



Secondary behaviour policy

Chartwell International School

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Introduction

Chartwell International School is a family school, aspiring to function in a warm, friendly environment, and to do our utmost to help our students excel as learners. We wish to assert a positive vision of good behavior, but in creating this we should be aware that sanctions will be used as necessary.

The Primary School and Secondary School have separate codes of conduct.

General decorum

Older students have a responsibility to be positive role models for our younger students. Positive behavior includes: walking (not running) around the building, speaking (not shouting), treating others with respect (no bullying – cyber or physical, no inappropriate physical contact), good manners (“Please” and “Thank you”), cooperating with all staff.

Just as swearing is not normally considered to be acceptable in family homes, it is not acceptable in school. If a smaller child appears to need help, it is decent to offer help. Likewise, smaller children should be given priority when using stairs – they need to hold the bannister more than teenagers do.

Racism and intolerance are unacceptable.

It is good manners to be aware of the languages spoken by the people in your environments. The working language of the school is English. When in linguistically mixed company, it is courteous to use English as a default language.

Academic conduct

Students should listen attentively and work constructively. If a student has a problem, they are obliged to make sure the teacher is aware of this.

Plagiarism is unacceptable. Sources must be cited.

Problems with homework should be brought to the teacher’s attention. Students should be ready to discuss homework issues with teachers.

The internet in school should be used for educational purposes. Facebook, file sharing sites and inappropriate content should not be accessed in school.

The study room is for studying and for other educational purposes. Study is when a person tries to change their state of knowledge or skill through methodical work.

In choosing to attend this school, certain decisions as to the kind of education desired are given. All subjects in the curriculum are of equal importance. Many aspects of the educational vision are delivered across different curriculum areas. Repeated failure to attend some lessons will compromise delivery and receipt of this education. For Cambridge pupils the consequences of not attending classes may be failure to fulfill the attendance requirements (80% attendance in all subjects) and subsequently failure of the course, unless the student has justifiable absence.

Classroom behaviour

Students should always come to lessons on time – this means that when the bell for the start of class rings they are in the classroom with all the necessary equipment for their class. Students will not be permitted to attend the class should they fail to do so.

During the class, students should stay seated in their designated places (unless told otherwise); they should be respectful to the teacher and other students. Students should pay attention and follow the teacher's instructions during the class.

In case of continuous disruption (talking, not paying attention, etc.) a student may be instantly asked to leave the classroom and report to the class teacher. The class teacher has a word with them and the student is sent to study hall until the end of the class. The class teacher decides what kind of intervention will be taken. The student is responsible for making up the missed lesson which means that through his/her classmates the student should obtain covered materials and come up prepared for the next class which may be a test.

Repeated expulsion from class, leads to first, a detention (please see definition of the same) and in case that there is no improvement in behaviour, the student will be suspended for a longer period of time. The duration of the same will be determined upon revision of all circumstances, general academic progress of the student as well as of his behaviour records.

In Upper Secondary, if following a suspension the behaviour issues persist, the class teacher, school counselor and Head of School will decide if the student can participate in outings (museums, theaters, excursions).

Electronic devices

During school activities, students should not use mobile phones, portable music devices, electronic games or other non-educational electronic devices except when this has been agreed by the teacher in charge.

Mobile phones

Use of mobile phones is prohibited during the classes. All students are due to deposit their phones in designated places before the first class begins. The school is not at any time responsible for the loss, theft or damage of mobile telephones or electronic devices. Students are advised to leave all of their electronic devices at home. In case of emergency the school will contact the parents/guardians. The same applies to parents/guardians – they must contact their children through the school. A breach of rule may in case of repetition lead to suspension – in general, the first breach of this rule will result in temporary withholding of the telephone (it will be returned at the end of the day) and 3-day detention during lunch time. The telephone will be returned at the end of the day – a record of breach will go in the student's record. KS5 students are allowed to use personal phones for educational purposes during the school day.

