



BRITISH INTERNATIONAL SCHOOL DISCIPLINE POLICY AND CODE OF CONDUCT FOR SECONDARY STUDENTS

INTRODUCTION

In pursuit of our motto, “*Achieving Excellence*” the focus of the school’s management is to teach and reward positive behaviour and to encourage the development of a positive environment throughout the school. Our fundamental behaviour expectations are: **Be responsible for your actions**, **Be respectful to all** and **Be ready to learn at all times**. We aim at building a culture where every individual in the school, regardless the religion, race or background feels valued and forms an integral part of a wider family.

Students who display exemplary behaviour models will be given school wide recognition and shall be entitled to various privileges. On the contrary, those found having difficulty with various school wide expectations shall be exposed to various behavioural interventions whilst conscious breach of the code shall attract consequences corresponding to specific infractions. In doing this we hope to create and foster a safe learning environment within which all persons have access to achieve his or greatest potential. Parents are expected to respect and comply with the Discipline Policy of the school, and to cooperate fully with all due processes. The Discipline Council will be firm and fair in their proceedings and arrival at verdicts. During investigations and proceedings, there shall be no private contact with any member of the Discipline Council, the student in question and his/her parent.

External Suspension: Means not allowed on the school premises for the number of given days.

Internal Suspension: Means exclusion from all extracurricular activities, field trips/ excursions; Do chores at break times

DISCIPLINARY COMMITTEE

At all times the Secondary department shall have a disciplinary council consisting of:

- A Senior Management member
 - A Management Member
 - Two Lead Teachers
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- ✓ Parents of students who breach the Code Of Discipline shall wherever possible be notified of the hearing at least 48 hours (two working days) before the scheduled hearing;
 - ✓ The student may, at the discretion of the Principal and a Management Member, be suspended pending the hearing, if this is considered appropriate bearing in mind the interests of the student and those of the school.
 - ✓ The suspension of the student shall be indicated in the notification to the parents, the period of suspension preferably not exceeding a period of 5 [school] days. The period of suspension may be extended to allow for the conclusion of the Disciplinary process and any appeal that may follow.

- ✓ The student and his/her parents [or legal guardian] must be advised that they are expected to attend the hearing as their non-attendance may prejudice their child's case, result in the hearing being held in their absence, and a decision being made without their involvement;
- ✓ The student and parents must also be advised of the serious nature of the allegations, and the possibility of formal and severe disciplinary action being taken should the student be found guilty of allegations made against him/her;
- ✓ Save in exceptional circumstances legal representation at disciplinary hearings is not permitted. Application for such representation is made to the Principal and leave for such representation is at the Principal's discretion. Assistance by Masters, parents, prefects, or other boys is permitted. The formal Disciplinary hearing must be chaired by the Chairman of the Disciplinary Council, who is assisted at the hearing by a member of Senior Management, a member of Management, and 2 lead Teachers.
- ✓ The hearing chairperson will be responsible for managing the hearing process, and after consulting with other members of the panel, decide the guilt or innocence of the student in respect of to the allegations made.
- ✓ The appropriate penalty/action shall be taken, after due consideration of mitigating and aggravating factors.
- ✓ To ensure that the disciplinary hearing is properly conducted, the Chairman of the Disciplinary Committee or his/her nominee shall ensure that the student and parent :
 - are informed of and properly understand the allegations being made before commencing with the hearing;
 - are presented with all the relevant facts and information relating to the allegations;
 - are given the opportunity to question information provided and evidence led;
 - are entitled to present their own case;
 - are treated with dignity and respect throughout the hearing;
 - are assured of the greatest confidentiality possible;
 - are advised of the outcome [verdict] of the hearing, the decision made regarding penalty and the reasons for such decisions;
 - are informed of the right to appeal against any decision made by the Chairperson;

The Chairperson will make written notes of the proceedings. In some cases, at the discretion of the Chairperson, the proceedings may be tape recorded. After the completion of the disciplinary hearing, any penalty or disciplinary action should be formally communicated to the parents and supported in writing by the Chairperson of the Disciplinary Council. In cases where the Disciplinary Council reaches a decision to recommend expulsion or suspension, this decision is referred to Principal who makes the final decision. However, the student has the right to appeal against any decision of expulsion or suspension made by the Disciplinary Committee, within 5 days of the hearing's outcome being communicated. A panel of senior staff appointed by the Chairman of the Disciplinary Council will conduct the appeal hearing, the findings of which constitute the final recommendation of the Disciplinary Council to the principal.

