

Behaviour, Rewards and Sanctions Policy

This policy should be read in conjunction with the following policies:

Acceptable Use Policy, Drugs Policy and Academic Honesty Policy

Marymount seeks to encourage learning and the education of the whole person. The School is committed to the formation of its students as guided by the RSHM mission and values. It is emphasised that this formation is centered on the continued, positive dialogue between Faculty and students so that should any problem arise it can be overcome as soon as possible. Nonetheless, it is seen as necessary that there are rules that enable this development to take place so that the whole community can flourish. Each student's advisor monitors the behaviour, rewards and sanctions, and works to create a positive School environment where each person is respected.

Standards of Conduct School Rules and Expectations

A healthy School community uses guidelines and structures to provide an atmosphere of order and harmony. All constituents are, therefore, expected to abide by the regulations of Marymount International School and to take responsibility for conducting themselves appropriately. These expectations include but are not limited to the following requirements:

1. Respect for oneself and for one another should govern all relationships within the School community. Disrespectful behaviour or language is not tolerated.
2. The School reserves the right to permanently exclude, at any time, a student who has proven to be an unsatisfactory member of the School community. If, in the School's judgement, a student's conduct in or out of school indicates that she is consistently out of sympathy with the mission, ideals, objectives and programme of the School, the student may be asked to withdraw.
3. Bullying in any form is completely unacceptable and will result in disciplinary action being taken possibly leading to temporary and/or permanent exclusion from the School. See 'Anti-Bullying Policy.'
4. The use, possession or distribution of alcohol or illegal drugs on School property or at any School-sponsored activity is strictly prohibited and may result in immediate temporary or permanent exclusion. See 'Marymount Drugs Policy' for more detail.
5. Cigarettes and/or electronic cigarettes (e-cigarettes/vaping) are not allowed on campus. Students are not permitted to smoke in the School building, or on School grounds, in the neighbourhood of the School, on School trips or while wearing the School uniform. Smoking is a serious hazard to the health of the students and to the safety of the School community. Disregard for this regulation may result in immediate temporary exclusion and possible permanent exclusion.
6. Academic success and achievement begin with regular and prompt attendance. Frequent lateness is extremely detrimental to a student's education and will result in a Red Slip, and a meeting with Chair of Pastoral Life, Head of Year (if applicable), Deputy Head and where appropriate, Head of Boarding. If a student's attendance is to fall below 90%, a letter will be sent home to the student's parents. If there is continued unauthorised absence which is a cause for concern, the School is obliged to refer the matter to the Education Welfare Officer at the Local Education Authority.

7. Students are not permitted to leave the campus during the school day without the express permission of the Deputy Head or Headmistress. Requests for permission to leave campus must be sent by a parent/guardian and approved by the Deputy Head. Students found contravening this rule will face disciplinary action and possible temporary exclusion.
8. Truancy is never permitted. A student is truant if she misses School without her parents' knowledge or if she misses a class without excuse. Truancy results in immediate parent/guardian conference with appropriate disciplinary action, such as temporary exclusion.
9. Boarding students are not permitted to leave campus without the completion of the parental permission form and permission from a Houseparent or Head of Boarding. Students must comply with the rules for leaving campus as stated in the Boarding Student Handbook. Students contravening this rule will face disciplinary action and possible temporary or permanent exclusion.
10. Students are expected to conduct themselves properly in school, at school- sponsored events and school-related events and within the larger community. The School reserves the right totake disciplinary action in response to conduct outside the School that is inconsistent with the School's values and standards of behaviour.
11. Students are expected to respect the property of others. Students who steal, deface or destroy the property of another may be temporarily or permanently excluded.
12. Students are expected to respect school property and to leave each place they use (classrooms, library, student lounge, auditorium, dining room and school grounds) clean and ready for use by others. Vandalism of any kind is not tolerated. On a bus or other means of public transportation, in local shops or on school field trips, students are expected to behave in an appropriate manner and abide by school rules.
13. At no time are students to congregate in restricted areas or areas that are deemed out of bounds. Contravention of this rule will always lead to disciplinary action and may lead to temporary or permanent exclusion. (A list of restricted areas are given in the Appendix).
14. The School grounds are maintained for the pleasure of all members of the community and should be respected at all times. Students should not sunbathe on the lawns during the working day (until 6.00pm). Students are required to be sensitive to the environment and observe all notices regarding access to and use of specific areas of the campus. All litter should be placed in the litter bins provided.
15. Electronic devices, including but not limited to mobile phones, pagers, iPads, iPods, Walkmans and MP3 players, may not be used during the school day unless permission has been given by a member of staff. Students in Grades 9 - 12 may use their mobile phones during break time and scheduled lunch time only. However, the use of technology is not permitted in the Dining Hall and the use of mobile phones is not permitted in the Library. See more information listed below under 'Acceptable Use Policy'.
16. Students should not bring valuables or items of sentimental value to school. Students are responsible for all of their personal items and are expected to care for their belongings at all times. All books and belongings must be clearly labelled with the student's name. Students should keep their books and personal possessions with them or in their lockers and bring to school only the amount of money needed for specific school activities, food and transportation. Students must not leave any of their belongings lying around the school campus. Should a student need to bring additional money for an after-school event, she should give it to the Business Office for safe-keeping.
17. Plagiarism and cheating is never permitted. See policy on 'Academic Honesty.'
18. Gum-chewing is not permitted in school buildings or grounds at any time.

