



EGYPT BRITISH INTERNATIONAL SCHOOL



Secondary Behaviour Policy

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EBIS SECONDARY BEHAVIOUR POLICY



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EBIS BEHAVIOUR & DISCIPLINE 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.



PROCEDURES

Section1: Student and Parent Handbook(s)

It is vitally important for students and parents to familiarise themselves with and support the school's aims in terms of the way we behave appropriately. It is also important for students/parents to familiarise themselves with the rewards and sanctions that assist the EBIS community in order to maintain its core values and principles.

The student and parent handbook is published and distributed at the beginning of each academic year electronically and is available in paper form on request. The receipt of the student and parent handbook is to be signed by parents/guardians at the start of each academic year. In the case that a student joins the school mid-way through the year, the handbook will be issued upon joining the school and the receipt issued upon joining the school. A child is unable to start the school year until the handbook has been signed by the parent.

Section 2: Rewards

The school encourages the use of positive reinforcement whereby students are recognized and where appropriate, rewarded for their positive behaviour and efforts. This recognition can take many forms, and is utilised in a logical, fair, consistent, and age-appropriate manner. As such the school has a rewards system that is appropriate to age and maturity of their students (See house points system below).

Section 3: Guiding Principles for Disciplinary Procedures

Guiding principles for all staff when dealing with misbehaviour:

- deal with the behaviour, rather than stigmatising the person;
- avoid early escalation to severe sanctions, reserving them for the most serious or persistent misbehaviour;
- sanctions should always take account of individual needs, age and understanding;
- avoid whole group sanctions that punish the innocent as well as the guilty;
- wherever possible, use sanctions that are a logical consequence of the student's inappropriate behaviour (for example, if work is not finished in class the teacher might make the student stay behind at break time to finish it off);
- use sanctions to help the student and others to learn from mistakes and recognize how they can improve their behaviour (i.e. a learning outcome);
- wherever possible, encourage the student to take responsibility for their actions, and understand that they have the power to put right harm caused and repair relationships that may have been affected;



- never issue a sanction that is humiliating or degrading;
- ensure that sanctions are seen as inevitable and consistent (students should know that a sanction, when mentioned, will be used)
- attempt to link the concept of sanctions to the concept of choice, so that students see the connection between their own behaviour and its impact on themselves and others, and so increasingly take responsibility for their own behaviour
- use sanctions in a calm and controlled manner

Behaviour

Respect for people and respect for property form the foundation upon which behavioural guidelines are modeled. All members of staff are encouraged to promote this to all students. Most behavioural problems are handled by teachers, the discipline office and the Heads of Key Stage, and where necessary the vice-principal/principal. Parents are kept well informed. However, the school reserves the right to remove by means of home study, any student whose behaviour disrupts or negative influences the learning of other students. All school rules apply on the buses, on field trips and at all school events/competitions.

Repeated Misbehaviour

EBIS is committed to doing its utmost to educate and direct students to act and behave like responsible individuals. However, if a student persistently demonstrates a disregard for school rules and their behaviour negatively impacts the learning of other students, then the student/parents should expect the school to put in place interventions to rectify the situation. These interventions could include internal isolation or even external exclusion if necessary.

Lateness and Leaving Early

EBIS has a no tolerance policy on punctuality to lessons. Time is allocated for travelling from classroom to classroom in between lessons and therefore there is no reason why anyone should attend classes late. Anyone found arriving late to lessons without permission will be subject to sanction in line with this behaviour policy.

No student is allowed to leave school early under any circumstances. Medical reasons for early leave is allowed but has to be approved by the discipline office and head of key stage.

Uniform

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



For non-PE days:

EBIS polo shirt

Navy blue tailored trousers

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

EBIS jumper (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 head of discipline.

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. 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.



Academic Honesty

Academic honesty is encouraged among all students. Dishonesty is considered a very serious matter. The first known offence will generally involve the student in a conference with the Head of Key Stage and/or Head of Department and the teacher, and contact will be made with the parents. Further offences will be viewed more seriously and would normally result in the student being removed from school. Secondary School students are required to sign a behaviour contract whereby academic honesty is considered and adhered to.

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.
- Unauthorised 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 unauthorised 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.

Dangerous Objects

Weapons or toy weapons/objects are not allowed on school grounds. Any student in possession of knives or any other weapons will face serious disciplinary action. Students should not bring any razor blades or sharp objects to school.

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.

