Discipline Policy of ISV – PYP

POLICY STATEMENT

As a school, ISV identifies strongly with the attitudes and attributes promoted in the IB Learner Profile, and as such the development of these character traits form the core of our educational programme as we strive to prepare students to become responsible world citizens. In doing so, the school actively promotes mutual respect and dignity, care and concern, and the acceptance and celebration of diversity within our community.

We place high value on open communication, participation, positive self-regard, teamwork and critically, a sense of belonging and connectedness to the school for all community members. However, as with any community, there exists the need for rules and guidelines to protect the rights of the individual and the group as a whole. The school does not tolerate any form of bullying, harassment or discrimination. The school similarly maintains a zero tolerance policy with issues related to drugs and alcohol.

Wherever possible, the principles of restorative justice shall be utilised in instances when a student has contravened this code of conduct with the aim of encouraging them to take full responsibility for the consequences of their actions and to understand that it is often within their power to right a wrong that they may have done. Whenever sanctions are utilised a natural sense of justice expects that these should:

• Be explicit, reasonable, and timely
• Have logical, fair, consistent, and age-appropriate consequences
• Include a variety of prevention and intervention measures
• Provide the opportunity for significant parent/guardian participation when required
• Respond to individual differences among students with insight and sensitivity
• Ensure the opportunity for all students to obtain a high quality education

Whilst utilised as a last resort, the school maintains 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.

Sphere of Operation
The school is responsible for the welfare and safety of all students during the course of all school related activities, and as such this policy is inclusive of the journey to and from school, extracurricular events organised by the school such as field trips, and/or any such occasion where a student may be representing the school.

PROCEDURES

Section 1: Home & School Agreement
It is critical that all stake holders in the school community (students/ staff/ parents) take the time to familiarise themselves with and strive to support the school’s aims and expectations in terms
of how we each conduct ourselves and the rewards / sanctions that assist the community to maintain its core values.
A Home & School Agreement is to be signed by all key stake holders at the start of each academic year. In the case of a student that joins the school mid-way through the year, the contract will be signed upon joining the school.
This document supports and compliments the information available in the student planner.

Section 2: Rewards
The school encourages the use of positive reinforcement whereby students are recognised 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.

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 recognise 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
The positive climate at ISV is a direct reflection of the behaviour of our school community.
Respect for people and respect for property form the foundation upon which behavioural guidelines are modelled. It is assumed that all members of our school community support these principles and will help to promote desirable behaviour. Most behavioural problems are handled by teachers and administrators in school, and parents are kept well informed. However, the school reserves the right to remove, without refund of fees, any student whose behaviour disrupts the academic programme or exerts a negative influence upon other students. All school rules apply on the buses, on field trips and at all school sponsored events.

Repeated Misbehaviour

Nurture - Empower - Connect
As a school, ISV strives to do its utmost to educate and guide students to acceptable forms of behaviour, going the extra mile for any student in its care. However, if a student demonstrates persistent disregard for the school’s efforts, and their behaviour is having a negative impact on the education and rights of their peers, then the student should expect that the school shall take more serious steps to rectify the situation, including that of permanent exclusion from the school.

**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 Elementary Principal 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. 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

**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 for shaving purposes to school.

**Harassment/Bullying**
It is a basic entitlement of all students to receive their education free from humiliation, oppression, and 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.

ISV operates a no tolerance policy towards bullying. Harassment and bullying could result in the suspension or dismissal of the student displaying such behaviour.

**Bullying Report Procedures**

**Misbehaviour on School Buses**
The health and safety of students and adults using the school buses is of paramount importance. As a result of this, all 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.

**Fighting/Assault**
The school will not tolerate physical fighting or assault. Fighting/assault may result in a suspension from school and would therefore require a parent conference before the student may return to school. Students having difficulties with conflicts are encouraged to seek help from staff as an alternative. Repeated aggressive acts, may lead to the permanent removal from school of the student.

**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). Any inappropriate sexual exposure or activity is viewed very seriously and may result in expulsion.

