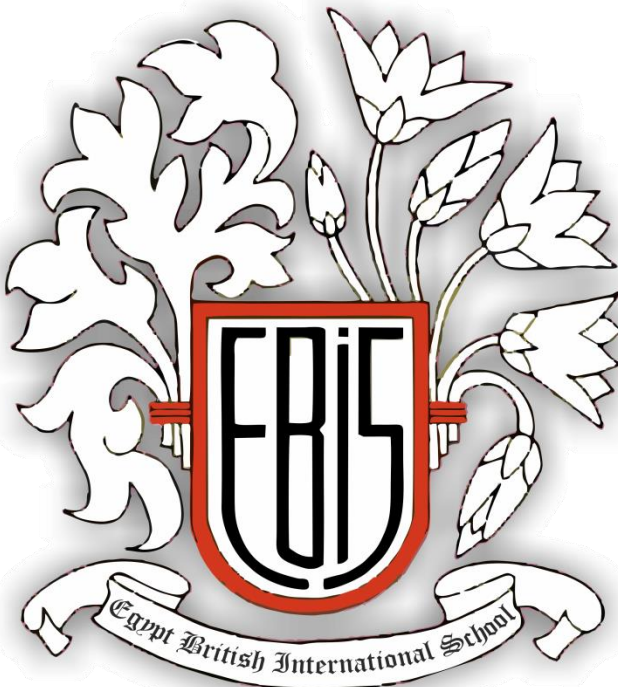


2021-/22

EBIS SECONDARY BEHAVIOUR POLICY



Mr. Rhys Redman
EBIS principal
Email: rhys.r@ebis-cordia.net

Mr. Kevin smith
KS3 Head
Email: kevin.s@ebis-cordia.net

Mr. Mohamed Ezzat
Pastoral Manager
Email: mohamed.e@ebis-cordia.net

Website: www.isc.edu.eg/ebis/



EBIS BEHAVIOUR FOR LEARNING POLICY

As a school, EBIS is committed to promoting the highest standards and expectations of behaviour and conduct in order to portray a professional image at all times. This fits in with the school's aims of preparing students to become lifelong learners and make a positive impact in society. The school actively promotes mutual respect and dignity, care and concern, and the acceptance and celebration of diversity within our community.

We want all members of the EBIS community to feel a sense of belonging, however, as with any community; there is a need for rules and guidelines to protect the rights of all individuals and the community as a whole. The school does not tolerate any form of bullying, harassment or discrimination. The school also maintains a zero tolerance policy with issues relating to violence and any inappropriate substances (E.g. tobacco, drugs).

Wherever possible, this policy will be implemented and utilised with any student who breaks this code of conduct with the aim of encouraging students to take full responsibility for the consequences of their actions. Students are given the responsibility to understand that they have the power to put right any wrong they have done.

Any sanction utilised within this policy should:

- Be clear, reasonable and fitting to the infraction
- Consequences to be logical, fair, consistent and age-appropriate
- Include a variety of prevention and intervention measures
- Provide the opportunity for parental involvement where required
- Consider individual differences among students with sensitivity
- Ensure all students obtain a high quality education

As a last resort, the school reserves the right to temporarily suspend or permanently exclude any student who poses a threat to the welfare of any member of the school community or interferes with their right to learn.

This code of conduct is not only utilised inside the school site. The school is responsible for the safety and well-being of all students during all school related activities. These include journeys to and from school, extra-curricular activities, sports trips, residential trips or field trips.

The success of our program rests on the parent-school-student relationship. To formalize this relationship, as well as to highlight the personal responsibility of each person involved, we ask everyone to sign a Behavior Contract. This contract explains the rights and responsibilities of all those concerned.



This contract must be signed before a student is allowed to begin the program at EBIS. If, at any time during the course of the student's time at EBIS, the promises of the contract are broken a meeting will take place between all parties involved to determine the seriousness of the offense and the proper consequence.

In addition to the basic school rules, which are outlined in the Behavior Contract, each individual teacher may have specific expectations for their classroom that they will make the students and parents aware of at the beginning of the year.

This contract intends to establish the rights and responsibilities that everyone involved in the learning process has towards one another. We will explain the rules, their purposes and the consequences for breaking them. We will then all sign the contract on the last page. Read through this contract carefully before signing. You must completely understand what you are agreeing to.