REWARDS POLICY

Merits are awarded by teachers to students who have made an outstanding contribution and for exceptional effort in regards to academic work, extra-curricular activities, service activities and have contributed to the Marymount community. Merits are turned into House points which enable House teams to compete for the House Cup at the end of the year. The Faculty and Staff also vote for the Grade that has shown unity, integrity and has positively contributed to the school community. The Grade with the most votes is awarded the Spirit Cup. In addition, students are awarded distinction for studies, activities, service at various Assemblies throughout the year and most significantly at the annual Awards Ceremony near the conclusion of the academic year.

REWARDS IN BOARDING CREDITS

In Boarding, as in School, students are able to collect credits which will be added to the House totals at the end of each term. Credits can be granted for helpful behaviour, participation in Boarding events and acts of kindness towards others. Should a student collect a number of pink slips, they may be traded for certain privileges. (For example, 5 pink slips allows a student to miss Study one night if all outstanding assignments are complete. 10 pink slips allows a student to order take away food to be delivered any night of the week, although the student must pay for the food. 20 pink slips and Boarding will organise a Pizza party, being one large pizza, drink and side dish). Students can collaborate with friends to gain the necessary totals.

SANCTIONS POLICY

Students who behave in a manner that is not in sympathy with the rules, ethos and mission of the School may receive a misconduct or Yellow or Red Slip. A White Slip Sanctions Policy is used in the Boarding Halls after school hours. Before giving any slip, the staff member should consider the perspective of the student and adopt a contextual approach by considering the student's challenges and circumstances at the given time. A discussion with the student should always take place before submitting a slip to the student's Advisor or Houseparent. Further disciplinary actions including meetings with parents/guardians, implementation of pastoral support plans, and/or temporary or permanent exclusion will take place as needed.

Under the School Standards and Framework Act 1998 corporal punishment is prohibited in independent and maintained schools. The prohibition includes the administration of corporal punishment to a student during any activity, whether or not within the school premises. The prohibition applies to all members of staff, including all those acting in locoparentis. (Please see 'Policy on Use of Reasonable Force').

YELLOW SLIP

The first stage of the Conduct Report system is known as the Yellow Slip. The Yellow Slip is designed to document poor behaviour or failure to meet coursework expectations. It allows the student's Advisor and Pastoral team to identify patterns of behaviour and offer further support to that student as appropriate. Reasons for receiving a Yellow Slip would include, but are not be limited to:

- Uncooperative attitude, disrespectful behaviour
- Incorrect uniform
- Missed or late homework or coursework
- Not being properly equipped for class
- Unexplained lateness
- Contravention of any school rule

The teacher issuing the Yellow Slip must review the incident with the student's Advisor who will then discuss the incident with the student to ensure they understand why it has been issued. The Advisor will discuss the reason for, and the possible strategies to prevent, this behaviour reoccurring. They will also identify any issues that need addressing and follow up with the relevant staff members as required. The student will be asked to sign the Yellow Slip. Advisors are also to inform Houseparents if the student is a Boarder.

Important: If a student receives a second Yellow Slip the Advisor informs the Chair of Pastoral Life, a letter will automatically be sent to the student's parents by the Chair of Pastoral Life and the student will be placed in an after school detention. Detention will be after school on a set Thursday from 4.05pm – 5.00pm and will supersede any other arrangement. Houseparents and Head of Boarding are to be notified if the student is a Boarder. Should a student continue to receive yellow slips, the student will be interviewed by the Chair of Pastoral Life and help, guidance, support or appropriate sanctions will be implemented. These may include:

- A further detention
- Being placed on a Pastoral Support Plan
- Letter home to parent and possible interview to determine appropriate course of action

RED SLIP

More serious misconducts may result in a red slip and/or further disciplinary sanctions. A red slip will only be given to a student after consultation with the Chair of Pastoral Life, Deputy Heads or Assistant Headmistress. Should a student receive a red slip, the student will be given an automatic detention (at the time stated above). A letter will be sent to the student's parents explaining the reasons for the detention, by the Chair of Pastoral Life. At this point the student will be interviewed by the Chair of Pastoral Life so that appropriate sanctions and directions are given. The giving of a Red Slip does not exclude further sanctions such as a parent/guardian meeting with a member of the School Staff, and/or temporary or permanent exclusion.

