

Behaviour Policy

We are a school and we think of ourselves as a network of friends. Students have a sense of self-discipline and independence, taking responsibility for their own actions, but knowing that they are guided and looked after by a trusted community.

General Policy

1. This publication is produced by Royal Institute for Smart Education (RISE). The particulars contained herein are intended as a guide to students, staff and parents and are furnished on the strict understanding that the school shall not be liable for any claim with respect to its content.

General Conduct

1. At RISE emphasis is placed on the individual's responsibility to the community, be it the closed community of the school or the wider community of the country. All school regulations are based on this philosophy.
2. RISE students are expected to:
 - 2.1. respect for the well-being of everyone's physical safety, feelings and property;
 - 2.2. be polite to others as politeness is an important quality;
 - 2.3. join in all activities that are offered, for involvement builds confidence, helps to make friends and provides both interest and enjoyment;
 - 2.4. attend all scheduled classes punctually with the necessary books and stationery
 - 2.5. complete all assigned work personally and punctually
3. Students should remember that at all times they are ambassadors of the school. They are not allowed to become involved in any unauthorised outside organisations or illicit activities that will bring the school into disrepute.
4. An important part of education at the school is the development of positive attitudes towards people, the environment and towards learning. At RISE we believe it is essential to address these issues consciously, professionally and explicitly within our school environment.

Health, Safety & Security

1. Considerations of health, safety and security are paramount and will not be compromised.
2. Students must obey all regulations and stipulations placed upon that refer to Health, Safety and Security of themselves or other.
 - 2.1. Students must not enter any area of school that is designated as out of bounds
 - 2.2. Students must not act in any way that endangers others.
 - 2.3. Confidentiality is very important and no personal information should be shared with others that could compromise the security of any member of the school body.

Assembly

1. All students must attend all relevant School Assemblies and meetings as instructed by the Principal.

Attendance

1. Students must be in their form room by 9am each morning and attend all timetabled lessons and activities at the time stated on their timetables. Registration will be recorded each day.
 - 1.1. Students will be considered as latecomers if they are not in class when registration takes place.
 - 1.2. Latecomers must report at the Reception Counter and fill in the Latecomers' Slip and be entered in the class register as late. The Latecomers' Slip will be signed by the Office. Latecomers will not be permitted to enter the class by the subject teacher without the signed Latecomers' Slip.
2. Students are required to attend any detention or extra classes formally requested by a teacher.
 - 2.1. The communication home could be in the form of: email, written request (in planner) or telephone call.
 - 2.2. Parents may request an alternative date within 7 days.

Absenteeism

1. The parent / guardian should inform the school immediately if his / her child / ward are unable to attend school.
2. A letter from the parent / guardian or a medical certificate must support any absence from school and must be received by the school within three working days of any absence.
3. The school will contact the parent / guardian of the student who is absent for two consecutive days or who displays a fixed pattern of absenteeism.
4. Disciplinary action will be taken against students who are found to be absent from any timetabled activity without formal approval from the school.
5. We advise against taking holidays during the school term. Any non-medical leave will be counted as unauthorised absence unless prior written permission is granted by the Principal. Permission for a maximum of ten days of absence may be granted in certain circumstances where absence cannot be avoided, after which all absences for non-medical purposes will be classified as unauthorised.
6. Where a student is representing the school, the state or country in any recognised event permission will normally be granted and will not count towards permitted leave.
7. Although reasonable assistance will be given to aid students who miss school on authorised leave, the school cannot take responsibility for lost learning opportunities caused by any absence.

Communication

1. Any and all communication that students shall have with their parents / guardians during school hours should be done through the school.
 - 1.1. Students should not bring mobile phones, or other communication device, to school.