**Damage to School Property or Fire Alarms**
Damage to school property is unacceptable. 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. Any misuse or damage to fire alarm call points will have serious consequences and may result in the student being recommended for expulsion.

**Personal Honesty**
ISV promotes respect for the individual by advocating an atmosphere of trust and respect. Theft of money or the property of others is unacceptable and may result in immediate suspension or expulsion. The school will emphasize and encourage honest and trustworthy attitudes; therefore, incidents of lying may result in disciplinary action.

**Attendance and Punctuality** - See the school Attendance Policy

**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.

1. **Teachers**
   - Talk to the students involved and investigate the incident. The person who did something wrong needs to apologize.
   - Communicate the incident to the parents either through email or the ISV communication book
   - Give the student detention under the supervision of a teacher during recess or lunch
   - Where applicable, the student will need to replace damaged property

2. **Head of Elementary (possible title) and PYP Coordinator — referring to grave or constant misbehavior of a student**
   - Talk to the students involved and investigate the incident.
   - Communicate the incident to the parents through email.
   - Give the student a longer period of detention or in-school suspension where the student will continue to do classroom work but not with his peers. The Head of Elementary and PYP Coordinator will supervise this.
3. Principal — referring to grave or misbehavior that persists
   • Talk to students involved and investigate the incident
   • Communicate the incident to parents through email.
   • An official Disciplinary Report form (see next page) will be filled and placed in the student file (discussion point: how long should it remain in the student’s file?)
   • Give the student a temporary exclusion from school for up to 3 days. If a child exhibits dangerous behavior towards others and the school cannot take responsibility for his/her actions, the principal can propose a permanent exclusion.

Other guidelines:

Loss of privileges:
Students may be given a warning when a teacher or administrator feels that an infraction of a school rule has taken place. This should be a logical consequence. In addition, if the student abuses a school privilege, he may lose that privilege for a period of one week to one term, depending on the seriousness of the infraction or if there has been a previous warning to the student. Parents will be contacted if a privilege has been revoked.

Detention:
School staff may assign detention. Parents will be informed.

Behaviour Charts and Contracts:
Students may be placed on a Behaviour Chart 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 homeroom teacher 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:
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, a conference will be held, 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. The student will have their breaks at different times to their peers.
*All staff will be notified.

External suspension:
In cases of serious infractions the school reserves the right to remove the student from school. The relevant Elementary Principal and Principal have the authority to suspend a student for up to three days.

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 Principal 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.

**Expulsion:**
Expulsion may result from any criminal behaviour or any action prejudicial to the safety of any members of the student body and staff of the school, or from a persistent refusal on the part of the student to fulfill his/her academic and behaviour obligation at the school, or to receive sufficient benefit from the school programme in the judgement of the Principal. The Principal is the only administrator authorized to expel a student. The school reserves the right to expel without refund of fees.

A non-exhaustive list of the sorts of behaviour that may lead to exclusion includes:
- Physical assault causing pain or injury to any member of the school community
- Persistent bullying of another student / Use of intimidation, coercion, or force
- Behaviours dangerous to self or others
- Wilful damage to property
- Repeatedly violating general expectations and classroom rules despite previous (documented) sanctions
- Consistently poor work habits that are having an impact on the student’s learning and that of others, despite previous (documented) sanctions
- Use of, and/or possession of a weapon
- Theft or Extortion
- Belligerent behaviour including swearing, abusive language or racist comments against any member of the school community
- Repeated acts of defiance
- Academic dishonesty
- Excessive truancy or lack of punctuality

When a student is to be expelled from the school, 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 Principal and informed that the student is to be sent home.
3. A written notice of the expulsion and the reasons thereof will be sent home or handed to the parent on the day of the dismissal.