General Rules:

1. **Be On Time!** This applies to arriving at school in the morning at 7:40 am as well as arriving to your classes during the day. This shows respect for yourself, your teachers and your school. You will not be permitted to enter the school after 7:50 am and you will not be permitted to leave school before the end of the day .No student will be allowed to leave the school before the ending of school day.
2. **Be Prepared!** For every class you must bring the supplies that the teacher requires of you. Work cannot be successfully completed if you do not have all the necessary materials.
3. **Speak Only English!** The only language allowed, except during the Arabic subject lessons, is English. Your skills in the English language can only improve by speaking it.
4. **Plagiarism:** If at any time you take credit for work that someone else has done you will receive 0% for that particular project and you will not be able to attend classes until your parents have had a meeting with your teacher. All forms of plagiarism, including cheating on exams and quizzes, will be dealt with accordingly by the teacher and the pastoral team.

Examples of unacceptable behaviour may include, but are not limited to:

- Copying or allowing others to copy information from someone else's work, test paper, homework, computer storage device, etc.
- Unauthorized use of study aids
- Unauthorised prior knowledge of an examination or test
- Unauthorised use of school forms and/or letterhead
- Attempting to pass off someone else's work as one's own



- Falsifying data for academic credit
- Communicating with another candidate in an exam, bringing unauthorized material into an examination room, or consulting such material during an exam
- Copying the language, structure or patterns of thought of another without proper acknowledgement.

5. **No Chewable or Consumables!** The only time you are allowed to have food is during break and lunch and the only place they are allowed is the cafeteria and designated eating areas. Walking or running while eating or drinking is strictly prohibited, for the safety of our students. Consumption of water is permitted and encouraged during lessons, after the teacher's permission. Chewing gum is prohibited.

6. **Mobile Phones** or electronic game/music devices. The smart mobiles are strictly forbidden at all times inside the school. If any student is caught using a mobile phone during the school day, he/she will be sanctioned with a one day internal suspension the next day and the school will keep the mobile phone until the parents attend a meeting with the pastoral manager. Students can use any mobile without camera and not smart phone only before 7:40am and after 3:10pm.

The school is not responsible for the loss or damage of any phones and it is strongly advised that you do not bring it to school unless for emergencies. If parents need to call their children, they can call the key stage office who can pass message to the children. Likewise, if children need to contact home, they can visit the key stage office to gain permission.

7. **No Aggression, Verbal Harassment or Any Other Form of Abuse!** This applies to all school personnel and students.

8. **Smoking or Illegal Substances are Not Permitted!** Legal medication should be dispensed under the supervision of the school doctor and only in the doctor's office.

9. **Keep Learning Space Clean!** Litter is to be placed in the litter bins only. Keeping the school clean prevents distractions from learning. We, as a school, respect our environment and encourage recycling, please take it seriously and throw garbage in their designated recycling bins.

10. **Respect The Learning Of Others!** Any form of disruption to the learning of others will not be tolerated and will result in sanctioning in line with the schools behavior policy.

11. **Harassment /Bullying** It is the right of all students to have the opportunity of a high quality education free from any form of harassment or abuse. As relationships are the foundation of our transient community, students are encouraged not only to treat others as they would wish to be treated, but also to protect and uphold the freedom and rights of others. Harassment/Bullying takes many forms. It can be physical, verbal, emotional, racial, or sexual.

The possession or sharing of any type of computer generated or visual image without the consent of the individual concerned is against school rules, as is any use of technology such as the internet to harass or bully another member of the school community.



EBIS operates a no tolerance policy towards bullying. Harassment and bullying could result in the suspension or dismissal of the student displaying such behaviour. At any point, the Child Protection Officer can be consulted to offer advice or intermediary interventions.

12. Misbehaviour on School Buses

Students are expected to follow the bus rules at all times when on the school bus. Students who do not comply with these rules will be removed from the bus for one week. If inappropriate behaviour continues, the student will be removed permanently. Use of the school bus is a privilege - not a right

13. Be in Uniform! All students are expected to come to school dressed in the school uniform and to stay in uniform throughout the day. Clean and tidy appearance is required and any bracelets, long ear rings, and accessories are not allowed. All students must ensure that long hair is tied back correctly.