- 1.2. Students may deposit their device with reception immediately on entering the school, and collect it as they leave.
 - 1.3. Any student found with such a device between 8:00 and 16:00, without written permission, will be confiscated.
 - 1.4. Confiscated devices must be collected by parents, or designated adults; they will not be returned to the student.
 - 1.5. Students needing to contact their parents must seek permission from a member of the School's senior leadership team. A member of staff will contact parents on behalf of the student, explaining the issue.
2. Messages from parents / guardian should be communicated through the school office.
 3. Except for emergencies, parents are not allowed to meet with their wards during the school day without the prior approval of the school leadership team.
 4. Students are prohibited from ordering food to be delivered to the school at any time without prior approval from the school leadership team; approval will only be given during special events and with one week's prior notification.

School Compound

1. Students are not allowed to leave the designated school areas during school hours without the written permission from the Principal, unless under the supervision of a teacher so long as the teacher has prior approval; the teacher must have approval from a member of the School Leadership Team.
2. Students who wish to remain in the school compound outside school hours for non-school organised activities must seek written permission from a member of the School Leadership Team.
3. Students are not allowed to bring unauthorised persons into the school compound at any time without prior written approval from a member of the School Leadership Team.
4. Every student is required to take care of the school's facilities and be mindful that the facilities are for use by all the students at the school.
5. Littering
 - 5.1. Littering is anti-social and disrespectful. Sanctions exist to deal with any students found littering and will be enforced strictly.
 - 5.2. Students seeing litter should place the litter in the bins provided.
6. Students shall be liable for any damage to school property. Every student is encouraged to report any damage of school property to his / her form tutor.
7. Students intending to use the facilities of the school for individual or organised activities must obtain prior written permission from a member of the School Leadership Team.
8. All food and drinks must be consumed in the cafeteria, and surrounding external area. After eating, it is compulsory for each student to clear their tray / plate / utensils and deposit them at the collection trolleys.

9. Lights, air-conditioners and other electrical equipment must be switched off by members of staff when not in use or when the students leave the classroom / workshop / laboratory and any other room after a lesson. Students are not allowed to use these switches.
10. Students must abide by all the rules and regulations in the library / workshop / resource rooms / IT and science laboratories and other facilities rooms in the school.
11. Eating or drinking is not allowed in classrooms and computer areas. The school is not a suitable venue for birthday parties and students will not be allowed to use the school for such parties during a normal school day.
12. During the school day, certain areas will be off-limits to students unless they are under the supervision of a teacher.
 - 12.1. Students are not allowed in classrooms without a teacher being present.
13. Vandalism and causing or attempting to cause damage to school property or private property is an offence and will be dealt with firmly. Students are prohibited from defacing or dirtying any part of the school building, furniture or resources.
 - 13.1. Any damaged caused by students must be paid for in addition to any other sanction imposed.

Prohibited Articles

1. The following articles are prohibited in the school at all times :
 - 1.1. Drugs or medicines of any form unless a medical letter is provided by a doctor; these must be kept with the school nurse
 - 1.2. Any kind of weapon, sharp tools or any implement that may cause harm;
 - 1.3. Cigarettes, or any smoking materials;
 - 1.4. Indecent materials in any form;
 - 1.5. Alcohol;
 - 1.6. Explosives, firecrackers and any other pyrotechnic equipment or flammables
 - 1.7. Playing cards (all types);
 - 1.8. Chewing gum and fizzy drinks;
 - 1.9. Any form of accessories, perfume, make-up sets, nail polish etc;*
 - 1.10. Radios, radio cassettes players, recorders, walkmans, disc man players, any form of audio visual devices and any type of cameras except with written permission from the school;*
 - 1.11. Video tapes / VCDs / CD Roms / DVDs / Cassettes / MP3 players;*
 - 1.12. Pagers / PDAs;
 - 1.13. Mobiles phones, or other communication devices not previously listed, are not allowed in classrooms.
 - 1.14. Toys, computer electronic games*
 - 1.15. Skateboards, skates and roller blades
 - 1.16. Musical instruments*
 - 1.17. Pets
 - 1.18. Correction fluid / tape

**These items may be acceptable with the written approval of a member of the school leadership team for school events, such as music /drama lessons or productions.*

2. This list may be modified from time to time to include any other items that the school decides is unsuitable for students and the school environment.
3. Possession of any prohibited article(s) 1.1 to 1.7 can lead to suspension / expulsion of the bearer.