Dress code

Chartwell International School does not have a school uniform. However, this does not mean that dress is unimportant. Students should not show more skin than teachers do. 'Smart casual' is also the dress code for students.

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We discourage extremes in dress which tend to distract from an academic atmosphere. As student dress is ultimately the domain of the home, parental support is central to the maintenance of an appropriate school atmosphere in this regard. As a school with many nationalities, we are always trying to ensure that our attire is suitable for an international, educational environment. Our dress code makes clear that we will not accept clothing that detracts from an academic atmosphere, that we will not accept extremes in dress, and that we will not accept students wearing items of clothing that are physically revealing. To help students, parents, and teachers, the following specifics clarify our expectations in this regard:

1. Exposed midriff or a low-cut shirt that expose cleavage;
2. Sleeveless shirts (also known as tank tops, tube tops, and spaghetti strap shirts) are not allowed to be worn. Shirts must have covering on the shoulders from the base of the neck to around the curve of the shoulder;
3. Low cut pants or shorts that expose undergarments; no ripped jeans that reveal too much skin;
4. Clothing that is dirty, torn, unsightly and/or contain words, images with reference to alcohol, tobacco, drugs, religious references, war or other inappropriate themes that can be found insulting or provoking in an international environment and multicultural community;
5. Transparent or extremely tight clothing - Jeggings (skin-tight tights when worn without a piece of clothing covering the posterior) are not allowed— when leggings/tight jeans are worn, a long shirt, blouse, sweater has to be worn over the same;
6. Extreme tattoos, piercings, hair colours or styles;
7. A general guide for shorts and skirts is “skirts and shorts should not be above knee length”.
8. Hats, sunglasses, headphones are not appropriate in classrooms. Large “DJ” headphones are not appropriate at school;
9. Excessive makeup is not allowed. Nails should also be kept at reasonable length in order for the student to participate in all school activities, e.g. PE, science experiments, etc;
10. Open toe shows or sandals are not allowed, as well as flip-flops.

Students who do not respect the dress code will be asked to change clothing. When, in the judgment of a teacher, a student's dress is inappropriate, he or she may be asked to have appropriate clothes brought from home to school, or to return home in order to change. Students judged to be inappropriately dressed may not be allowed to attend classes until the change into acceptable attire has been made.

Arrival, absence and tardiness

Students must arrive to school before 8:20. At 8:20 all students should be in their classrooms where the class teacher will register tardiness or absence. At 8:30 students should be ready for the start of class. The student entrance is locked at 8:30 and in case of lateness in the morning the student has to use the main entrance.

Of course, occasional lateness to morning class due to unforeseen circumstances will be tolerated. Continuous and persistent lateness is not acceptable and will be recorded in the report cards as unjustified absence and will influence the grade in the subject the student is late for.

Students must always come to lessons on time - this means that when the bell for the start of class rings students are in the classroom with all the necessary equipment for your class.

The 5-minute breaks are there for students to prepare for your next class or go to the bathroom. They should not go wandering around the school and into other classrooms during those times. Students may find themselves unable to attend class if they are late for it.

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All absences are recorded, regardless of why a student may not be in class. Absences are by class, not by day, and should not be more than 20% of class time. If a student fails to meet the attendance requirement for promotion or graduation, which is 80% of the class time, the school may ask that this time be made up by sitting exams assessing the work that the student has missed. This may lead to the loss of certain privileges.

Absences are categorised in two ways. An excused absence might include illness verified by a doctor's note, family bereavement, work experience, or an interview/examination for university or new school. The school may choose to allow excused absences up to a maximum of 20% of class time. All other absences are considered to be unexcused.

While absent from school, the student is responsible for making up the missed lessons which means that through his/her classmates the student should obtain covered materials and come back prepared – the student may be assessed on the very first day upon return.