EBIS has a strict uniform policy. The uniform is as follows

For non-PE days:

EBIS polo shirt

Navy blue tailored trousers or tailored shorts

Black shoes (black leather formal shoes, no trainers or plimsoll type footwear is allowed)

EBIS jumper (for winter)

EBIS coat (for winter)

For PE days:

EBIS round neck t-shirt

EBIS Navy blue short

EBIS zip jacket (during winter)

EBIS tracksuit bottoms (during winter)

All items (with exception to tailored trousers) will be available at the uniform shop at EBIS. If not available please write a letter to the pastoral manager.

At EBIS our image is vitally important. All students in secondary school are looked up to by the younger students and are considered role models. Therefore the way we look around the school has to be professional in order to send the right message to our younger students.



All uniform worn in school (with exception to the tailored trousers) should include the EBIS badge. Every item can be purchased from the uniform shop. There is a strict no tolerance policy when it comes to wearing the correct uniform. Any student not wearing school uniform will be referred to and sanctioned in line with the secondary school behavior policy.

Jewellery

No jewellery is to be worn with exception to a stud-ear-ring for girls. This also applies to make-up and nail varnish which is not allowed to be worn in school. Those caught wearing make-up or nail varnish will be requested to remove it and sanctioned in line with the secondary behavior policy.

Acceptable uniform

School uniform for boys (Non PE days)



School uniform for girls (Non PE days)



PE uniform (for boys and girls)



Only these uniform items are deemed acceptable and all items are available at the EBIS uniform shop.

Black formal leather shoes for boys:



Black formal leather shoes for girls:



No trainers/sports shoes or converse are acceptable at all on formal days. Converse is not acceptable at school at all. Adidas, Nike or any other sport branded shoe is not allowed on formal days even if black and leather.

Anyone found in the incorrect school uniform will firstly be warned, and from thereafter will spend the day in isolation. Persistent offenders could then be sent home from school.



. Consequences for inappropriate Behaviour

These are the disciplinary measures that may be applied depending upon the situation or circumstances. The school reserves the right to assign consequences. Within each classroom there will be posters clearly displaying the steps that will be followed by all teachers along with consequences for poor behaviour and conduct.

Appendix 2. Classroom expectations classroom poster

Classroom Expectations

IT IS EXPECTED THAT YOU ALL WILL:

- RESPECT STAFF, PUPILS AND EQUIPMENT
- FOLLOW TEACHERS INSTRUCTIONS TO IMPROVE LEARNING
- SPEAK ENGLISH AT ALL TIMES
- CO-OPERATE AND SUPPORT EACH OTHER TO LEARN
- TRY YOUR BEST AT ALL TIMES AND ALLOW OTHERS TO DO THE SAME TO MAKE MORE PROGRESS
- SPEAK POSITIVELY TO OTHERS THE SAME WAY YOU WOULD LIKE TO BE SPOKEN TO YOURSELF
- CONDUCT YOURSELVES WITH THE HIGHEST OF STANDARDS AT ALL TIMES

Appendix 3. Sanctions for inappropriate behaviour in the classroom - steps for teachers - classroom poster

KS 3 Sanctions – Teacher action

STAGE 1 - YOU WILL BE REMINDED OF WHAT THE TEACHER EXPECTS FROM YOU.

STAGE 2 - YOU WILL BE WARNED.

STAGE 3 - YOU WILL BE MOVED WITHIN THE CLASSROOM AND GIVEN A DETENTION WITH THE TEACHER.

STAGE 4 - YOU WILL BE REMOVED FROM THE CLASSROOM AND REFERRED TO THE PASTORAL OFFICE.



Appendix 4. Sanction steps for inappropriate behaviour - classroom poster


KS 3 Sanctions – Order of sanctions

STAGE 1/2 – CLASS TEACHER WARNINGS.

STAGE 3 - DETENTION WITH CLASS TEACHER

STAGE 4 - REMOVAL FROM THE LESSON AND LUNCH DETENTION WITH THE PASTORAL TEAM

STAGE 4 (X2) - ANY STUDENT WHO RECEIVED 2 X STAGE 4 IN ONE DAY WILL RECEIVE AFTER SCHOOL DETENTION



Appendix 5. Rewards classroom poster

KS 3 Rewards

- 1. PRAISE AS OFTEN AS IS WARRENTED**
- 2. AWARD HOUSE POINTS WHEN DESERVED**
- 3. AWARD FOR HOUSE POINT WINNERS EACH TERM (1 BOY AND 1 GIRL FROM EACH YEAR GROUP)**
- 3. POSITIVE REFERRAL TO FORM TUTOR ▲**
- 4. INFORM PARENTS OF EXCELLENT STANDARDS**



When a child is referred to the isolation room, the number of visits are tracked and there are further sanctions for a certain number of visits to the isolation room. The tracking steps and sanctions for isolation room visits can be seen below with a description of what happens at each stage of the process:



Appendix 6. Sanctions for isolation visits in one day.

