

Discipline; Policies and Practice

Primary Years Programme Behaviour Policy

Students are encouraged at LIS to monitor their behaviour to reflect the IB learner profile and attitudes.

Essential agreements

Teachers work with their students to develop essential agreements explaining how to behave towards others at LIS. Students are expected to respect and follow these essential agreements made with their classmates and teachers.

Inappropriate or unacceptable behaviour by a student will be addressed with the following steps:

- o the teacher will discuss with the child ways to prevent further episodes
- o parents will be informed of the incident and strategies developed to prevent further occurrences
- o parents will meet with the Primary Principal and class teacher to develop an action plan to improve behaviour
- o if a student continues to demonstrate unacceptable behaviour, s/he will be excluded from the school

Steps can be skipped at the discretion of staff based on the seriousness of the incident.

Secondary School Student Code of Conduct (Years 7-10)

All students should:

1. treat each other respectfully;
2. respect essential agreements;
3. be polite to each other, teachers, other staff and visitors;
4. look after school property, equipment and other students' possessions;
5. respect other peoples' cultures;
6. make new students feel welcome;
7. be honest.

All School rules will be logical extensions of these basic expectations, and will be explained to students in those terms.

It is expected that most students, in most instances, will be able to keep to the basic code of conduct outlined above. However, there will inevitably be times when students need to be reminded of their responsibilities to themselves and to the School, and when it may be necessary to impose disciplinary procedures. When problems of behaviour arise, they will be dealt with according to the school discipline policy by the relevant member of the school leadership team.

Bullying

Every student should feel comfortable and safe coming to school. Bullying, whether verbal or physical, is completely unacceptable in this or any school and will be dealt with firmly. Students who feel they are being bullied should talk to their teacher or another member of

staff immediately and should never tolerate it. Anti Bullying measures are ongoing and are implemented with the input of the student council.

Student Rights and Responsibilities

Each student in our School has the right to be treated with respect, courtesy and consideration by every other student, teacher, school employee, or other adult in the School. They have the right to know what the rules are; to appeal to authority when they feel unfairly treated, or when they think that no objective hearing has been allowed. However, persons with positions of responsibility at the School must have the authority to carry out their work for the benefit and safety of everyone concerned without constant arguments.

Consequences

Students must realize that there are consequences for negative and positive behaviour patterns. All students must recognize that they are able to take responsibility for their actions. Therefore, it is logical that students will have to face up to these consequences whenever an essential agreement has been broken. These consequences include: lunchtime detention, principal meeting, parental meetings, behaviour monitoring, internal school suspension, out of school suspension and expulsion. Obviously the weight of the consequence will depend on the severity of the violation. Teachers are required to report these violations to the principal who will then apply the consequence in line with the discipline procedure. Reconciliatory and restorative procedures may also be implemented along with these consequences.

Discipline Policy

The entire school community will work together to promote the following environment:

- Safe
- Conducive to learning
- Free from harassment and bullying
- Embraces and embodies the IB Learner Profile

This is achieved through the following shared principles and beliefs which will help to guide student behaviour :

Principles and Beliefs

The discipline policy is based on a number of principles:

1. Behaviour is chosen for a purpose. At LIS, the school community tries to equip the students to choose their behaviour in line with the IB Learner Profile. All students and staff model the IB Learner Profile. The school recognizes that certain circumstances may limit a student's ability to make a conscious behaviour choice, but this does not diminish the student's responsibility.
2. The LIS Code of Conduct is explicit, as are the consequences for a violation of the code. These consequences reflect school policy on discipline and are designed to

prompt a change in negative behaviour. Essential agreements are also explicit and students are expected to respect these.

3. All individuals and groups within the school community must be valued and treated with respect.
4. Individuals are able to accept responsibility for their own behaviour. Responsibilities are taught explicitly throughout the programme through the IB Learner profile and are embedded in the curriculum.
5. All behaviour has consequences which affect future opportunities. Responsible behaviour increases the student's range of future opportunities. Irresponsible behaviour will result in a decrease in the students' future opportunities.

The school has put in place a number of structures in order to effectively manage discipline. Further procedures such as suspension and exclusion will be used to support a change in the behaviour of students who do not respond to school level consequences of irresponsible behavior.

Year 11- 13 Student Code of Practice

The Academic Review Committee will meet once a month to consider students of concern and matters relating to behaviour and academic performance, including the missing of deadlines and any other issues. The Role of the ARC is to monitor student performance in years 11-13 so that LIS students can reach their full potential in the DP programme. Failure to comply with the expectations laid out below may result in students and /or parents being asked to explain the reasons for lack of achievement at LIS. In extreme circumstances, students may be asked to withdraw from LIS or may face the possibility of not being promoted to the Diploma Programme.

General Expectations:

Attendance

We expect you to:

- attend all lessons and other school activities punctually
- recognize that unexcused absences have a detrimental effect on your education and may result in your withdrawal from the IBDP.
- notify the school about absences
- plan doctor and dentist appointments etc. outside school hours and catch up on what has been missed as the result of absence

Daily work/homework/deadlines

We expect you to:

- take responsibility for your own learning, inside and outside of the conventional classroom setting
- comply with LIS DP/MYP study and homework guidelines

- use your time effectively when not in class to stay on top of work. This means working quietly in the Diploma lounge. (Year 12 and 13 only)
- be well-prepared for lessons
- participate actively in lessons
- complete/deliver assignments on time
- keep in touch with your subject teachers and advisor

Academic ethics

We expect that:

- the work you produce will be in line with LIS and IB expectations as laid out in the IBO document on Academic Honesty.
- all sources used in your work will be acknowledged fully and you will never pass off the work of another as your own.

Procedures

- Persistent late arrivals/absences are referred to the Principal and may lead to probation or eventual expulsion from the Diploma, or not being allowed to enter the Diploma programme in the case of year 11 students. This is in accordance with LIS policy. (See Policy Manual)
- Missing the final deadline for submission of an official DP Internal assignment is recorded and referred to the Principal and the DP Coordinator, and will lead to withdrawal from the IB Diploma.
- Absence from official Diploma exams, including orals, is referred to the Principal and the DP Coordinator. If a doctor's certificate is not provided, this can lead to withdrawal from the IB Diploma.
- Missing deadlines related to classroom work is recorded and may be referred to the ARC.
- Absence from internal exams requires prior explanation and official approval or a doctor's certificate.
- Plagiarism automatically leads to an official investigation via the relevant Department Head who will report to the program Coordinator and Principal. Plagiarism related to internal/official DP assignments is reported by the Diploma Coordinator, to the Principal and the IBO. In all cases of plagiarism, the school will be guided by IBO guidelines. Please see the IBO document on Academic Honesty.

In the case of year 11 students, promotion to the DP programme is contingent on the student having satisfied all requirements of the MYP. This includes, but is not limited to, satisfactory completion of the personal project, fulfillment of the MYP Community and Service requirements; meeting the LIS English language level requirements; as well as

having achieved a good level in all MYP subjects, in addition to demonstrating a good level of motivation.

Teacher Responsibilities:

You can expect that your teacher will:

Reciprocate in kind on all the above points and do their utmost to ensure that you reach your full potential here at LIS.