Prohibited Activities

1. The following activities are strictly prohibited:
 - 1.1. Smoking
 - 1.2. Any form of gambling
 - 1.3. Uttering, writing or displaying foul language
 - 1.4. Bullying / incessant teasing / insults
 - 1.5. Close proximity (inappropriate touching)
 - 1.6. Fighting / gang fighting / ragging
 - 1.7. Any acts of indecency
 - 1.8. Stealing / persistent borrowing of money
 - 1.9. Classroom disruption or misconduct
 - 1.10. Insubordination
 - 1.11. Dangerous behaviour in the classroom or on school property

Preferred Languages

1. English is the common language for general communication across the school and should be used in most circumstances to ensure non speakers of other languages are not excluded from discussion or general activities.
2. Other languages are spoken within the school premises; users of these languages should use English when in the company of someone who does not speak that language, unless necessary to clarify a meaning or translation into English.

School Uniforms & Equipment (Department)

1. All students should clearly mark their name on each item of their personal belongings including items of clothing.
2. Students should be clean, neat and tidy at all times.
3. Students are required to wear standard school uniform during school hours and whenever they are formally representing the school outside of school hours. This includes the school shirt, skirt or trousers and black shoes.
4. For physical education:
 - 4.1. Female students must wear track bottoms (black or dark blue), mid length shorts or a PE skirt, plus the standard school PE t-shirt and suitable sports shoes. Girls are allowed to wear leggings beneath PE skirts.
 - 4.2. Male students may wear track bottoms or shorts (black or dark blue), the PE t-shirt and suitable sports shoes.
 - 4.2.1.
5. Jewellery

- 5.1. Earrings are not allowed for boys, unless explicitly relating to religious duty. Girls may wear small rings or simple studs, only 1 pair of the same design is allowed.
 - 5.2. Anklets, wrist bands, tongue studs and nose rings are not allowed, unless required for religious purposes. A letter from parents is required if students wish to wear religious items.
 - 5.3. Necklaces worn for religious reasons must be worn beneath clothing and therefore not visible.
6. Contact lenses
 - 6.1. Plain non-coloured contact lenses are permitted for students who have a medical need to wear them.
7. Cosmetics and make-up
 - 7.1. Students are not allowed to wear or apply any form of make-up in school. This includes any forms of tattoos, henna and designs drawn on the hands. Parents should notify the school in advance if the student will be attending a ceremony during which henna is expected to be applied.
8. Make-up, nail polish, nail extensions and coloured lip gloss are not allowed.

The school reserves the right to send students home if they do not comply with the department policy.

House System

The school runs a traditional House System to support the ethos of positive discipline, promotion of leadership skills, participation, collegiality and self-improvement.

1. All students belong to one of four houses. These houses are represented by colours::
 - 1.1. Blue
 - 1.2. Green
 - 1.3. Red
 - 1.4. Yellow
2. The school will determine which house a student will belong to and will not take any direction or request from parents, students or other external persons.
3. Siblings should always belong to the same family house. If later generations attend Royal Educare Schools they will continue to belong to the same house as their parents.

Rewards and Sanctions

We believe a positive atmosphere of targeted praise encourages all students to behave in a respectful and positive manner.

Rewards

Our house point system is one of the mechanisms we use to reward students. Once given a house point can never be removed from a student.