Bullying Reporting Procedures:

- Child reports incident to a member of staff
- Member of staff informs the student that they **have to** pass it on to the form tutor
- Form tutor takes responsibility of the incident and logs it on engage
- Head of Discipline is informed
- Form tutor investigates and reports back to the discipline office
- Head of Discipline reports back to the head of key stage

Once it reaches the Head of key stage' attention, there are four further options:

a. No further action is required at this time (if appropriate).

b. The Head of Key Stage/ Head of Discipline logs the incident and cross references the information student files to determine whether this is a repeated problem. An investigation commences (where appropriate).

c. Head of Key Stage/ Head of Discipline invites the reporting student and/or the indicated students involved to a meeting(s) (if appropriate).

d. Head of Key Stage / Head of Discipline contacts parents of all students indicated in the incident/informs the relevant teachers (if appropriate).

3. If the parents are contacted, there are two further options:

a. Head of Key Stage/ Head of Discipline invites students to a meeting(s)

b. Head of Key Stage/ Head of Discipline invites parents and students to a meeting(s). A record of the meeting is made and may take the form of an official meeting summary or a letters or emails to parents. These are placed on relevant student files.

4. An individualised behaviour plan is formulated.

In all cases of reported bullying, relevant information is placed in student files (records could include notes, incident reports, emails about the incident). The Head of key stage may be consulted.



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.

Appendix 1. Bus rules

EBIS Bus Contract for Parents and Students

At EBIS every child has the opportunity to travel to school on a school bus. However, this is not an automatic right.

We take the safety of every pupil at EBIS very seriously in order to be allowed to travel on the school bus, both parents and students **MUST** agree to follow some simple rules.

We expect:

- Seat belts to be worn at **ALL** times
- Students remain seated at **ALL** times
- No distractions for the driver
- Total respect for the bus matrons and any adults travelling on the bus
- Students should be waiting for the bus (the bus should now have to wait for students)
- Students to only use mobiles to contact home (songs etc, should not be played)
- Foul or inappropriate language not to be used
- Students not to throw any rubbish on the floor of the bus
- The bus to leave promptly after school (immediately after the younger students have been collected)

Please note:

- The school, bus driver and bus matron are not responsible for lost items on the bus
- All windows and curtains should be closed for safety reasons
- The bus will not stop for any unsuitable reason (e.g. kiosk)
- Bus matrons must not be tipped



The bus matrons' **ONLY** responsibility besides the bus route are:

1. Paying the school fees for parents
2. Collecting/delivering homework for absent students

It is our view that if any of these rules are broken the safety of all students on the bus is **AT RISK**.

Parents and students **MUST** understand that if any of these rules are not being followed that EBIS reserves the right to do one of the following:

- Remove the right to travel on the bus on a temporary basis or short period of time
- Remove the right to travel on a school bus on a permanent basis

If the student is removed from the bus then parents will have to make their own travel arrangements to get the student to and from school.

WE HAVE TO TAKE EVERY STEP TO ENSURE THE STUDENTS IN OUR CARE ARE SAFE AT ALL TIMES.

Administrative Manager	School Principal	Managing Board Member
Mohamed Hassan	Barry Searles	Mohamed Abdel Moniem

PLEASE RETURN THIS BUS CONTRACT REPLY TO THE CLASS TEACHER

EBIS BUS CONTRACT REPLY SLIP

NAME OF STUDENT: CLASS:.....

I / We have read and understood the Bus Contract. I / We have explained it to our son / daughter.

SIGNATURE OF PARENT:..... DATE:.....



Fighting/Assault

EBIS secondary school has a strict no touching policy. The school will not tolerate physical fighting or assault. Fighting/assault will result in an external suspension and would therefore require a parent conference before the student may return to school. Play fighting is also strictly prohibited and will be treated as fighting. Students having difficulties with conflicts are encouraged to seek help from staff. Repeated aggressive acts, even after counseling, may lead to the permanent removal from school of the student by means of home study.

Sanctions for breaking no touch policy

Play fighting	1 day external suspension
Assault	3 days external suspension
Display of a violent attitude	1 day internal suspension

On return to school following breaking the no-touch policy all students will serve 2 days internal suspension and will be placed on a behavior report card for one week.

Public Display of Affection (PDA)/Inappropriate Sexual Exposure or Activity

Inappropriate displays of affection, including kissing and/or intimate contact are not acceptable behaviours. Similarly the display of pornographic material is against the school rules (including pictures on mobile phones). Children taking photos of other students and sharing those photographs is strictly forbidden.