Examples of behaviour that would warrant a Red Slip would include, but not be limited to:

- Unexplained absence from class.
- Bullying of any kind
- Smoking or drinking on or about campus
- Highly disruptive behaviour
- Disrespectful attitude towards the teacher or peers
- Damage to property
- Theft
- Truancy
- Cheating of any kind
- Repeated acts of plagiarism

SANCTIONS IN BOARDING WHITE SLIPS

In Boarding, white slips may be given by any houseparent if a student fails to follow Boarding rules in some way. Both the student and houseparent sign the white slip.

When a student receives three white slips, they will receive a detention. Detentions involve being in attendance at breakfast from 7:30 until 8:00 and taking the register at the Houseparents' table. A letter will be sent to notify the student's parents and a copy of the letter given to the Advisor of the student.

A pattern of misbehaviour will result in a meeting with the Head of Boarding. A repeated pattern of such conduct will bring about a meeting with the Headmistress and/or parents and possible temporary or permanent exclusion.

Examples of behaviour that would warrant a White Slip would include, but not be limited to:

- Regular lateness to meals or missing meals
- Regular lateness of return to Boarding
- Poor conduct to fellow boarders
- Rudeness or disrespectful behaviour towards a Houseparent or peers
- Lack of attention to cleanliness and tidiness in rooms
- Poor behaviour in study

INCIDENT INVESTIGATION / FACT FINDING

In the process of determining the violation in a specific instance, it may be necessary for a School Senior Manager to search a student's belongings.

Searching Students

Informed consent: School staff may search a student or her possessions or accommodation with their consent for any item. If a member of staff suspects that a student has a banned item in her possession, they can instruct the student to turn out her pockets or bag. If the student refuses, sanctions will be applied in accordance with this policy.

Searches without consent: In relation to prohibited items, the Head, and staff authorised by the Head, may search a student or a student's possessions, without their consent, where they have reasonable grounds for suspecting that a student has a prohibited item in their possession. Such action will be taken in accordance with the DfE guidance Searching Screening and Confiscation (February 2014).

EXCLUSION PROCEDURES

In the event of a student's behaviour having a serious impact on others in the community or on the integrity of the ethos of the School, the Headmistress may decide to temporarily or permanently exclude a student from the School. A student will not be temporarily or permanently excluded without grave cause.

The circumstances which may lead to exclusion include:

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco
- Theft, blackmail, physical violence, intimidation, racism and persistent bullying
- Offences of a sexual nature; supply and possession of pornography
- Vandalism and computer hacking
- Persistent attitudes or behaviour which are inconsistent with the School's ethos.
- Truancy and leaving school premises without permission
- Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off School premises

A complaint which could lead to a student being excluded or required to leave the School permanently will be investigated thoroughly and fairly by members of the Pastoral Life Team.

If temporary or permanent exclusion is warranted, a conference is scheduled with the parents, student and administration as soon as possible. This conference usually takes place before the end of the day. However, at the discretion of the Headmistress and the Deputy Heads/Middle School Coordinator, this conference may be held at another time. In all cases, the parents are informed of the temporary exclusion prior to the student's departure from the School. A student who is temporarily excluded from school for a violation of school regulations is placed on disciplinary probation for the remainder of the school year and is required to complete some kind of agreed rehabilitation, such as counselling and/or community service. A student on disciplinary probation may be permanently excluded for additional violations of school regulations.

In certain circumstances, it may be decided that a temporary exclusion should be served at the School itself. If appropriate, a boarding student may be temporarily or permanently excluded from boarding but continue to attend lessons as a day student.

Following an investigation and meeting with the student, the Headmistress may decide to permanently exclude a student. During the review procedures, the student will have an opportunity for the assistance of her parents and/or a teacher to state her side of the case and she will also have a right to ask for the decision to be reviewed by a panel of the Governors.

RECORD KEEPING

Records of disciplinary actions are kept in Student Files in the School Office.

Approved:	February 2019
Amended:	June 2019
To be reviewed:	February 2022