Examples of House Point rewards

Reward	Criteria examples
1-2 HP	<ul style="list-style-type: none"> • Classwork or homework completed to a high standard in relation to the expected ability of a student • Meeting targets set by teachers • Contributing to the greater good of the school <ul style="list-style-type: none"> ○ Assisting in school events ○ Participating in a positive manner in external sporting and non-sporting events ○ Taking part in school beautification projects ○ Assisting in class projects • Positive attitude <ul style="list-style-type: none"> ○ Supporting fellow students ○ Demonstrating initiative leading to positive outcomes • Having an exemplary attendance record

There are many additional aspects of our rewards policy, including students of the week certificates, attendance certificates, department prizes, etc.

Sanctions

When students do not comply with school expectations they will face the appropriate level of sanction. All students are treated equally, irrespective of background, race, religion or parentage. Once a sanction is imposed and formalised, no discussion to have that sanction removed will be entered in to.

Below are examples of the type of conduct that will lead to the appropriate sanction. No list of examples can possibly be exhaustive; therefore the school authorities will apply the sanction deemed relevant in each case.

Levelled Sanctions – Incident Examples

1. Low level behaviour single events; i.e. talking at inappropriate times, inappropriate dress.
2. Repeated low level behaviour events. Inappropriate dress, pushing in line, loud or obnoxious and or disrespectful behaviour towards a member of the school community
3. Persistent low level misdemeanours and a more serious single offence that doesn't require a higher level sanction. Single case of neglect of studies, handing assignment in late, single event of foul language and lateness. Failure to have correct resources for a lesson.

4. Defacing school property, persistent late attendance to lessons, cheating within a class based / prep assignment, plagiarism or cheating, continued disrespect to an adult member of the school or school prefect.
5. Failure to respond to level 4 offences. Serious or deliberate damage to school property, unauthorised absence from a timetabled lesson, being in an unauthorised area of the campus, repeated use of foul or abusive language.
6. Repeated bullying, intimidation or violence towards fellow students, being intimate with another student, endangering the school community.
7. Failure to respond to level 6 interventions. A continuation or repetition of the behaviours outlined in level 1 to 6. At the discretion of the leadership team.
8. Failure to respond to level 7 intervention. At the discretion of Principal and for the following actions :
 - 8.1. Gambling,
 - 8.2. Fighting,
 - 8.3. Stealing
 - 8.4. Smoking on or near school premises
 - 8.5. Entering school after consumption of alcohol,
 - 8.6. Extortion,
 - 8.7. Possession of illicit materials, including possession of item deemed to be a potential weapon, or accessing illicit materials, such as pornography or other offensive material, such as through a school computer
9. At the sole discretion of the Principal
10. Failure to respond to level 8 interventions and sanctions.
 - 10.1. Possession or consumption of illegal drugs in or out of school
 - 10.2. sexual assault / harassment,
 - 10.3. grievous bodily harm to any member of the school community
 - 10.4. cheating in an external exam
 - 10.5. consuming liquor in the school compound
 - 10.6. serious vandalism of the school property
 - 10.7. committing a serious breach of the School Rules and Regulation after serving a period of suspension
 - 10.8. any act of misconduct in or out of school that brings shame and disrepute to the school
11. Failure to respond to all interventions and sanction from level 1to 9. At the principals discretion

Sanctions

1. Verbal apology
2. Written apology
3. Loss of Privileges
4. Basic Reports – 1 to 2 weeks: Attendance Report / Book & Equipment Report / Internal Behaviour Report / Internal Good Behaviour Undertaking.

5. Referral to Head of School and contact with parents. Possible sanction: detentions, report, partial/ full isolation. Behaviour contract.
6. Head of School meets with students and parents, referral to school councillor. Possible sanctions: detentions, report, partial/ full isolation.
7. Referral to councillor. Possible sanctions: detentions, report, partial/ full isolation.
8. Principal or Head of School meets with students and parents to formalise a 'behaviour contract', referral to school councillor, behaviour log initiated. Possible sanctions: detentions, report, partial/ full isolation.
9. Principal and parents to meet.
10. Suspension - internal or external on the recommendation of the Principal. Return from suspension meeting with Principal.
11. Expulsion

Teachers issuing sanctions at levels two to six are required to complete the relevant Sanction Form, a copy of which will be put into a student's file.

