

1. Introduction

SISD nurtures and supports the right behaviour for quality learning. Excellent behaviour is recognized as follows:

An Excellence Note is awarded by teachers for an individual instance of excellence which is not recognized through a formal grade. The number of notes counts towards the annual Excellence Trophy.

An Academic Merit is issued by the MYP Coordinator as a result of outstanding effort which goes well above and beyond that which would merit an Excellence Note. Examples of such effort might include achieving high marks across criteria in a range of subjects, for excellent contributions to interdisciplinary units or service learning or other academic projects beyond regular classroom practice. These are communicated to the school community on a regular basis and equate to three Excellence Notes in the Trophy.

A Commendation is presented by the Head of Secondary School for exceptional academic commitment over a range of subjects and an extended period of time. These are recognized at the end of each semester.

In the interest of maintaining a clean, distraction-free learning environment, students are not permitted to eat or drink in the classroom with the exception of approved celebrations and water. Chewing gum is not allowed on campus.

2. Purpose of this policy

This policy covers behaviour during the school timings as well as during extra-curricular activities, on school buses, during school trips and students' participation in social-media forums.

3. Disciplinary Measures

If behaviour is such that learning is disrupted, the following support measures can be applied:

- At least one clear, verbal warning is issued to students. Teachers may also record a behaviour note in iSams
- An infringement is issued for repeated disruptions to the learning process or any behavior that falls short of reasonable expectations as determined by teachers. A piece of work to be completed overnight will accompany an infringement and is to be handed in the next day by 10:05 to the relevant teacher.

A lunchtime detention is awarded:

- when a student fails to submit the infringement assignment; or
- when a student continues to disrupt an activity after having been awarded an infringement.
- when behavior falls far short of reasonable expectations

Lunchtime detentions take place Sunday through Thursday from 12:20 until 12:45. Detention work will be generated and assigned per department. Students are not permitted to choose what they work on and laptops are prohibited.

A Thursday detention is awarded

- when a student fails to arrive on time to a lunchtime detention
- if a student is awarded more than three lunchtime detentions in a semester
- when the Deputy Head of Secondary (Pastoral) identifies that there has been a more severe disruption than that which would normally merit a lunchtime detention.

Thursday detentions take place each Thursday from 15:45 to 16:45 and are authorized by the Head of Secondary School. Parents are informed at least 24 hours in advance. A Thursday detention replaces any scheduled After-School Activity (either internal or external) and the school bears no liability for lost fees in this regard. Moreover, parents are responsible for organising pick-up from school and communicating this to the Secondary School administration team. A failure to attend a Thursday detention results in immediate suspension.

3.1 Support Measures for Specific Scenarios

Monitoring

If there is evidence of a sustained behavioural problem, a monitoring period will be implemented in which a student's behaviour is regularly reviewed by his or her homeroom teacher, in the first instance. If necessary, this monitoring will escalate to the grade coordinator, then to the Deputy Head of Secondary (in pastoral cases) or to the MYP Coordinator (for purely academic matters), and thereafter to the Head of Secondary School.

Monitoring is designed to serve as a support mechanism for students who have come to require a formal system by which they can reflect upon their behaviour with the ultimate goal of personal development. Students under monitoring will discuss and agree upon goals to work toward and will receive regular feedback on their progress. While monitoring is part of the behaviour plan, it is important to note that it is a support mechanism and not a punitive measure.

Bullying

Bullying, in any form, is not tolerated at SISD. If the school determines, through the reporting, documentation and investigating procedures detailed in the school's Anti-bullying Policy, that a student has participated in bullying behavior the following measures will take place:

- A Written Reprimand will be issued (may be accompanied by suspension).
- Parents and student will attend a meeting with the Head of Secondary, Deputy Head Pastoral, Grade Level Coordinator and counselor. In this meeting further measures will be agreed upon, including, but not limited to: regular counseling sessions, letter(s) of apology and a signed agreement stating the student's and parents' acknowledgement of the behavior demonstrated and an assurance it will not recur.

Students who feel they are being bullied or who feel they have witnessed bullying have a responsibility to speak up and report what they have experienced. Through continual education. Both explicit in curricular lessons (including but not limited to Moral Education), implicit in the school's spirit of togetherness and embedded in the IB Learner Profile, students are taught the importance of showing empathy and respect for others. An important component of this is recognizing when these values are being compromised and reporting such to a member of staff.

Vaping and smoking

SISD is a smoke-free campus. Students are strictly forbidden from possessing, consuming or distributing any vaping or smoking materials on campus. If a student does not comply with this expectation, they will receive a Verbal Reprimand in the first instance (for possessing or consuming) or a Written Reprimand (distributing). Subsequent breaches would be handled as per the defined escalation ladder under “Major Disciplinary Measures.”

In addition to students being referred to the behaviour protocol, incidents of vaping and smoking will be treated as potential threats to students’ well-being. Students will be counselled about the ill effects of such activities and given support in their efforts to cease. Students may also be asked to conduct research and make a presentation on vaping, smoking, tobacco, nicotine etc.

A word on social media

With specific regard to the use of and participation in social media outlets and/or forums:

- Parents and students in all grade levels using any social media forum must, at all times, demonstrate respect for the members of the school community (including all students and personnel);
- Parents and students must not breach confidentiality, defame or make threats to any person in the school community;

Instances of proven and intentional breach of the above will result in sanctions that may include suspension from the school.

3.2 Major Disciplinary Measures

Verbal Reprimands are logged in iSams, valid for a period of up to 8 school weeks, parents are contacted and may be accompanied by additional consequences such as after-school detention.

Written Reprimands are logged in iSams, valid for a period of up to 8 school weeks, parents are contacted, a letter is sent home and may be accompanied by additional consequences such as internal or external suspension.

Suspension (internal)- student attends school but does not go to their regular classes. Student stays in the office and completes work independently.

Suspension (external)- student does not attend school for a set period of time. It is the responsibility of the student to actively seek the support and guidance of their teachers concerning work missed and how it should be turned in.

Ultimatum- In cases where it is determined that a student has repeatedly and/or severely breached the behaviour expectations of the school, an ultimatum is issued. Ultimatums have validity periods of up to the remainder of a student’s time at SISD and state that another serious breach of the behaviour expectations will result in the student being refused re-enrollment or expelled.

Serious or sustained breaches of the spirit of the school's philosophy will result in a verbal reprimand, written reprimand, suspension (internal or external), ultimatum, the school asking parents to withdraw their child from the school, or a refusal to re-enroll the student for the next academic year. Verbal Reprimands are logged in the system, parents are contacted, additional sanctions (such as Thursday detention) are assigned and a period of time is designated during which another breach will result in a written reprimand. Written reprimands may be accompanied by a suspension.

It is expected that students, parents and teachers work together to sustain our positive learning environment

If a student faces barriers to completion due to circumstances beyond their control they must discuss these with the teacher at least two days prior to the submission deadline.

Three academic notices in a month will trigger a review of the student's academic standing by grade coordinators. Should it be deemed necessary, this may result in the student being placed on Academic Monitoring.