IN ONE DAY



Consequences:

Detentions: Less serious offenses would require a student to give up a lunch break to do a writing assignment. More serious offenses would require the student to stay after school for a writing assignment. Such detentions take place on **Tuesdays** after school and it would be the student's responsibility to arrange for transportation home.

After school detentions will take place on **Tuesdays from 3:00 pm to 4:00 pm**. If a student decided not to stay for the after school detention, student will get an internal suspension the following day.

Trips: Trips are privileges granted to students by the school, in exchange for their hard work and behaviour. However, since the school cares about the quality and efficiency of its trips (Educational-Entertaining), it also cares about its image and expects its students to represent the school in their looks and behavior.

Students may be deprived of this privilege in case of inappropriate behavior throughout the academic year. Students, who come out-of-uniform, unless instructed otherwise, will be deprived of

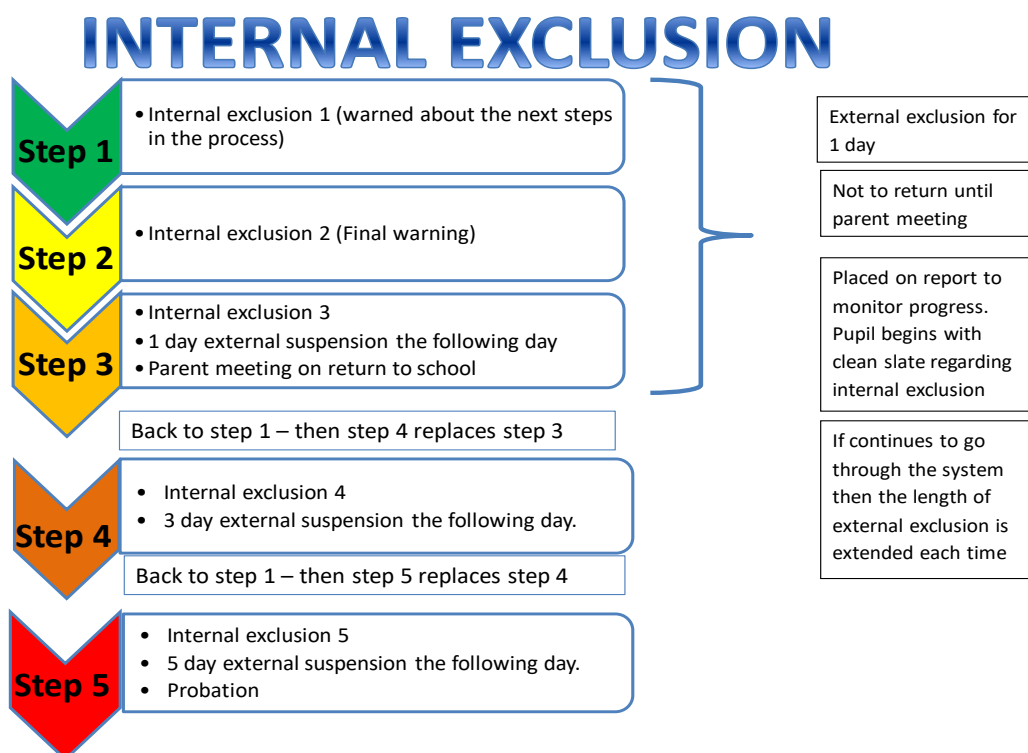
Suspensions: There are two types of suspensions.

1)*Internal Suspension means the student will attend school but not classes. The student would spend the day in the Suspension Room working on assignments given by their teachers.

2)*External Suspension means the student would not be allowed to attend school and assignments would have to be completed at home before returning to classes.



Appendix 7. Follow up sanctions for isolation room visits.



Probation: This is a status where the student is kept under close observation by the administration of the school academically and ethically. This procedure suspends the student from all extracurricular activities as well as all student-run organizations/clubs and athletic teams.

