

Ecole Ruban Vert Primary School strives for a close partnership with all members of the school community in a tolerant and respectful atmosphere. Our goal is the promotion of positive personal and social development for each child. For any misconduct, the school shows that it responds to all incidents promptly and effectively. Misbehaviour is often a sign that the child needs help. We aim to provide sufficient nurture and pastoral care to prevent major incidents and most misdemeanours are minor in nature and are quickly dealt with. Usually a word from the teacher will solve the majority of matters.

These guidelines are the way to find a serious solution for all involved in more major matters.

## Objective:

- Respectful behaviour
- Order and discipline - including correct wearing of school uniform\*
- Sense of community and solidarity
- Achievement of joy and harmony to create a positive learning atmosphere.

Any violation of the students against the school rules and to general rules for living together in the school community is the subject of a disciplinary measure.

## \*Uniform:

The restrictions on wearing of non-regulation items such as nail polish, bangles, bracelets, loop earrings and hair beads is **to avoid injury** to the pupil or classmates, loss or damage, as the school bears no responsibility for such.

School uniform is dealt with in more detail in the Parent and Student handbooks which should be read in conjunction with this document.

## 1. Teachers

Measures to include:

- Discussion with the child, discussion with those involved and an apology (child – child, child – teacher)
- Incident noted in the Primary school's Incident book
- Additional work in relation to the misbehaviour, replacement of damaged property
- Detention (always under the supervision of the teacher and as appropriate to age of child – ie not Early Years)
- Talk with parents....

## **2. Teachers and the Head Teacher**

Referring to grave or constant misbehaviour of a pupil:

- Discipline record sheet
- Talk with parents
- Temporary exclusion from school by the Head of School, for up to 3 days

(Discipline info sheet goes into the student's record for one year)

The Discipline Committee will meet to discuss the behaviour of a child who commits one very serious act against the rules or repeatedly conducts themselves inappropriately.

## **3. The Disciplinary Committee**

This is made up of the Head of School, Head teacher, Deputy Head teacher, school counsellor and the class teacher.

The child receives a warning / and or sanction by the Head of School on a proposal by the disciplinary committee.

Temporary exclusion from the school on the proposal of the disciplinary committee for up to 15 days.

(All records of the disciplinary conferences go into the student's records for 1 year)

If a child has a dangerous behaviour towards others the school cannot take on more responsibility for his actions, the school can propose exclusion. In such a case the Discipline Committee and the Board should be invited as well.

Official Documentation for all of the evidence (from class records, meetings, discipline protocols, discussions and the disciplinary council) are used to evaluate the cross curricular competences which are part of every school report. This end of year report is an official document is passed onto the next teacher or school with the student.

The evidence, which remains in the student`s file for three years, is also used internally to evaluate the student's behaviour and monitor progress in this area.

### **Content of the disciplinary report**

- Description of the pupil's behaviour by the teacher present.
- Identification of the school rule which was not respected.
- Agreement between the pupil and the school how to improve their behaviour.
- A copy is given to the class teacher, the Head Teacher and the parents.

The disciplinary report is an internal document, recording the misconduct of a pupil. By means of this document the class teacher, the Primary Head, and the parents of the pupil in question, can be informed of any misconduct. For the pupil, this disciplinary report is an indication that they have broken a school rule. The disciplinary report stays in the pupil's file for one year and is referred to when assessing their social and behavioural progress.

### **Parental rights**

The parents have the rights to challenge any of the discussions made by the school regarding their child. This needs to be put forward in writing to the Head of School, with a copy for the class teacher and anyone else involved. Similarly, parents can also write and request to see their child's school file.