Sanction details:

1. For low level offences students are expected to apologise to the victim and to staff involved. If the single incident is atypical of the student no further action is required. If the incident becomes a habit for the student the sanction level should be raised to 2.
2. A copy of all written apologies must be kept in a student's file.
3. Detention requires a minimum of 24 hours' notice given to parents. Detention will take during lunch (max 50%) or break time, unless a special order has been given by the Principal. Loss of privileges, when given, should be relative to the offence.
4. A basic report will last for between one day and two weeks monitored by the form tutor. Any student who has not made necessary improvements within two weeks, or is put on report for a similar offence three times in a school year, will be put on Level 5 sanction. When a student is required to complete a report they must take it to every lesson for signing and commenting by each teacher. It is the student's responsibility to look after the report card and loss of the card will result in automatic increase of sanction to level 5.
5. The Head of School will meet with the student and place them on report, reporting to Head of School. The student will be referred to the school councillor. If necessary the Head of School may involve the parents in the discussions. After school detention requires parental notification, which should be sought a minimum of 24 hours in advance. Possible sanctions: detentions, report, partial/ full isolation.
6. The Head of School will meet with the student and parent and prepare a plan of action to support the student to improve their behaviour (IEP). The student will be referred to the school councillor. After school detention requires parental notification, which should be sought a minimum of 24 hours in advance. Possible sanctions: detentions, report, partial/ full isolation.

7. The school councillor will meet with the student and place them on report based upon IEP, reporting to school councillor. The student will be referred to the school councillor. If necessary, the school councillor may involve the parents in the discussions. After school detention requires parental notification, which should be sought a minimum of 24 hours in advance. Possible sanction: detentions, report, partial/ full isolation.
8. The school councillor will meet with the student and parent to review the IEP and formalise a behaviour contract to improve their behaviour. A behaviour log will be initiated for the child alongside a report. The student will be referred to the school councillor. After school detention requires parental notification, which should be sought a minimum of 24 hours in advance. Possible sanction: detentions, report, partial/ full isolation.
9. At the discretion of the Principal.
10. Suspension. On approval of the Principal, students will be suspended should they break their behaviour contract or an act / incident at level 10. On return from the suspension the Principal will meet with the student and parent. The period of suspension is at the discretion of the Principal, to a maximum one month.
 - 10.1. The student suspended must not be seen in the school compound throughout the period of suspension.
 - 10.2. If external examinations are due to take place during a period of suspension, the student will be escorted from the school entrance, to and from the examination hall by a member of staff
10. Expulsion: Expulsion could be utilised for one off extreme acts of behaviour. Expulsion would be utilised should the school consider that the student has demonstrated clearly they have no wish or inclination to behave in a manner expected by the school and as laid down the code of the conduct, of that the school has no further resources or avenues to support the student.
 - 10.1. The behaviour committee will meet to discuss whether to recommend formal and permanent expulsion. The Principal will review the recommendation to approve or deny the request.
 - 10.2. Any student who is expelled is given two weeks to appeal in writing directly to the Principal.
 - 10.3. An appeal made within the stipulated time will be considered by the School Disciplinary Committee and any decision to rescind the expulsion letter must have the written approval of the Principal.
 - 10.4. Once a final decision is made and reviews of appeals completed, no further correspondence or any form of further appeal will be entertained.

NOTE:

This handbook, including any amendments, variations and/or modifications thereof, shall be read and construed and be enforceable as if such terms and any amendments, variations and/or modifications thereof had originally been incorporated and had formed part of the Application Form signed by parents/guardians at the time of registration of your child/ward into Rise Institute of Smart Education.