NB. Copies of all disciplinary documentation must be retained by the School for record and safekeeping purposes.

- The student's parents have the right to appeal against a decision of expulsion or suspension. Typical grounds for such an appeal may include:

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- the disciplinary procedure was not properly followed
- the decision on guilt was not considered correct or fair
- the decision regarding action to be taken was considered inappropriate
- mitigating factors were not properly considered
- the enquiry chairperson was considered to be biased, did not apply his mind, or supposedly made a subjective decision
- the pupil was not given a fair opportunity to present his / her case
- New and relevant evidence can be presented which may affect the decisions made, and there exists a reasonable explanation as to why it was not presented at the original hearing.
- The parent[s] wishing to appeal must motivate their appeal in writing, detailing in full their grounds for appeal. The request for appeal must be submitted to the School within 5 days of the Chairman of the Disciplinary Committee's recommendation having been communicated to the parents so as not to delay proceedings.

1.0 ATTENDANCE & ACADEMIC RELATED INFRACTIONS

INFRACTION	CORRECTIVE MEASURE (1 point)
1.1 Unexcused absence from school	The policy on school attendance shall apply
1.2 Intentional failure to attend classes regularly (Student is in school but fails to attend classes)	1 st offence: Counselling 2 nd offence: Parent-Teacher Conference 3 rd offence: 1 week external suspension-dismissal
1.3 Habitual lateness (Arriving late 10 days in a term)	1st offence: Parent – Teacher conference for solutions for change 2nd offence: If continued for 2 terms the student will not be promoted 3rd offence: If it affects academic work then the student will be dismissed
1.4 Habitual absence (7 days in a term)	1st offence: Parent - Teacher Conference 2nd offence: If continued for 2 terms the student will not be promoted
1.5 Leaving the school facility without administrative approval	1st offence: Parent - Teacher Conference 2nd offence: Will attract two days internal suspension. Subsequent offences shall be referred to the disciplinary committee.
1.6 Uncompleted homework 1.6.1 Failure to present homework or project	1st offence: Student will be assigned detention period during snack or lunch break and compelled to complete homework. Other assignments missed shall be completed before student goes home. If work is uncompleted student shall be assigned further detention period to complete all works. If continued behaviour affects academic work, the student will not be promoted to the next level.
1.7 Academic Dishonesty / Cheating – Copying someone else’s homework; giving your work to someone to copy; talking during a test; copying a report from a book and handing it in as one’s own; copying answers during a test; using unapproved	1st offence: Conference with the principal and students involved shall lose the marks assigned to the given tasks. Upon parental notification students will be assigned detention to redo all related assignments after school.

resources (calculator, books, posters, etc.) during a test. Plagiarism – Using or copying someone else’s work and failing to credit the source of information (includes print and internet material)	
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2.0 USE OF ELECTRONIC GADGETS