**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

**Rules and Routines**
*These rules will be posted in different areas of the school. The homeroom teachers will also discuss these with their students.
*For the local staff, this document will be translated into Vietnamese

Nurture - Empower - Connect
*For the parents, this will be posted on the school website with Vietnamese and Korean Translations

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<tr>
<th>Area</th>
<th>Rules and Routines</th>
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| Classroom  | *These can be in addition to or part of the classroom’s essential agreements that the teacher creates with the students at the beginning of the year  
  • Follow the teacher’s instructions  
  • Speak respectfully to others  
  • Listen to others and respect their ideas  
  • Participate in all activities  
  • Respect school and other people’s property  
  • Hands off other people                                                                                                                                 |
| Corridor   | • Walk at all times  
  • Stay on the right side when other people are passing  
  • Use indoor voices  
  • Hands off other people’s belongings and displays  
  • corridors are out of bounds during breaks except for rainy days
  
  For PK/K1 - the students need to enter the corridors to go to refill their water bottles and go to the bathrooms
  
  *Need to put a water station outdoors and plastic shelves/trays for students to deposit their lunch boxes and water bottles during play time so students can go from the Dining Hall to outdoor play without returning inside |
| Dining Hall| • Walk at all times  
  • Sit at your grade level’s assigned tables  
  • Sit down when eating  
  • Only touch the food that is in your tray  
  • Use indoor voices  
  • Clean up our tray and push in your chair before leaving  
  • Speak respectfully to other children and adults  
  • Go to the outdoor play area or gym after eating
  
  *Once we have the water station and plastic shelves,  
  • Bring lunchboxes and water bottles to the gym or outdoor area |
| Play       | • The Dining Hall duty teacher will decide whether Play will be in the gym or outdoors  
  • When it’s drizzling or raining students go to the gym
  
  • When it’s 36°C (not written in stone) the students go to the gym. (*We need an outdoor thermometer to be installed so the duty teacher can check.)  
  • Students cannot switch between areas during the break |
| Outdoor Area                      | • The area around the tennis court is out of bounds (*We need to have this locked. Liam will have the keys.)  
|                                 | • For K2(?) to Grade 5, use the bathroom near the clinic  
|                                 | • Line up quietly by grade level when the bell rings |
| Gym                             | • Stay on the court at all times  
|                                 | • The stage, storage room and second level are out of bounds  
|                                 | • No climbing on the portable basketball hoops  
|                                 | • Clean up gym equipment when the bell rings  
|                                 | • Line up quietly by grade level |
| Common play area                | • Draw, read and/or quiet games  
|                                 | • Use indoor voices  
|                                 | • Clean up materials before moving on to the next one |
| Library                         | • Things you can do: read books, do homework  
|                                 | • Sit on the sofa  
|                                 | • No eating  
|                                 | • No running or shouting  
|                                 | • Indoor voices only  
|                                 | • Follow instructions from the Librarian  
|                                 | • Take care of all property found in the Library  
|                                 | • Do not replace the books in the wrong place  
|                                 | • Leave the Library as tidy as you found it  
|                                 | • No playing with video games in the computer |
| Bus                             | • Sit down throughout the trip and wear seatbelts  
|                                 | • Sit down behind the driver  
|                                 | • Use your indoor voice  
|                                 | • Be respectful towards all children and adults  
|                                 | *For the TA - he/she needs to ensure that all students have their seatbelts on; if there are seatbelts that don’t work, this needs to be reported and fixed as soon as possible  
|                                 | *Younger children need to be towards the front of the bus  
|                                 | *If there are any incidents in the bus, the TA needs to report it to the person in charge (Gemmy), who in turn, will pass the information to the homeroom teacher |

*If a student sees another child breaking a rule, he can remind him/her about following the rules. If the child persists in breaking the rules, the witness needs to tell an adult so action can be taken.
# Disciplinary Report Form

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<tbody>
<tr>
<td>Time</td>
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<tr>
<td>Place</td>
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<tr>
<td>Teacher</td>
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Student's Name:  

Description of Behavior:  

Behavior contrary to school rules:  

Agreement between the student and the school and how to improve behavior:  

Additional notes from the Principal:  

Teacher's Signature  

Parent's Signature  

Principal's Signature