The period of the probation is not less than 10 academic weeks. If the student fails to improve or fails to follow schools rules and regulations throughout the probation period then the student shall be placed on home study for the rest of the year and will not be invited for the following year and asked to seek other opportunities elsewhere.

Probations may extend to the following academic year if the student does not complete their 10-weeks probation.

Home study: This is a status where the student is suspended from school till the rest of the term or year according to the severity of the incident. Students may follow up on their assignments and homework through our website.

The student is allowed to bring in the work completed on one given day of the week. Within the hours assigned the student shall receive the help and assistance needed from his/her corresponding subject teachers. The student is exempted and not allowed to participate in any extracurricular activities, trips, group projects or any other obligations that require his presence in school.



Expulsion: This is a status where the student, who is determined to be a danger or an offense to themselves, other students or staff members, asked to leave the school immediately and seek other opportunities elsewhere.

The student is not allowed in school again. Once a student has been expelled from EBIS, his/her record is copied and sent to the following agencies along with a complete report of student offences:

- A. Ministry of Education,
- B. Ministry of Higher Education, and
- C. Supreme Council of Universities.

LEVELS OF INFRACTIONS:

1. Minor Classroom
2. Minor School
3. Major
4. Serious



1. Minor Classroom Infractions

These are infractions inside the classroom that interrupt the academic flow, deter learning or enjoyment of school life, or indicate a level of disrespect. Minor Infractions are to be responded to by the teacher and reported to the pastoral office and a copy will be placed in the student's file.

These infractions include, but are not limited to;

- Loud noise that interrupts the classroom or neighboring work areas. This includes noise created by contact with furniture, turning of pages, yawning, stretching, speaking out of turn etc.
- Tardiness, truancy, or loitering.
- Eating or drinking without permission and/or inside the building.
- Constantly arriving unprepared to class by not bringing supplies and/or materials
- Not speaking English.
- Littering.
- Missing homework.

Type of Infraction	Consequences of Non-compliance		
	First Incident	Second & Third Incident	Fourth Incident
Minor Infractions	Verbal warning	Detention with Teacher	Referred to the pastoral manager



2. Minor School Infractions

These are infractions that deal outside of the classroom and which will be responded to by the pastoral manager and a copy will be placed in the student's file.

Type of Infraction	Consequences of Non-compliance		
	First Incident	Second Incident	Third incident
Mobiles and electronic devices, which includes but not limited to mp3/4, electronic games and cameras	Internal suspension And device is returned during parents to meeting with Pastoral Manager		
Out of school uniform	Written Warning for student and memo sent to parents to be signed and returned to the pastoral office to be put in student's file.	Student is not allowed into class and parents are phoned informed and asked to collect student or bring the uniform	Student is not allowed into classroom and will not be allowed into school the following day unless a parent conference is arranged.
Noticeably offensive personal hygiene (hair, nails, etc.) in addition to girls tying their hair and including but not limited to wearing makeup and/or nail polish.	Verbal warning	Written Warning for student, memo sent to parents to be signed and returned to the pastoral office to be put in the student's file and parents phoned and detention.	Student is not allowed into classroom and parents are phoned and asked for a parent's conference.
Misbehavior on buses (includes but not limited to: lateness, inability to follow instructions, rude behavior ...)	Verbal Warning	Written warning, not sent to parents to be signed and returned to the pastoral office to be put in student's file, 1-3 days detention depending on the severity of infraction.	Parent conference and suspension from bus according to the severity of the infraction.
Misbehavior while waiting for parents at the gate area and not following the supervisor instruction or disrespecting them Moving around the school after 3:10 going back to class playing at the court or basement is prohibited	Verbal Warning	Note to be sent via portal to parents and a copy to be put in student's file 1:3 days detention depending on severity of the incident	Note to be sent via portal to parents and a copy to be put in student's file 1:3 internal suspension depending on the severity of the incident



3. Major Infractions

These are infractions that create an unsustainable, dangerous, or unproductive school environment, or reflect a flagrant disrespect. A repetitive incident of a minor infraction constitutes a major infraction. Major Infractions are responded to by the pastoral manager and are reported immediately to the Principal and a written record of them is placed in the student's file.

