

SKAGERAK

INTERNATIONAL SCHOOL

Behaviour policy

Guidelines for members of the Primary, Middle and High school community



IB CONTINUUM
CONTINUUM DE L'IB
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This document has been prepared by the schools IB Coordinators and a team of teachers across all schools: 2016-2017
Year of intended review: 2018-2019 and biannually thereafter.

*new staff will be given this policy to review as part of the induction process.

A Code of Conduct

At Skagerak International School we aim to create a caring and respectful community, which fosters a positive learning environment.

All students are encouraged and expected to be responsible and show respect for themselves, others, school property and the classroom environment.

B Rights and Responsibilities

Skagerak International School will promote an atmosphere that develops the health, well-being and learning of all. We firmly believe that all students, regardless of gender, ethnic background, age or ability have the right to a safe, caring and supportive environment.

As a member of our community you have the following rights and responsibilities:

You have the **right** to:

- Be respected by others and have your property respected
- Be treated and valued as an individual
- Be free from all forms of bullying
- Have a safe and productive school environment

You have a **responsibility** to:

- Be accountable for your own behaviour
- Show respect for others as well as their property
- Show respect for the teaching and learning in the classroom
- Be punctual and prepared for class time, meetings, appointments and deadlines
- Keep the school and its grounds clean and tidy
- Be respectful of the school and its property
- Be a positive ambassador for the school

C Accepted Behaviours

At Skagerak International School great emphasis is placed on the IB's learner profile and positive reinforcement. We seek to establish an environment that cultivates positive attitudes and actions.

Personal

- Being truthful
 - Being principled when conflict arises
 - Following the behaviour expectations of the school
 - Reporting bullying
 - Bringing healthy snacks and lunch

Property

- Putting belongings in the appropriate place
- Picking up litter
- Taking care of all school property
- Reporting damaged property
- Reporting theft
- Returning items to the lost and found or a teacher

Learning

- Demonstrating positive behaviour in the classroom
- Using technology appropriately
- Completing assignments thoughtfully and in a timely manner
- Being an active and engaged learner

Interpersonal

- Respecting others
- Supporting others
- Helping others
- Welcoming and caring for new students
- Reporting bullying

Positive consequences (examples)

- Verbal recognition of positive behaviour
- House Team points
- Complimentary notes from students, teachers, principal
- Complimentary notes home to the parents from teachers/principal
- Community-wide recognition (merit mentions, blog entries, etc.)
- Extra free time/break for the class

D Possible Unacceptable Behaviours

Physical Harm

- Failing to comply with fire regulations
- Violent behaviour where a student or any person associated with the school is physically threatened or harmed (examples include: pushing, hitting, spitting, biting, scratching, tripping)
- Rough Play
- Throwing objects (examples include: rocks, sand, snow and ice)
- Fighting
- Threatening behaviour that causes others to be humiliated or fearful
- Any action that poses a health and safety risk to the student or other persons

Emotional Harm

- The use of language that causes others to be humiliated or fearful (examples include: teasing, name calling, gossiping, insulting comments about intelligence, size, ability, race, color, religion, ethnicity, gender)
- Exclusion of others (examples include: games, conversations, activities)
- Profanity
- Being dishonest or lying
- Harassment (verbal or sexual)

Educational Harm

- Not following the classroom agreements
- Disrupting the learning process (examples include: using games/toys or electronic devices, deliberate disruptions using unreasonable behaviour)
- Not respecting one's work or the work of others
- Plagiarism/cheating
- Rude and disrespectful behaviours

- Repeatedly failing to comply with reasonable requests by teachers or other persons who are acting on the school's behalf
- A lack of respect for adult authority (examples include: refusing to cooperate with reasonable requests, inappropriate gestures)
- Continued and deliberate failure to meet academic expectations.

Prohibited Substances and Objects

- Possession or use of drugs, alcohol, and tobacco products on or near school grounds or functions
- Use of lighters, matches, explosive materials and aerosols without the supervision of a staff member
- Chewing gum in any part of the school, on the busses or in the playground
- Sweets, eating or drinking of anything other than water without teacher approval
- Possession of pornographic material at school or during a school controlled event

Vandalism and Theft

- Lack of respect for other people's property (examples include: deliberately damaging property, writing on objects)
- Damaging bathrooms or other areas in school
- Littering
- Intentionally damaging landscape
- Purposely mishandling equipment
- Stealing/hiding or purposefully taking objects that belong to the school or others

Electronic Devices

- The use of personal music players and headphones in class unless working independently and with permission from the teacher.
- Mobile phones should not be used or heard during school time without teacher approval or during approved times. Inappropriate use of phones, including cameras on the phones, will result in short-term confiscation.
- Use of phones or cameras for harassment, bullying or dishonesty will be regarded as serious matters. If there are persistent problems, students will be asked to leave their phones at home
- Use of school electronic equipment to transmit messages or images which are inappropriate or threaten any person involved with the school in such a way that it causes them to be humiliated or fearful
- Proven disruption of, or unauthorised entry into, school databases or secure information

Dress Code (PS&MS)

- Wearing clothing displaying inappropriate wording, profanity, drugs or alcohol
- Wearing hats, caps, or hoods inside the classroom
- Clothing that is unsuitable for the school day

E Consequences for Unaccepted Behaviour

Should a student fail to follow the expectations that the school has established, the following will apply. The levels of consequences are flexible depending of the frequency and severity of the infraction and will be decided by the administration.

