



# Invictus International School Positive Behaviour Policy

**Prepared by**

Clive Swale

**Reviewed by**

Board

**Approved by**

Management  
Representative

*Signature:*

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## 1. AIMS

The broad aim of the Positive Behaviour Policy is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to an education in a relatively disruption free environment. We believe that rewarding positive behaviour is more powerful than negativity in achieving an encouraging response. This means that there is greater emphasis on rewards rather than sanctions or punishments: although sometimes sanctions are necessary. 2. We recognise that the school has a critical role to play in developing self-discipline in students. We aim to establish acceptable patterns of behaviour and to encourage students to develop a sense of responsibility, self-respect, and a respect for other people, property and the environment.

The primary focus at Invictus International School is on the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

## 2. PHILOSOPHY

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Invictus International School Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

## 3. STUDENT STANDARDS OF BEHAVIOR

Appropriate behaviour is any behaviour which encourages and maintains the good order and conduct of the school. Positive behaviour ensures children feel safe, celebrated, secure and welcome as a member of our school community and the wider community.

Overall responsibility for maintaining positive discipline throughout the school lies with the Principal. The Principal will monitor and take action to maintain high levels of positive discipline at all times.

In order to show respect, maintain safety, and focus on learning, I will:

1. Follow directions the first time.
2. Speak using polite language, volume, and tone.
3. Keep hands, feet, and objects to myself.
4. Be where I am supposed to be.

5. Take care of school property and personal belongings.
6. Walk quietly in the hallways so I do not disturb other classes.

#### **4. ROLES**

##### **The Role of the Subject Teacher and Class Teacher/ Homeroom Tutor**

The concept of promoting positive behaviour should be based upon an empowering approach, which nurtures a culture of self-discipline among children, rather than behaviour which is tailored to please adults. An atmosphere of cooperation and mutual respect should be created as part of the philosophy of the school. The Secondary Schools (staff and students) will agree to the Invictus International School code of conduct. All adults, through their interactions with children, should use communication strategies which foster co-operation, respect, tolerance and encouragement. The Class Teacher and Homeroom Tutor's example is key in developing and nurturing supportive, caring, positive and interpersonal relationships with students. Both have a responsibility to:

1. Have high expectations of the children at all times.
2. Adopt appropriate teaching strategies to enable all students to achieve their potential.
3. Match the curriculum to the abilities, aptitudes and needs of the child: this will reduce boredom and promote positive behaviour.
4. Ensure that there is a high level of supervision at all times.
5. Implement the Reward/ Sanction system in a fair and consistent manner.
6. Keep an electronic (Engage) record of all incidents, alerting key staff and parents where necessary.
7. Keep an electronic (Engage) record of all positive commendations and achievements.
8. Identify early behaviour difficulties exhibited by students; seek support from the Form Tutor, Head of Year and the Pastoral Deputy Head and, if necessary, outside agencies and follow agreed procedure.
9. Liaise with colleagues to seek/ give advice and try to establish the cause of any inappropriate behaviour.
10. Foster a mutually respectful relationship with students and staff

##### **The Role of the Parents**

Parents are the prime educators of their children. Behaviour demonstrated at home influences our young learners the most. It is in the home that respect for others and the basis of self-discipline is acquired. Parents are partners in the education of their children and foster positive behaviour by:

- Making children aware of appropriate behaviour.
- Encouraging independence and self-discipline.
- Showing an interest in everything their child does at school.
- Supporting the school in the implementation of this policy.
- Being aware of school rules, expectations and sanctions.
- To maintain regular communication with the school.

##### **The Role of the Student**

Our students are expected to:

- To do their best.
- Come to school prepared and ready to engage in the learning process.
- Accept responsibility for their own learning where age appropriate.
- Respect the rights of teachers to teach, and of children to learn.
- Attend punctually and in correct uniform with homework completed and all necessary equipment for their lessons.
- Deal with conflict in an appropriately non-aggressive manner.
- Respond positively to correction and advice.
- Treat peers and adults with respect.
- Respect the school environment and the property of others.
- Adhere to school rules.
- Consider the effects of their actions on others.

### 3. REWARDS

Outstanding academic work or an excellent approach to learning will be publicly recognised: weekly assembly is the venue for awarding attainment and effort prizes resulting from progress reviews and examination results. Speech Day prizes include accolades for academic, sporting, extra-curricular merit and for contribution to School life.