INFRACTION	CORRECTIVE MEASURE (2-4 points)
2.1 Inappropriate use of computer and or network	Refer to acceptable use of IT equipment policy Offence attracts loss of ICT privileges.
2.2 Possession of unauthorized items i.e. mobile phones, iPads, hand held gaming systems etc. (Cell phones kept in must be turned off and out of sight between 7:00am and 4:00 pm. The school or its officials shall not be responsible for the loss of any electronic gadget brought to school by students.	1 st offence: Confiscation with item sent to the Principal for parent pick up after one week 2 nd offence: Confiscation of item Returned at the end of the term and Parent notified 3 rd offence: Confiscation of item with Parent pick up at the end of the term
2.3 Selling of any kind of electronic device i.e. cell phones, laptops, tablets etc. (Social Outreach and Church related canvassing MUST be approved by the Principal FIRST)	1 st offence: Counselling, restitution & 1 week suspension 2 nd offence: Restitution , 2 weeks external suspension with the student’s name & picture placed on the notice board 3 rd offence: : Restitution , dismissal, failure to pay restitution will result in the case being turned over to proper authorities
2.3 Wrongful use of laptops or without authorization by a Teacher in writing to Parents (**Please note the screens MUST be facing towards the Librarian when used in the library and only in designated areas)	1 st offence: Confiscation for 1 day with warning 2 nd offence: Confiscation with Parent pick up at the end of the term NB: Students who are given clearance to bring laptops must demonstrate a high sense of responsibility since misuse of gadget could attract severe sanctions and loss of privileges.
2.4. Unauthorised taking of pictures in the classroom / or within the premises with a cell phone, laptop etc. during contact hours.	1 st offence: Confiscation for a term with a written warning. Collection by parent/guardian 2 nd offence: Loss of privilege to bring such items to school, confiscation of gadget for a whole term.
2.5 Invasion of privacy through unauthorized capturing of photo /video images or broadcast of images , results or particulars of fellow students or their family on any electronic or social network	1st offence, seizure of gadgets used, 2 days suspension and parent to be notified 2nd offence, seizure of gadgets used, 1 week suspension and parent to be notified 3 rd offence; seizure of gadgets used, 1 week suspension and parent to be notified. Student will be required to sign a bond of good behaviour.

2.6 Violation of a staff member's computer or laptop or stealing information from the file.	1 st offence: 1 week suspension and parent to be notified. Student will be required to sign a bond of good behaviour. 2 nd Offence: Dismissal
2.7 Damage to a staff/colleague's laptop	Offending student shall replace the spoilt gadget.

3.0 BEHAVIOURAL INFRACTIONS

INFRACTION	CORRECTIVE MEASURE (6-10 points)
4.1 Noise making and disturbance in class	1 st offence: Warning 2 nd offence: Call to parents and detention 3 rd offence: Parent – Teacher conference focusing on suspension.
4.1.1 Running, shouting, bumping, stumping, banging on walls or loitering	1 st offence: Warning 2 nd offence: Call to parents 3 rd offence: Parent – Teacher conference
4.1.2 Shouting, running, throwing food, cutting queue in the cafeteria	1 st offence: Warning 2 nd offence: Call to parents 3 rd offence: Detention
4.2 Possession of offensive and dangerous weapons or items used as weapons i.e. gun, knife etc.	1 st offence: Dismissal & report to police
4.3 Willful destruction of property; deliberate damage to furniture, equipment, school owned books, etc.	1 st offence: Parent-Teacher conference & replacement or repair of items. 2 nd offence: External suspension & replacement or repair of items. 3 rd offence: Replacement or repair of items and dismissal
4.4 Writing graffiti/defacing of walls, desks, furniture, writing/drawing on books etc.	1 st offence: Pay for cost of repairing or replacement 2 nd offence: Internal/external suspension with cleaning duties of defaced walls/desk/furniture
4.4 Chewing of gum in class or library	1 st offence: Verbal warning in class 2 nd offence: Detention 3 rd offence: One day suspension.
4.5 Ponding of colleague students or spraying perfume or chemical on other colleagues. (No student shall touch any chemical in any of the science labs without prior authorisation).	1 st offence: one week suspension with bond of good conduct 2 nd offence: 3 weeks suspension 3 rd Offence: Indefinite suspension.
4.6 Dousing other students with perfume or any type of liquid or spray.	1 st offence: one week suspension with bond of good conduct 2 nd offence: 3 weeks suspension If it occurs in the lab, offending student(s) may lose privilege. (No student shall touch any chemical in any of the science labs without prior authorisation). 3 rd Offence: Indefinite suspension.

