

## Our Code of Conduct - Secondary School Consequences

This document is based on our Mission Statement and the IB Learner Profile. Any consequences imposed as a result of an infringement of the school rules are based on best practice. The following steps will occur for students who need assistance in meeting the expectations for appropriate behaviour:

Starting Point	Action
1	<ul style="list-style-type: none"> <li>- Verbal warning and reinforcement of the expectation that must be met, from the faculty member who encounters the problem. There is an opportunity to correct the issue and parents may be notified.</li> <li>- Repeat level 1 problem, teacher to discuss incident with student and set targets to improve. For late or incomplete homework a verbal warning is given, new date is set and parents are notified (uniform infractions issue consequence)</li> <li>- Appropriate consequence and/or 30 minute lunchtime detention assigned, with student reflection if deemed appropriate</li> <li>- Teacher informs parents if issue continues.</li> <li>- Details of the issue and intervention are logged on ManageBac.</li> </ul>
2	<ul style="list-style-type: none"> <li>- Teacher who encounters the problem informs Head of Department (HOD) and Learning Advisor</li> <li>- Teacher and/or HOD meet with the student to review expectations, complete student reflection form and serve an appropriate consequence linked to the nature of the student's behaviour, if deemed appropriate (e.g. apology, after school etc.)</li> <li>- Teacher emails home and logs the issue/detention on ManageBac</li> <li>- Director of Student Support (DSS) and/or the relevant Director of Academics will be informed. This may result in other actions being taken as necessary (Saturday morning detention or referral for internal or external counselling)</li> <li>- Relevant Senior Leadership Team (SLT) member shares a pastoral monitoring form with faculty to get an overview of the student, as needed</li> <li>- Student issue discussed at student support team meeting, and/or referred for counselling if needed</li> </ul>
3	<ul style="list-style-type: none"> <li>- Teacher informs DSS, HOD and Learning Advisor</li> <li>- Teacher informs SLT that a student has been sent to the office</li> <li>- Parent/s informed by DSS or Vice Principal (VP)/Head of Secondary (HOS) and called into school for a meeting, if deemed appropriate.</li> <li>- The student is required to attend and/or repeat an after-school detention.</li> <li>- A Saturday morning detention, internal or external suspension may be required depending on the situation</li> <li>- VP/HOS shares a pastoral monitoring form to all teachers to get an overview of the student, if needed Student issue discussed at student support team meeting, as needed -VP/HOS logs the problem on ManageBac</li> </ul>
4	<ul style="list-style-type: none"> <li>- Teacher and/or SLT member informs the (VP)/HOS of issue and the student reports immediately to the secondary office -VP informs Principal</li> <li>- VP/HOS notify the parent and/or guardian immediately to explain the problem, sanctions and possible solutions.</li> <li>- If necessary the school's disciplinary committee will be formed and asked to make a recommendation -HOD and Learning Advisor notified as needed</li> <li>- HOS/VP logs the problem on ManageBac</li> <li>- Formal letter written by VP/HOS and placed on student file</li> </ul>

Note: At any level a student is sent to the Vice Principal/Head of Secondary if the behaviour endangers the health, well-being or the rights of other students to enjoy a safe, welcoming and respectful learning environment

Code of Conduct Starting Point(s)