If parents/guardians know that their child is going to be absent from school for any reason, they are asked to give the school advance notice by sending an email to the class teacher. If the absence is unanticipated and it is not possible for the parents to send an email, we ask that parents and guardians call the reception in the morning to inform the school, and that this call is followed up as soon as possible with an email to the class teacher.

Frequent lateness, because of its detrimental effect on learning, is a serious matter. Therefore all 'lates' will be recorded on a student's record of attendance, and the school will follow-up with individual students and families to promote punctuality. This could involve the school revoking some student privileges. Persistent absenteeism or tardiness will result, firstly, in a letter to parents. Following such a letter, should a student fail to improve his/her record of attendance, both parents and student will be asked to attend a conference with the school.

We understand that our community is an international one, and that many of us are living and working far from home, and away from our extended families. Nevertheless, we request that family travel plans respect the school calendar. It is also supportive of the school if parents schedule doctor, dentist and other appointments after school hours or during vacations where possible. Should a student arrive late or need to leave early, parents must notify the school in advance. If you have any concerns about your child not meeting the 80% attendance requirement, please contact the class teacher. We can usually resolve most attendance issues through collaborative dialogue. Finally, please note that long-term absence through illness is always given special consideration.

AWOL - absence without leave - leaving the school premises without permission at any time of the day is a serious offence. Please refer to Level 2 behaviour concern for further details.

Disciplinary measures and academic monitoring

The Secondary School has a list of interventions (below) so that both teachers and students have shared expectations for appropriate student behaviour. These interventions are not exhaustive but cover the most serious issues that the Secondary School may have to address, including academic underachievement. Please note that repeated failures to manage behaviour or academics will automatically raise the level of concern.

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Level 1: Minor concern

Minor demonstration of disrespect towards people or property or school rules; failure to submit homework repeatedly; negative attitude towards a subject - failure to apply oneself; conspicuous lack of interest towards the subject; academic dishonesty (cheating during assessment); prolonged failure to take part in class and homework activities; utter neglect of academic responsibilities.

Intervention: advisory meeting with subject/class teacher, informing parents/guardians; informing school's counselor, incident registered in the **incident/accident/concern form**; may lead to detention to do the assigned task.

Level 2: Moderate concern or repeated level 1

Demonstration of violence /aggression (pushing, verbal aggression etc.), smoking, bullying or intimidation; passive acceptance of bullying (a student who knowingly chooses not to protect a victim or seek help for a victim of bullying); AWOL; clear demonstration of disrespect to people or property; theft, intentional damage to property; verbal harassment; bringing any look alike weapon to school; flagrant or willful disrespect for community members or rules; dramatic deterioration of general academic performance and grades; disrespectful and disruptive behaviour during classes; highly offensive verbal aggression; repeated failure to attend classes, alcohol consumption and distribution.

Level 2 moderate concern must be recorded on **Safeguarding concern form** and sent to the relevant school counselor and Head of school, DSL and ADSL.

Intervention: Subject/class teacher meeting; meeting with a school counselor, meeting with parents/guardians; head of school informed; structured loss of recreational time as well as monitored detention time during school hours; incident recorded on the Safeguarding concern form, leads to detention, may lead to suspension; may lead to expulsion.

Suspension - suspension (also known as temporary exclusion) is a mandatory leave assigned to a student as a form of punishment that can last anywhere from one day to several weeks, during which time the student is not allowed to attend regular school lessons.

While absent from school, the student is responsible for making up the missed lessons which means that through the electronic diary and his/her classmates the student should obtain covered materials and come back prepared – the student will be assessed on the very first day upon return from suspension.

In general, all students are expected to adhere to conventions of proper behaviour, e.g. greetings in the halls, use of school property, cleanliness. In case of noticeable disregard of behaviour conventions, parents will be notified.

In case of persistent misbehaviour even upon this, student's eligibility to remain in school will be reconsidered and taken into consideration.

All school rules and disciplinary measures apply to school trips, outings, celebrations, that is, to all events organised by the school.