- A verbal warning will be issued and parents may be informed.

If there are further and repeated occurrences:

- The student will be sent to an alternative learning environment and parents will be notified.
- A formal warning will be issued, and parents, staff and the student will take part in a discussion to try to identify needs with a view to resolving the problem.
- The student will likely be put on a monitoring system.
- The student will be referred to the principal. A decision will be made in the best interests of all students as to whether the student is able to remain at the school.
- The student may be suspended for several days.
- In extremely serious cases, they may be expelled from the school.
- If a student is suspended or expelled, fees for the period of suspension or for the remainder of the semester after expulsion cannot be refunded.

The school may levy charges for certain offences; for example, damage to books, equipment or other school property. The charges will relate to the costs of replacement or repairs.

Playground Rules

- Play in a safe, caring and friendly manner.
- Students stay within the playground boundaries.
- Students stay outdoors unless given permission by a supervising adult.
- Balls repeatedly going out of the school boundaries will be put away.
- Playground equipment must be used respectfully and put away by the people who used it.

Personal Property

- The school **does not accept responsibility** for the loss or damage of your personal property. This includes toys and games used for breaks. If these items cause a disruption, students may be asked to keep them at home.
- You should avoid bringing large sums of money to school, or – if absolutely necessary – give cash to a member of staff for safe-keeping as soon as possible.
- To avoid loss of mobile phones or cameras, they should only be brought to school if absolutely necessary.
- If you bring a laptop computer to school keep with you or put it in a secure location when not in use.
- Your bicycle should be locked when it is left outside the school building.
- Lockers are available for hire at the Middle School, and you are strongly encouraged to lock your valuables in your locker during the school day, if possible.

F Bullying Policy

Skagerak International School, has a “zero tolerance” policy towards bullying. Bullying is defined as unwanted, aggressive behaviour among people that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally, and excluding someone from a group on purpose.

Skagerak International School encourages everyone to be self-confident and caring towards each other, to help others who are not being treated fairly or find people to help. Our curriculum embodies the mission statement for the IBO which states:

'The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.'

Proactive Measures by the School

- Staff practice with the students how to assert oneself and to report any instances of being treated in a disrespectful manner.
- Students that have more difficulty making friends are assisted with social skills to help them in their peer group.
- Meetings are used to discuss acceptable and unacceptable behaviour.

Proactive Measures by the Staff to Prevent Bullying

- Staff are to be aware of the relationships between students inside the classroom and outside.
- They understand that adults must intervene right away when someone is bullied.
- They look for bullying behaviour on a daily basis, such as an individual or group of people who either repeatedly ignore or consistently treat someone in a demeaning way, or target an individual with negative acts.
- Staff look people who cannot defend themselves, have few friends, and also individuals who stand by when another person is bullied.
- Staff look for individuals who defend themselves aggressively but are then manipulated by others in order to get a reaction.
- When a staff member sees or suspects that a person is being bullied, it is reported to administration immediately, in addition to ongoing classroom activities mentioned above.

School Measures for Instances of Bullying

If someone is bullied by another person, we do the following:

- Listen to and act upon their concerns.
- Give them reassurance and support.
- Share what has happened with their parents, explaining that the individual who did the bullying is being helped to adopt more acceptable ways of behaving.

If someone bullies another person, we do the following:

- Refrain from labeling students who bully as 'bullies'.
- Intervene to stop the individual from harming others.
- Explain to the individual why their behaviour is not acceptable.
- Help them to recognize the impact of their actions.
- Ensure that they receive positive feedback for considerate behaviour and are given opportunities to practice and reflect on considerate behavior.
- Recognise that these individuals may be experiencing bullying themselves, or be subject to abuse or other circumstance causing them to express their anger in negative ways towards others.
- Discuss what has happened with their parents and work out with them a plan for handling their behaviour.

Procedures

In addition to point 7 of the Behaviour Policy, the following procedures are in place to identify and deal with any suspected or reported incidents of bullying:

- Staff members report the behaviour to the homeroom teacher and administration.
- The homeroom teacher and administration assesses whether the incident displays bullying behaviour or an isolated occurrence.
- They communicate with the people involved using the above strategies.
- The principal is informed and meets with the individuals involved.
- The principal informs the parents of those involved and discusses the seriousness of bullying
- The principal documents the incident using an Incident Report Form (*Enkeltvedtak*) which is

filed electronically on the school server.

- After a set period of time, the concerned parties meet to discuss any issues or concerns that might have arisen following the implemented behaviour plan.