Type of Infraction	Consequence of Non-compliance	
	First Incident	Second Incident
Repetition of a Minor Infractions	Parent conference + after school detention	Parent conference, 3 school-days suspension and student is placed on probation
Repetition of bus misbehavior	Parent conference and 1 week off from the-bus + after school detention	Parent conference and off-the-bus till the rest of the term .
Physical aggression or physically disruptive includes but not limited to play fighting and threatening behavior	Parent conference and 3 day suspension	Parent conference, 1 week suspension and student is placed on probation
Obscene gestures, sexual harassment: Inappropriate contact and actions with other students.	Parents meeting, Suspension 3 days+ after students suspension start sessions with pastoral team	Parents meeting - 1 week suspension +after student suspension start sessions with Psychology team
Using mobile phones to take photos or record videos at school is strictly prohibited.	Parent conference ,3 days suspension	Parents meeting ,1 week suspension
Misuse/destruction/vandalism of the property of others	Compensation + parent conference and after school detention and after school detention	Compensation + parent conference and 3 days suspension and student placed on probation
Verbal disrespect to members of school community	Parent conference and punishment is according to the severity of the infraction (after school detention up to 3 days suspension)	Parent conference, 1 week suspension and student is placed on probation
Cheating on quizzes, exams or any class work assignment.	Parent conference and 3 day suspension	Parent conference, 1 week suspension and student is placed on probation
Skipping the school day (attending at the school bus but not attended school).	Parents meeting and 3 days suspension	Parents meeting ,1 week suspension
Skipping classes	Parent conference and 3 day suspension	Parent conference, 1 week suspension and student is placed on probation
Skipping detention	Triple the original punishment and note to parents + after school detention	Parent conference, 3 day suspension
Abuse on social media platforms is strictly prohibited.	Parents meeting,3 days suspension	Parents meeting 1 week suspension
Emotional and verbal bullying	Parent conference + written apology + after school detention	Parent conference, 3 day suspension and student is placed on probation



4- Serious Infractions

These are infractions and breaches of regulations that demonstrate that the student is beyond or unacceptably **close to being beyond behavioral salvage**. A repetition of a major infraction constitutes a serious infraction. Serious infractions are directly responded to by the Principal, and a permanent record is kept in the student's file.

Type of Infraction	Consequence of Non-compliance
These include, but are not limited to, Repetition of a serious Infraction, magazines, videos or pictures brought to the school. smoking, physical abuse that causes bodily damage, and unethical .	conference with parents + possibility of student being placed on home study, long term suspension or expulsion
Possession of all kinds of weapons and/or drugs.	conference with parents + possibility of student being placed on home study, long term suspension or expulsion

NOTES:

1. All notes and memos sent to parents are followed by phone calls from the school confirming that the notes were received by the parents
2. All parent conferences are documented and placed in the student's files for future fol



Reward Policy

Each student can be awarded positive points in every lesson they attend. Below illustrates what students can be awarded positive points for:

Contribution to group work	4
Contribution to class discussion	4
Positive attitude to work	4
Outstanding Homework	6
Excellent work	4
Excellent answers in Q and A	2
Representing the school	6
Polite and Respectful	4
Excellent Practical Work	4
Positive effort throughout lesson	4
Head of Key Stage Award	10
Half Term Subject Nomination	10
End of term award	20
Community Achievement	6

Points are then accumulated each week with the top 10 students in key stage 3 being rewarded. There is also a termly accumulation where end of term rewards will be given to students.

Special Awards

Students who have demonstrated excellent standards throughout each term will be rewarded. These excellent standards can include but is not restricted to:

- 100% termly attendance
- No behavioural issued logged
- Correct uniform every day for a term

House competitions

house points awarded to individuals are accumulated to create a year group and key stage house point total

There is a nominated girl and boy in year 10 who will become head of house.

The accumulation of house points runs across all subjects and events with an announcement being made at the end of each term. A total house winner will be awarded at the end of term 2 before all year 9 and flame leave for exam study.

For year 7 and 8, point's totals will accumulate until the end of term 3 where awards will still be given to students if earned.



EBIS Behaviour Contract

By signing my name on the line below I state that I have read, understood, support and will adhere to the EBIS behaviour policy. I understand that if I choose to ignore these expectations I will be subject to the sanctions outlined in the behavior policy.

Kevin Smith

Kevin Smith
Head of KS3

Email: kevin.s@ebis-cordia.net

Mohamed Ezzat

Mohamed Ezzat
KS 3 Pastoral Manager

Email mohamed.e@ebis-cordia.net

Student name: _____

Class: _____

Parent Signature: _____

Date: _____