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Level 3: Serious concern or repeated level 1, 2

Alcohol consumption and distribution; bringing any weapon, or potential weapon to school; possession, consumption or sale of illegal drugs or abuse of dangerous substance s; serious physical assault, bodily harm; physical/sexual harassment;

Intervention: This type of behaviour leads to suspension and may lead to immediate expulsion. It is recorded on the **Safeguarding concern form** and sent to the relevant school counselor and Head of School, DSL and ADSL.

The above list of consequences is intended as a guideline and does not restrict the school to these measures.

Strictly forbidden

Smoking is illegal in Serbia under the age of 18. Students, including those aged 18 or over, are **strictly forbidden** from smoking in school or in the immediate area. Immediate area means at least 50 meters from School Buildings.

Alcohol - bringing to school or drinking alcohol in school is **strictly forbidden**.

Drugs - **strictly forbidden**.

Willful damage to the building or other school property is **strictly forbidden**.

Verbal and physical violence towards other members of the school community are **strictly forbidden**.

Dangerous items - Students should not come to school in possession of anything which may pose a danger to themselves or others. Specifically, knives and other weapons, or imitation weapons, are **strictly forbidden**.

Closing remarks on behaviour

It is impossible and foolish to list all behavior patterns that are positive, or that should be avoided. Common sense should prevail. This is a school - a place where we wish to work together in a family atmosphere to develop our minds and characters to become able and positive members of society. The spirit of this code of conduct should be respected as well as the words. Disciplinary action will be taken according to the Secondary Handbook.

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Appendix 1: Incident/accident/concern form

Incident/Accident/Concern form

Name of students/adults present or involved	
Date and time of incident/accident/concern	
Location of the incident/accident/concern	

Description of the incident/accident/concern

Condition of the child following the incident/accident

Who was informed (class teacher/Head of School, school counselor, parents)	
Report made by	
Date	

Follow up by class teacher

Investigation by class teacher

Intervention (detention, meeting with parents (describe outcomes of the meeting), verbal warning, referral to school counselor)	
Date and time of intervention	
Class teacher (print name)	

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Appendix 2: Safeguarding concern form

Safeguarding concern form

Please complete this form if you have a concern about a pupil and send it to the following email address safeguarding@chartwell.edu.rs

Pupil's name			Class teacher		Class	
Date of referral			Time of referral			
Body chart attached	Yes	No	Name of DSL/ADSL			
Have you already contacted parents about your concerns?				Yes	No	
Staff name						