Any inappropriate sexual exposure or activity is viewed very seriously and may result in a parents meeting.

Damage to School Property or Fire Alarms

Any student found causing damage to school property through inappropriate behaviour will be sent immediately to the discipline office. If the damage is not easily corrected by the student, he/she will be expected to meet the cost of replacement or repair, and further disciplinary action would normally be taken.

Examples of damage to school property can include, but is not restricted to the following:



- Graffiti on school walls, doors, equipment or school furniture
- Broken windows
- Damage to lockers
- Damage to departmental property (E.g. PE/Art/ICT equipment)
- Damage to school displays
- Any contact with fire alarms

Any misuse or damage to fire alarm call points will have serious consequences and may result in the student being recommended for suspension.

Personal Honesty

The EBIS community environment is built on the foundations of trust and respect. This is encouraged by all staff. Theft of money or the property of others is unacceptable and may result in immediate suspension. The school will emphasize and encourage honest and trustworthy attitudes; therefore, incidents of lying may result in disciplinary action.

Tobacco, Alcohol and Illegal Substances

Substance abuse in any form is treated very seriously at EBIS: Possession, purchase, sale, passage, or being under the influence of drugs during school hours or any school-related activity is strictly prohibited. The school reserves the right to suspend any student in breach of this rule. No student is allowed to purchase or consume illegal substances at any time during school hours or under school supervision, including the school bus, field trips, school dances, extracurricular activities, overseas excursions and trips with sports' teams.

If a student is discovered purchasing or consuming alcohol or tobacco during the above mentioned times, s/he will automatically be suspended for one week for smoking or consuming alcohol. Students could be permanently excluded for consuming or possessing illegal drugs. This will be supported by the Ministry of Education.

The student will be re-admitted only after a conference including parents, student and Head of Key Stage. Counseling may be required. If the offence takes place on an overseas trip, or overnight, the student may be sent home, and will normally be ineligible for future school trips. If the offence takes place during a sports trip, the offending student will normally be dropped from the sports program permanently by the Head of Key Stage.



If strong suspicion exists that a student is under the influence of a banned substance or using them at/or during school activities parents will be informed immediately of our suspicions. Parents are then advised to collect their child from school to have them tested.

These topics are important educational issues, which should be addressed at home as well as at school. They are an integral part of our PSHE curriculum. However, the teaching of such topics will be done discreetly and sensitively.

Section 4: Consequences for inappropriate Behaviours

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 INSTRUCTIONS GIVEN BY THE TEACHER
- SPEAK ENGLISH AT ALL TIMES
- CO-OPERATE AND SUPPORT EACH OTHER TO PROGRESS
- TRY YOUR BEST AT ALL TIMES AND ALLOW OTHERS TO DO THE SAME
- 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

<h1>KS3 Sanctions</h1> 
SANCTIONS FOR INAPPROPRIATE BEHAVIOUR IN THE CLASSROOM
<ol style="list-style-type: none">1. YOU WILL BE <u>REMINDED</u> OF WHAT THE TEACHER EXPECTS FROM YOU.2. YOU WILL BE <u>WARNED</u>.3. YOU WILL BE <u>MOVED</u> WITHIN THE CLASSROOM (DETENTION).4. YOU WILL BE <u>REMOVED</u> FROM THE CLASSROOM AND REFERRED TO THE DISCIPLINE OFFICE.

Appendix 4. Sanction steps for inappropriate behaviour - classroom poster

<h1>KS3 Sanctions</h1> 
KS3 BEHAVIOUR POLICY STEPS
<ol style="list-style-type: none">1. BREAK/LUNCH DETENTION WITH CLASS TEACHER.2. INTERNAL ISOLATION SUPERVISED BY THE DISCIPLINE OFFICE.3. AFTER SCHOOL DETENTION & COLLECTION BY PARENTS AND MEETING WITH HEAD OF KEY STAGE4. INTERNAL SUSPENSION



Appendix 5. Rewards classroom poster

KS3 REWARDS

REWARDS FOR GOOD CONDUCT

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

Detention:

Minor infractions may require a student to give up a break in order to catch up on missed work due to the infraction. Minor infractions are considered to be the minor breaking of school rules. Detentions are also to ensure the child take responsibility for their actions. **All detentions are recorded on Engage by the class teacher.** Minor infractions include (but is not restricted to) the following:

- Lateness to lesson
- Persistent low-level disruption to lessons
- Attending class unprepared
- Eating*/drinking in class without permission (Eating is prohibited inside the building)
- Speaking Arabic in class – In English Medium classes
- Missing homework
- Disrupting the learning of others
- General poor behaviour
- Refusing to following teachers instructions
- Leaving bags unattended (creating a health and safety risk)



If students are in detention they are not allowed permission to get food during lesson time. They must wait until lunchtime.