Cyberbullying

Cyberbullying is bullying that takes place using electronic technology. The protocol is the same for cyberbullying as for the bullying. Examples of cyberbullying include:

- Mean text messages or emails
- Rumours sent by email
- Logging into someone's account
- Inappropriate posts or messages (embarrassing pictures, videos, websites, or fake profiles).
- Deliberately excluding others

The school's Acceptable Network Use Agreement, which everyone signs before using the school's network, describes in detail appropriate netiquette and unacceptable use of the school's network. The agreement is reviewed with everyone at the beginning of the year.

H Documentation of Student Behaviour

Records of behaviour incidents and follow up are kept in the school's learning management system (MB) by both teachers and administration. Notification of parents is based on the discretion of the administration. If bad behaviour happens in the classroom during lessons subject teacher enter a comment and next step. Contact teacher will get a notification for every entry automatically. Contact teacher contact parents when it is serious enough or repeated many times.

I High school code of behaviour

Expected behaviour

The high school is an inclusive institution that respects the rights of all its members. Students are expected to participate in creating an orderly environment that promotes learning. As a community it is our responsibility to adhere to the following rules:

- Make an effort to keep the campus clean and tidy.
- No graffiti or other wilful damage.
- Turn off mobile telephones during lessons/ meetings.
- No chewing gum or snus on the school premises.
- No smoking, alcohol or illegal substances allowed on campus.

Unacceptable behaviour

- Unacceptable behaviour that may lead to suspension or expulsion can be defined as falling into the following categories.
- Behaviour that involves the use, storage, supply or abuse of alcohol, drugs or illegal substances on school premises or during a school supervised event. Such behaviour will be reported to the appropriate authorities.
- Failing to comply with fire regulations as specified in the Student Handbook.
- Repeated failure to comply with reasonable requests by teachers or other persons who are acting on the school's behalf.
- The deliberate disruption of lessons through behaviour that is seen to be unreasonable by staff or other students.
- The deliberate destruction of property belonging to a student, staff or the school. Students or their parents will be held liable for any such damage to school property.
- Proven theft.

- Violent or threatening behaviour where a student or any person associated with the school is physically threatened or hit.
- Continued failure to meet academic expectations such as: invariable failure to hand in assignments and/or homework, repeatedly not turning up for tests that, in the opinion of the professional staff of the school, are seen to be reasonable.
- The possession of pornographic material at school or during a school controlled event.
- The use of electronic equipment to access, display or transmit material that is considered to be inappropriate such as sites containing subversive or pornographic information according to Norwegian law.
- The use of electronic equipment to transmit messages or images that threatens any person involved with the school in such a way that it causes them to be fearful. Any form of online bullying or the use of pictures of fellow students without permission is deemed unacceptable.

The proven disruption of, or unauthorised entry, into school databases or secure information.

Bullying

At SIS there is zero tolerance for any kind of bullying. This includes verbal, physical or online bullying. We are proud to have created a safe and tolerant learning environment and strive to maintain this. Any incidents must be reported immediately to a contact teacher / subject teacher and will be dealt with both swiftly and in confidence. If cases of bullying are proven sanctions will be taken and support provided when required.

Sanctions may include:

- Parent meetings with administration
- Suspension or expulsion
- Referral to relevant authorities

Sanctions

There are number of sanctions that can be employed by the high school in the event that unacceptable behaviour has been identified.

Report

This is when a student is placed on report by their contact teacher. Students must obtain a signature/comment from each subject teacher and report back to their contact teacher at the end of the week. Students can be placed on report because of a concern about attendance or behaviour. The term of report can be extended at the contact teacher's discretion. Parents / Guardians and the Head of Pastoral will be notified when a student is placed on report.

Compulsory Study Support (CSS)

At the discretion of the contact teacher in consultation with a subject teacher(s) a student can be placed on CSS. This supervised study can take place during free periods or after school in some circumstances. This is not to admonish but to create a structured study plan for students who fail to meet deadlines, complete assignments and are at risk of failing without a compelling excuse. Parents / Guardians will be informed as well as the IB Coordinator in such cases.

Suspension

If the student has behaved in a disruptive manner or neglects to fulfil his/her academic obligations the student can be suspended from school for up to 5 days. The decision to suspend a student is made by the Principal of the school after consultation with the student's teachers. Before any decision about suspension is reached, the student will be asked to explain his/her actions to the school administration.

Expulsion

When a student continues in demonstrating a conduct which in a serious manner disturbs the learning environment of the school, or when a student is in serious breach of his duties he/she may be expelled by the Principal for the remainder of the school year. In such cases *Fylkesmannen i Vestfold* (County Administration Officer) can also make the decision that the student cannot continue his/her further high school education § 3-10.

The parents/guardian will be informed by the school of any case of expulsion/suspension and have the right to appeal to the administration in writing within a week after receiving written notification of the expulsion/suspension. In some cases, it is imperative that action is taken immediately.

An expelled student is obliged to pay full fees to the end of the academic year. A suspended student is obliged to pay full fees for any periods of suspension.