

Eerde Behaviour Policy - appendices



Appendix 1 - Consequences of Misbehaviour

Principles

This policy focuses on behaviour modification rather than punishment. It is designed to foster reflection, with the aim that this reflection will act as a catalyst for behaviour modification. It is premised on the notion that, through introspection and rational reflection, students can begin to appreciate why certain conduct should be avoided, and how to maximise their chances of avoiding it in the future. The policy deliberately avoids the language of retribution, in accordance with the belief that retribution is destructive—to those exacting it, to those it is exacted upon, and to the wider community.

Levels of Misbehaviour and Their Consequences

Note: The behaviours listed beside each level are provided only as examples of the kind of conduct that might fall under each level. Determining which level a particular instance of misbehaviour falls within is at the discretion of the teacher concerned.

Level 1:

Failing to turn in homework, unexcused lateness to any school event, mild to moderate disruptive behaviour during class or other school activities, minor cases of academic dishonesty, being unkind

First offence:

Teacher discusses the matter with the student, explaining why the conduct was inappropriate and issuing a warning. Teacher logs the incident on ManageBac, describing the behaviour (using Level 1 as the incident title). A notification is automatically sent to the Tutor for reference.

Second offence in term:

As above

Third offence in term:

Treated as a Level 2 offence (at the discretion of the Coordinator). Teacher emails the Tutor, who logs the incident as a Level 2 and alerts the Course Coordinator, who will promptly instruct the student to attend a reflection session and log the incident on ManageBac (using Level 2 as the incident title).



Level 2:

Failure to submit a summative assignment; moderate to serious disruptive behavior during class or other school activities; using abusive language towards another student or staff member, or otherwise acting with gross disrespect towards a student or a member of staff; bullying behaviour; unexcused absence from class; damaging school property; stealing or other forms of gross dishonesty (including serious academic dishonesty)

- First offence:** Student is referred directly to the IB, IGCSE or IMYC Coordinator, who will instruct the student to attend a reflection session to reflect on his or her conduct. The Coordinator will log the incident on ManageBac (using Level 2 as the incident title).
- Second offence in year:** Conference between Course Coordinator, parents/guardian, and student to discuss the student's behaviour.
Letter sent to parents explaining the issue and follow up in detail, incident logged on ManageBac (using Level 2 as the incident title).
- Third offence in year:** Treated as a Level 3 offense. The Coordinator will log the incident on ManageBac (using Level 3 as the incident title).

Level 3:

Violence against another student or a teacher; serious bullying, whether in person or on social media; smoking, drinking alcohol or use of drugs/ illegal substances other types of threatening conduct.

- First offence:** Student: is suspended for a period to be determined by the administration. During the suspension, the student must write a letter to the staff, explaining why he or she should be readmitted to the school. The staff will then decide whether or not it is in the school's and student's interests for the student to be readmitted.
- Second offence:** Permanent exclusion from the school, pending conclusion of a hearing panel including a member of the teaching staff, Management Team and Boarding or Safeguarding Team.
- All level 3 offences should initially be communicated to parents via a conference in person or over online meeting. They should then be logged on Managebac and a letter sent to parents confirming a full outline of the behaviour, measures taken to address behaviour and subsequent action.



After School Reflection

After school reflection sessions will take place from Monday through Wednesday. Once instructed by a Coordinator, the student must attend the next possible reflection session.

During a reflection session students will be required to pen a hand written reflection. A guidance form will be used to ensure reflections cover what is required.

Reflection sessions will be coordinated by the Academic Director, who will record attendance, collect written reflections, scan a copy to the student's file and share with the student's teachers, boarding parents, Tutor and Coordinator (as appropriate)

The aim of these sessions is to allow the student the time to consider why his or her conduct was inappropriate, and the steps he or she could take to ensure it does not happen again. Should the reflection fail to demonstrate an appropriate level of depth and consideration, the student will be considered to have committed a second Level 2 type of misbehaviour, and the appropriate coordinator will arrange a meeting with the student and his parents to discuss his future at the school.



Misbehaviour Consequences - shared with students

Good behaviour is very important - for those who DO NOT follow the Eerde Code of Honour, we have the following steps in place:

Level 1:

EXAMPLE: Failing to turn in homework, unexcused lateness to any school event, mild to moderate disruptive behaviour during class or other school activities, minor cases of academic dishonesty, being unkind to others

First time:

Your teacher will talk to you, explaining why your conduct was inappropriate and issuing a warning. The teacher will log the incident on ManageBac, describing the behavior. A notification is automatically sent to the Tutor for reference.

Second time: Your teacher will talk to you again - you will get a second warning

Third time:

Moved to Level 2 - your Tutor and IB, IGCSE or IMYC Coordinator will be informed and you will be asked to attend a reflection session.

Level 2:

EXAMPLE: Failure to submit a summative assignment; moderate to serious disruptive behavior during class or other school activities; using abusive language towards another student or staff member, or otherwise acting with gross disrespect towards a student or a member of staff; bullying behaviour; unexcused absence from class; damaging school property; stealing or other forms of gross dishonesty (including serious academic dishonesty)

First time:

You will be referred directly to the IB, IGCSE or IMYC Coordinator, who will instruct you to attend a reflection session to reflect on your conduct. This will be logged on ManageBac.

Second time:

A conference will be held between the IB, IGCSE or IMYC Coordinator, your parents/guardian, and you to discuss your behaviour.

A letter will be sent to your parents explaining the issue in detail.

Third time: Moved to level 3

Level 3:

EXAMPLE: Violence against another student or a teacher; serious bullying, whether in person or on social media; smoking, drinking alcohol or use of drugs/ illegal substances other types of threatening conduct.

First time:

You will be suspended for a period of time to be determined by the Academic Director and IB, IGCSE or IMYC Coordinator. During the suspension you will write a letter to the staff, explaining why you should be readmitted to the school. The staff will then decide whether or not it is in the school's and your interests for you to be readmitted to school.

Second time: Permanent exclusion from the school.



Consequences for Boarding Students

Though boarding students are also included in the outline above, we do not want to wholly bring school sanctions into their home environment. Therefore the Boarding Team will use sanctions such as those below and aim to address minor issues through a more informal and parental style approach.

Late for breakfast once	Report school day after at 7.30
Late for breakfast twice in a row	Report 5 days at 7.30
Late for dinner/brunch	Do dishes the same day
Phone during dinner 1st time	Hand in until 20.30 same day
Phone during dinner 2nd time	Hand in until 7.30 next day
Back late in boarding form other wing/gym multiple times	Report back 30 before closing/room time
Student visits the room of student in other wing (girls/boys)	Not permitted to visit that wing, including common areas, for one week
Bedroom is not tidy enough for cleaners to clean	Student to clean own room before dinner that evening
Device use is having an impact on welfare/ punctuality/ sleep etc	Device placed with Boarding Parent to prevent impact worsening

Where boarding rules are consistently broken, the Boarding Team may choose to escalate this to the school sanctions. More serious infractions, level 2 and 3, such as smoking, drinking alcohol, drug use etc are covered by the school sanctions.

See also ***Eerde IBS Boarding Interim Behaviour Policy***

