present his reasons and make remarks. The student has the right to present recollections and make their defence in writing.

The Council can acquire any information considered necessary, with no need for formality, and will inform the student of all the evidence acquired. The Principal participates in the Appeal Council meetings without the right to vote. Having heard both parties the Council will make its decision with a majority vote.

### **PHYSICAL INTERVENTION**

We recognise that physical intervention is the very last resort and only used when harm can be prevented by the physical restraint of a student.

#### **ECC**

We acknowledge that, in the ECC, we work with very young children with whom the need for physical interaction is greater. We need to be reflective about how our interactions change as children get older. As with all our interactions with students, we approach this situation with care and gentleness, acting with the minimum of contact and pressure.

#### **ELE/MS**

Staff may use, in relation to any student at the school, such force as is reasonable in the circumstances for the purpose of preventing the student from doing (or continuing to do) any of the following:

- i. Committing a criminal offence (including behaving in a way that would be an offence if the student were not under the age of criminal responsibility).
- ii. Causing personal injury to, or damage to the property of, any person (including the student her/himself).

iii. Engaging in any behaviour prejudicial to maintaining good order and discipline at the school or among any of its students, whether that behaviour occurs in a classroom during a teaching session or otherwise.

It applies where a member of staff of the school is:

i. On the premises of the school, or

ii. Elsewhere at the time when, as a member of its staff, they have lawful control or charge of the student concerned (e.g. school trip).

**Physical interventions may only be used as an absolute last resort, when all other strategies have failed or are inappropriate and in situations where a student or adult is at risk of harm, where education is being seriously disrupted or property of a substantial nature is at risk of being damaged.**

After an incident involving physical restraint, the adult should immediately inform the Head of Department and the Principal and a written account should be made. Parents should be informed about the whole incident. These situations can be upsetting and discomfoting and so adults should be aware of their feelings and emotions and talk about these in confidence if they feel it appropriate.

## **POLICY REVIEW**

References also need to be made to the *Anti Bullying Policy* as they form part of any effective Behaviour Policy.

We acknowledge that this policy needs to be reflective. In the first instance, the Senior Leadership Team will be responsible for the monitoring and review of this Policy.