4.7 Verbal and written assault on fellow students, members of staff and their families	1 st offence: Written apology, suspension for two weeks. Upon return, counselling for one week 2 nd offence: Two weeks external suspension. Upon return, counselling for two weeks 3 rd offence: Dismissal
4.8 Physical assault on fellow students, members of staff and their families	1 st offence: Written apology, suspension for two weeks. Upon return, counselling for one week 2 nd offence: Two weeks external suspension. Upon return, counselling for two weeks 3 rd offence: Dismissal
4.9 Molestation, bullying, fighting disrespect to: authorities, teachers, peers, etc.	1 st offence: 1 day external suspension & Parent notification 2 nd offence: 1 week suspension & Parent notification 3 rd offence: Dismissal

6.0 GROOMING

6.1 Wearing of coloured nail polish/artificial nails	1 st offence: Students will be given one day to remove.
6.2 Wearing odd jewellery and wearing more than a pair of earrings while in uniform (wrist watches are exempt, 1 bangle and 1 chain for girls are allowed) ** Boys are not allowed to wear earrings or neck chains. **Girls are not allowed to wear dangling earrings	1 st offence: Students will be asked to remove the item(s) and be counselled 2 nd offence: External suspension for 3 days

7.0 GENERAL INFRACTIONS

INFRACTION	CORRECTIVE MEASURE (5 points)
7.1 Stealing and of money and other items from students	1 st offence: Written apology, suspension for two weeks. Upon return, counselling for one week 2 nd offence: Dismissal
7.1.1 Attempting to and secure property or money through threats or physical harm	1 st offence: Written apology, suspension for two weeks. Upon return, counselling for one week 2 nd offence: Dismissal
7.2 Possession/ use of alcohol or cigarettes	1 st offence: Counselling & 1 week external suspension for alcohol or cigarettes
7.3 Possession, use or supply of illicit drugs	1 st offence: Dismissal & report to police
7.4 Inciting students to riot	1 st offence: Dismissal for ring leaders & one term suspension for followers
7.5 Driving or riding a motor bike to school	1 st offence: Parents will be notified 2 nd offence: 2 days external suspension

	3 rd offence: Authorities will be notified(DVLA / Police) NB: Driving to school is only allowed by students with Ghanaian/international licenses who are above 18 years of age
7.6 Willfully engaging in physical scuffles, confrontations or dangerous play	1 st offence: Two days internal suspension, written warning, apology, parental conference and counselling 2 nd offence: Written warning, apology and two weeks external suspension 3 rd Offence: Dismissal
7.7 Intimidation or threat- threatening anyone in anyway, thus denying them the right to feel safe	1 st offence: Written apology, suspension for two weeks. Upon return, counselling for one week 2 nd offence: Two weeks external suspension. Upon return, counselling for two weeks 3 rd offence: Dismissal
7.8 Insubordination – Refusing to obey directions of any staff member	1 st offence: Two days internal suspension, written warning, apology, parental conference and counselling 2 nd offence: Written warning, apology and two weeks external suspension. 3 rd Offence: To be referred to the Disciplinary Committee
7.8 Hazing in any form (Hazing is the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group).	1 st offence: one week suspension with bond of good conduct 2 nd offence: 3 weeks suspension
7.9 Double suspension leads	Shall be forwarded to the disciplinary committee and if case is deemed serious by the committee, dismissal procedures shall be initiated.

CODE OF DISCIPLINE/AGREEMENT FORM

I agree to abide by the **Code of Conduct** and I understand what I must do in order to uphold it or otherwise be sanctioned/corrected. All Parent -Teacher conferences will result in a student bond agreement. I also understand that ALL disciplinary actions will be sent to my permanent student file. (3) Three or more incidences jeopardize official recommendations for school transfer or university application.

Student's Name _____ Sign: _____

Parent's / Guardian's Name _____ Sign: _____

Class Teacher's Name _____ Sign: _____

Date Received: _____

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