After School Detentions:

More serious infractions or persistent minor infractions could lead to students being given an after school detention. This is supervised by senior members of the key stage.

Internal exclusion:

There are a number of reasons why a student could be excluded internally:

- Wearing the incorrect uniform
- Persistent bad behaviour in lessons and/or around the school site
- Skipping class
- Bad behaviour/attitude/conduct during after school detention
- Parents unable to collect students once they have been externally excluded

Behaviour Modification Agreement:

Students may be placed on a Behaviour Modification Agreement which monitors the student's performance for a fixed period of time. The student should present the class/subject teacher with this form at the beginning of each lesson. The class/subject teacher will assess the student's performance during the lesson. The student is to present the form to the discipline office Head of Key Stage at the end of each school day for their review.

Should the use of Behaviour Modification Agreement fail to result in an improvement in the student's behaviour and/or effort, more serious sanctions may be utilised by the school.



Internal suspension:

More major infractions could result in internal and external exclusion. Students who have a one day in-school suspension will be required to be at school for the entire school day. Parents will be notified in writing, and the student will not attend classes on that day. The teachers will provide all assignments so the student is required to be in the assigned room/office by 8:00 a.m., with all books and a packed lunch. If a packed lunch is not provided, the student can order lunch and have it delivered to the isolation room. Students in isolation **will not leave** the isolation room all day, only to visit the bathroom.

Major infractions include (but are not restricted to):

- Repetition of minor infractions
- Skipping class
- Vandalism of school property
- Verbal abuse towards another student and/or teacher
- Dishonesty during examinations
- Skipping detention
- Bullying
- Persistently out of uniform
- In possession of an item that could be considered a weapon*
- In possession of any type of drugs*

External suspension:

In cases of serious infractions the school reserves the right to remove the student from school. More serious infractions can include but are not restricted to:

- Violation of the no-touch policy
- Incidents of illicit substances

The Head of Discipline has the authority to suspend a student for up to three days and two days internal. When a student is to be externally suspended, the following regulations will be observed.

1. The student will have the opportunity to explain his/her point of view.



2. The parent will be telephoned by the Discipline office and informed that the student is to be sent home.*
3. A written notice of the suspension, the reasons thereof, and the duration will be sent home or handed to the parent on the day of the dismissal.
4. A parent conference will be held before the student returns to school to agree on targets aimed at remediating the situation.
5. Students are responsible for all work missed during suspension.
6. The Ministry of Education will be informed **of all** suspensions.

* In the rare event that the parent cannot come to collect their child or be at home to receive them, the student will be placed in internal suspension until the end of the school day. The external suspension will then start the next day.

Section 5: Record keeping of rewards / sanctions

In addition to keeping academic records for each individual student, it is also important to maintain an accurate pastoral record as well. This student file should record such items as:

- Rewards, merits and other awards that recognise effort and achievement
- Sanctions
- Minutes from meetings with the students/ with parents or guardians, particularly when dealing with disciplinary issues
- Written communication between home and school

Some records will be recorded and stored on the information management system in school.

Reward Policy

Rewards for individuals:

1 House point can be awarded for the following:

- For an excellent piece of work completed in class
- For outstanding* behaviour in class



*Outstanding is the standards we expect from our students, it should be hard for them to get the house point for behaviour. They have to demonstrate high standards.

5 house points can be awarded for the following:

- 100% weekly attendance
- Demonstration of kindness (E.g. helping another student / teacher, sportsmanship)
- Perfect uniform each week
- Outstanding representation of EBIS (E.g. competitions)

Once students reach certain house point milestones they will be rewarded with a gift.

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

All 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 11 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.

Rhys Redman

Rhys Redman
Head of KS 3
Email: rhys.r@ebis-cordia.net

Sarah Smith

Sarah-Jayne Smith
Head of KS 4 and 5
Email: sarah.j@ebis-cordia.net

Mohamed Ezzat

Mohamed Ezzat
Head of Discipline
Email: mohamed.e@ebis-cordia.net

Student name: _____

Class: _____

Parent Signature: _____

Date: _____