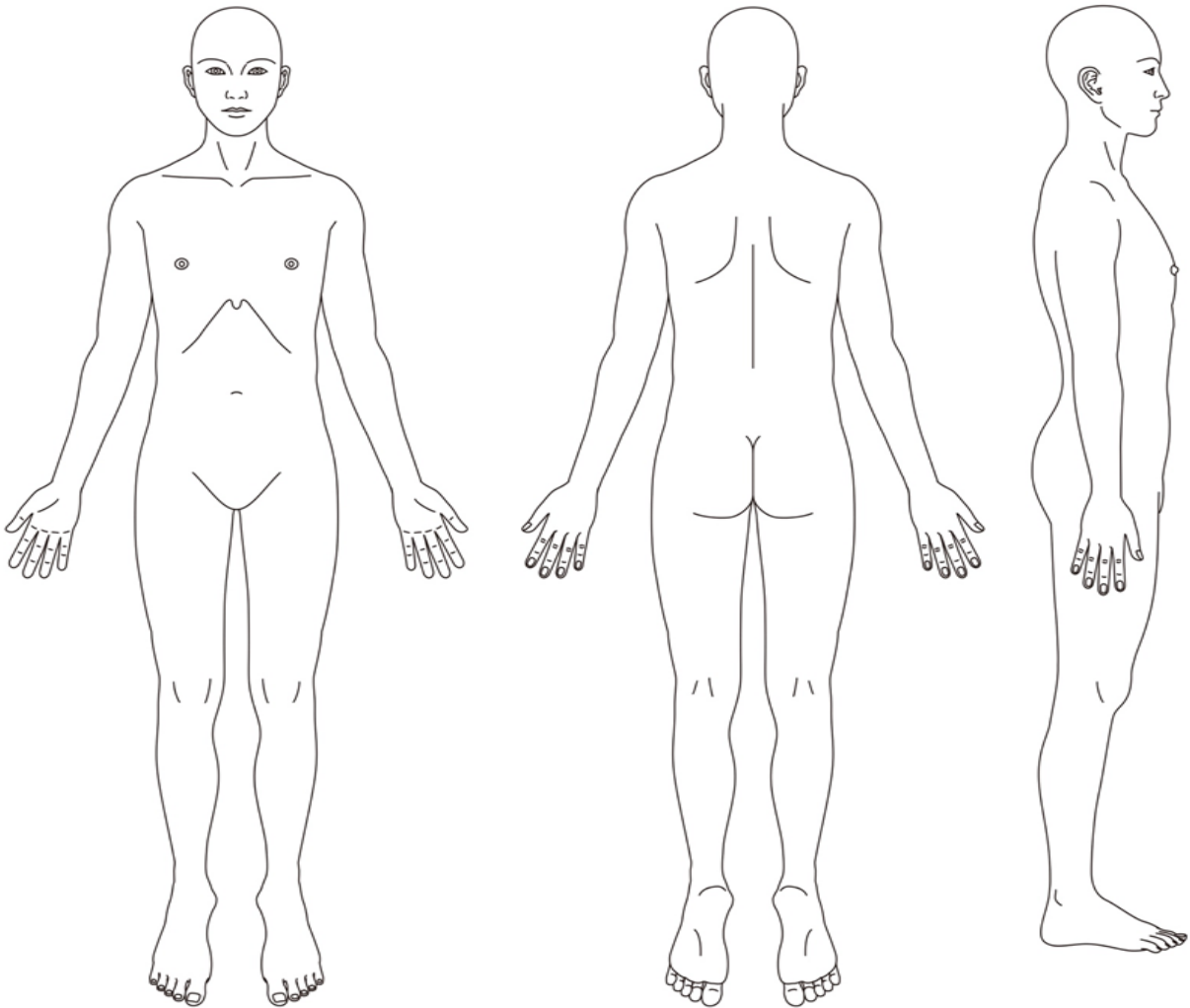
Reason for referral (check all that apply)			
<input type="checkbox"/> Anger management	<input type="checkbox"/> Honesty	<input type="checkbox"/> Mental health concern	<input type="checkbox"/> Self-esteem
<input type="checkbox"/> Bullying	<input type="checkbox"/> Health (family or self)	<input type="checkbox"/> Grief (Loss/Death)	<input type="checkbox"/> Personal hygiene
<input type="checkbox"/> Social skills/Friends	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Uncooperative/ Defiant	<input type="checkbox"/> Theft/Vandalism
<input type="checkbox"/> Negative attitude	<input type="checkbox"/> Family Conflict	<input type="checkbox"/> Child protection concern (abuse, neglect, exploitation)	
<input type="checkbox"/> Withdrawn/Shy	<input type="checkbox"/> Attendance	<input type="checkbox"/> Issues with achievement	<input type="checkbox"/> Other: _____

Concern (provide as much detail as possible)

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This chart must be attached to the concern form. Clearly mark the location of your concern and label each concern with a number for referencing purposes.

Pupil's name	
Observations made by	
Signed	
Date	



Appendix 3: Student behaviour reflection sheet



Behaviour Reflection

Date and time: _____

Name of student(s) involved: _____

What was my behaviour? _____

What were the reasons for me behaving like this?

How did my behaviour affect others?

What could I have done differently?

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What's my plan to improve my behaviour? _____

Is there anything else I need to do?

What have I learnt?

Who was Informed (class teacher(s), Head of School, school counselor, parents):

Report made by: _____

Date: _____