Starting Point	Possible Issues
1	<ul style="list-style-type: none"> <li>- Disruptive behaviour prior to, during or after lessons</li> <li>- Not following classroom expectations</li> <li>- Off-task behaviour</li> <li>- Homework late or incomplete</li> <li>- Consistent lateness to class</li> <li>- Lack of required equipment for class</li> <li>- Littering/ not cleaning up after oneself</li> <li>- Misusing electronic device, including smart watch, in class without teacher's permission e.g playing games or music, messaging other students without permission from teacher</li> <li>- Minor academic dishonesty, eg. inadvertent plagiarism</li> </ul> <p>Engaging in any behaviour that is disruptive to the orderly process of classroom instruction</p> <ul style="list-style-type: none"> <li>- Incorrect uniform, including: socks not covering the ankle; skirt too short; missing tie or belt; incorrect shoes; incorrect PE uniform; jackets or sweaters with hoods; coloured nail polish and makeup;</li> </ul> <p><u>Correct uniform including appropriate dress on uniform release days:</u> visible ties; Hurricanes jacket or sweatshirt or plain navy sweater; one metallic bracelet; a simple gold or silver necklace worn inside the shirt/blouse; a pair of stud or sleeper earrings - one in each ear; no ankle chain; no ripped or torn jeans; shorts worn at least at mid-thigh, tucked-in shirts/blouses at all times; well-groomed hair</p>
1-4	<ul style="list-style-type: none"> <li>- Inappropriate Use of IT (refer to AUP for more information)</li> </ul>
2	<ul style="list-style-type: none"> <li>- Repeated Level 1 offences</li> <li>- Persistent disruption in class</li> <li>- Refusing a reasonable instruction</li> <li>- Defiance</li> <li>- Disrespecting and carrying out inappropriate behaviour towards peers, a teacher or other staff member, including answering back</li> <li>- Inappropriate displays of affection</li> <li>- Inappropriate physical contact</li> <li>- Consistent failure to complete homework</li> <li>- Engaging in any form of academic misconduct, such as lending or copying any assignment, plagiarism and academic dishonesty during a test</li> </ul>

	<ul style="list-style-type: none"> <li>- Initiating or participating in any unacceptable minor physical action</li> <li>- Unauthorised recording and/or sharing of classroom activities</li> <li>- Truancy (absent from class/school without permission)</li> <li>- Rough play, including hiding others' belongings</li> <li>- Inappropriate language, including in written and digital communication</li> </ul>
2-3	<ul style="list-style-type: none"> <li>- Dishonesty, includes academic dishonesty, ie. cheating on a test, continuously copying or lending work, etc.</li> <li>- Plagiarism in an assignment or project (zero grade given)</li> <li>- Truancy or unauthorised absence from lessons</li> </ul>
2-4	<ul style="list-style-type: none"> <li>- Inappropriate physical contact</li> <li>- Bullying/Intimidation/Harassment of any kind</li> <li>- Inappropriate language</li> <li>- Refusing a reasonable instruction</li> <li>- Defiance</li> </ul>
3	<ul style="list-style-type: none"> <li>- Repeated Level 2 Offences</li> <li>- Breaches of academic honesty including cheating on any internal or external test, quiz, exam, coursework or other assessments</li> <li>- Bullying, including cyber bullying/intimidation /harassment of any kind is unacceptable and will not be tolerated</li> <li>- Discriminatory actions of any kind in reference to a person's race, gender sexuality, ethnicity, beliefs, lifestyle or physical or learning ability</li> <li>- Possession or use of a weapon including fake or imitation weapons such as water gun</li> <li>- Continued unauthorised absence from lessons</li> <li>- Truancy from school or unauthorised absence from lessons</li> <li>- Damaging school property e.g.graffiti</li> <li>- Damaging the property of others</li> <li>- Violence toward others or property</li> <li>- Fighting</li> <li>-Inappropriate computer use that violates "<i>Acceptable Use Policy Agreement</i>" including: offensive emails; using non-SAIS network; using passwords other than your own to access information; spamming; other inappropriate computer use</li> </ul>
4	<ul style="list-style-type: none"> <li>- Repeated Level 3 offences</li> <li>- Vaping or smoking on campus (including electronic cigarettes)</li> <li>-Stealing</li> <li>- Any act considered by the Principal to be injurious to the moral tone of the school</li> <li>- Any act considered by the Principal to be injurious to the physical or mental well-being of the members of the school community</li> <li>- Possession of a weapon</li> <li>- Drug possession or drug use including alcohol or restricted drugs or substances</li> </ul>

- Professional judgement will be applied in every case
- At any starting point a student is sent to the Head of Secondary if the behaviour endangers the health, well-being or the rights of other students to enjoy a safe, welcoming and respectful learning environment
- Other problems/incidents not listed above will be dealt with on a case-by-case basis.
- With regards to copying, any work directly connected to external exams, e.g. IB Diploma, iGCSE, BGCSE shall be treated as per the appropriate Examination Board's guidelines, rules and regulations.
- If a student is suspended from school, the school reserves the right to decide whether they can join a school trip.