Central to our rewards system, as a daily occurrence, teachers award Commendations for attitude to learning and for achievement in academic work, extra-curricular activities or for a positive contribution to school life. House Points are given and the commendation is highlighted into students' planners and entered onto the student record (in Engage). It is important to realise that all students can acquire commendations, regardless of ability. All House points and commendations for academic, sporting and community effort or achievement are tallied and contribute to the annual House Trophy, to be awarded at the end of the school year.

### 5. SANCTIONS

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary actions.

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school

## 6. DESCRIPTION OF BEHAVIOUR EXPECTATIONS

### Classroom Behavior

Students are expected to listen and follow all teacher directions.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension recommendation for expulsion.

### Behavior in Halls

Students are to walk quietly in an orderly fashion through the halls at all times. This quiet will be respected during the instructional school day and with consideration for others who are working.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

### Behavior in Restrooms

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Possible consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, suspension

### Behavior During Lunch

During lunch the classroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the having lunch in classroom, parent/guardian meeting, loss of recess privileges

### Behavior on Playgrounds/Recess

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

Possible Consequences: Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

### Behavior on Bus

Please refer to the Invictus School Bus Policy

### **Behavior During School Sponsored Activities/Field Trips**

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school suspension, exclusion from future activities, suspension

### **Excessive Tardiness, Truancy, Leaving School Without Permission**

Students must be on time for school and in their classrooms by 8:30 a.m.; missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.

Possible Consequences: Parent/guardian notification, referral to the administration after three unexcused tardies within a marking period, verbal notification, written parent notification, parent/guardian conference at school, in-school suspension, referral to law enforcement

### **Dress**

Students are required to come dressed in a clean, properly fitted without holes or tears Invictus uniform. The requirements for Invictus School uniform are provided in the Invictus Student Handbook.

Possible Consequences: student given a uniform to borrow for the day, parent invoiced for a new uniform if student is often without the proper uniform

### **Fighting/Physical Aggression**

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

### **Cheating or Plagiarism**

This is defined as using the work of others as your own.

Possible Consequence: Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

### **Inappropriate Use of the Computer Systems**

Please refer to the Invictus Technology Acceptable Use Policy

### **Incendiary Devices**

This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to

start a fire.

Possible Consequences: Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion

### **Physical Attack on Staff or Fellow Student**

This includes any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.,) in an aggressive manner with the intent to do harm.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

### **Threats and/or Verbal Abuse**

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion

### **Teasing, Verbal or Non-Verbal**

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Possible Consequences: Staff/student conference, referral to the administration, personal apology to student who was teased-- a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, in-school suspension, suspension

### **Malicious Pranks and Pseudo Threats**

This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion

### **Acts of Hate / Violence**

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious,

or gender-based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

### **Inappropriate Language/Gestures**

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

### **Sexual Harassment**

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, transfer to another class, in-school suspension, suspension, recommendation for expulsion

### **Theft/Extortion**

Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

### **Theft/Burglary**

This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, full restitution.

### **Insubordination/Disrespect**

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, building service worker, bus driver, etc.). This includes not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult), or refusing to identify oneself.

Possible Consequences: Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension

### **Destruction of Property/Vandalism**

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement

### **False Fire Alarm**

False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

Possible Consequences: Administration/student/parent/fire marshal conference, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion

### **Weapons**

This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited

Possible Consequences: Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

### **Possession of Communication and Other Electronic Devices**

Cellular phones, watches with phone/text capabilities or personal radio devices are not allowed to be used or worn during the school day. Laser pointers and other disruptive devices will be confiscated

Possible Consequences: Staff/student conference, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

### **Possession and/or Trading/Selling of Non- School Related Items**

This includes students having personal toys, trading cards, dolls, IPODs, and other electronic gaming devices. The school is not responsible for the loss of these items. These items are not allowed in school and are best left at home.

Possible Consequences: Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

### **Possession or Use of Destructive or Harmful Substances**

This is possession of matches, firecrackers, snaps, tobacco products, smoke bombs, stink bombs, pepper

spray, or any other destructive or harmful substance.

Possible Consequences: Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion

### **Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials**

This is possession of intoxicants, inhalants, smoking materials or controlled substances which are prohibited.

Possible Consequences: Confiscation of substance, administrator/student/parent conference, referral to law enforcement, suspension, recommendation for expulsion

### **School Discipline Council**

The Campus Principal, Head of School and an additional Board Member represent the School Discipline Council. The Council is automatically convened when decisions of a serious nature are required, such as recommendations for expulsion. The decision of the School Discipline Council is final.