

Meridian International School s.r.o.



– Positive Behaviour Policy –

SECONDARY & HIGH SCHOOL (GRADE 6 to GRADE 12)

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Next Review Date: 20th August (2018)

Approved by: Mr. Ahmet Gursoy (School Director)

Signature:

A handwritten signature in black ink, appearing to read 'A. Gursoy', is written above a horizontal line.

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Meridian International School

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1. Introduction

Meridian International School is dedicated to ensuring that our school environment supports the learning and the wellbeing of students and staff through a strong sense of community cohesion. Cooperation, support, and respect are the foundations of our community and we work hard to provide a safe school where students feel included in every aspect of school life and comfortable to voice their opinions.

This policy outlines what we expect from all our students in terms of their behaviour, and the sanctions that will be enforced if this policy is not adhered to. It extends to all members of our school. Good behaviour and self-discipline have strong links to effective learning and are vital for pupils to carry with them both during and after their school years.

- i) Meridian International School is a community in which mutual respect, and excellent discipline and behaviour are nurtured in order to create a whole school environment conducive to maximising an individual's learning potential.
- ii) It is the responsibility of all staff to ensure that all students of the school maintain excellent discipline and behaviour at all times.
- iii) Students play a key role in promoting excellent behaviour.
- iv) Parental support is paramount in promoting excellent behaviour in students.
- v) This policy document offers a structured approach to behaviour management and applies to all students from KS1 to KS4.

2. Aims

Meridian International School believes that all pupils should be aware of the standards of behaviour that are expected of them and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding, and that through the use of this policy we can support all of our students in developing a high level of social awareness. Our aim is to ensure that all our students leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life.

Meridian International School's core behavioural aims are:

- i) To be a school that does not tolerate persecution or bullying of others on any grounds, including ability, age, culture, faith, gender, ethnicity, sexual identity or gender identity.
- ii) To develop self-discipline, self-control and a sense of responsibility for the school and its environment.
- iii) To encourage members of the school to demonstrate respect and courtesy to one another, to visitors and the local community.
- iv) To ensure that students, parents and teachers understand the behaviour necessary for effective progress and achievement.

- v) To ensure effective management of teaching and learning with well organised classes to maximise achievement.
- vi) To promote ground rules of behaviour through the school's Code of Conduct (Appendix 1.4) which is to be complied with at all times (including on educational visits).
- vii) To ensure that students understand the consequences of disruption to learning or a breach of the behavioural rules.
- viii) To ensure that staff apply the sanctions outlined in the Consequence ladder consistently.
- ix) To provide support for students who deliberately and persistently ignore or breach the Code of Conduct or disrupt learning.
- x) To provide appropriate support for staff and parents in promoting pro-active behaviour management.
- xi) To develop good relations between all members of the school community and beyond by cultivating a culture of empathy and self-awareness.
- xii) To develop good relations between all members of the school community and beyond by cultivating a culture of empathy and self-awareness.

3. School Code of Conduct

All Meridian International School students will do their best to be all of the following:

3.1 Caring

- i) Students will use kind words.
- ii) Students will be courteous and considerate of others at all times.
- iii) Students will be compassionate towards others.
- iv) Students will do good deeds without expecting a reward.

3.2 Responsible

- i) Students will do what is expected of them by teachers.
- ii) Students will strive to do their best in whatever they do.
- iii) Students will have good classroom behaviour and follow the rules of the school and the classroom.
- iv) Students will be responsible for their actions and for themselves.

3.3 Respectful

- i) Students will respect themselves and be proud of their accomplishments.

- ii) Students will be respectful of everyone at Meridian International School and of their property.
- iii) Students will be proud of their school and take care of school property.

3.4 Fair

- i) Students will treat others the way they want to be treated.
- ii) Students will listen to others' points of view.
- iii) Students will play by the rules while on the playground.
- iv) Students will speak up or work to change things that are unfair.

3.5 Trustworthy

- i) Students will be honest, truthful and sincere.
- ii) Students will be reliable, so others can count on them.
- iii) Students will do the right thing.

4. Standards of Behaviour

4.1 School (General Overview)

The school understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally and will never denigrate students or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable students may face. Staff are trained to deal with behavioural strategies as part of their continual professional development and are well informed of the extent of their disciplinary authority.

We work with parents to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. The school will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the school if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the school curriculum and reminders of school rules and expected standards of behaviour are up on walls in classrooms and situated around the school.

Staff are a constant presence around the school, in-between classes, during breaks in the school day, and at lunch times, to check that students are using the school grounds respectfully and behaving appropriately.

The school will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional and behavioural skills. For more information, see section 9 of this policy.

4.2 Students

The school expects all of its students to show respect to one another, to school staff, and anyone else that they meet. Incidents of bullying, denigration, or bringing intentional harm to other students or staff will not be tolerated.

Pupils are expected to refrain from public display of affection while being on the school premises. Pupils are ambassadors of our school even when off school premises and we expect them to act accordingly. They are expected to obey school rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour. School work and homework should be well presented, completed to a high standard, and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If students are struggling to meet the requirements of their workload for any reason, they should discuss this with their form teacher who will work with them to draw up a support plan. The school asks that pupils carefully read and then sign the School Policies to show that they have understood what is expected of them and acknowledge the responsibility that they have for their own behaviour.

Under no circumstances will illegal or inappropriate items be brought into school, and all students will respect and look after the school premises and environment. The following behaviour is regarded as completely unacceptable and will result in severe disciplinary actions and possibly in exclusion, depending on the circumstances. For more information on sanctions, see Section 10.

- i) Verbal abuse to staff and others
- ii) Verbal abuse to pupils
- iii) Physical abuse to/attack on staff
- iv) Physical abuse to/attack on pupils
- v) Cyber bullying
- vi) Indecent behaviour
- vii) Damage to property
- viii) Misuse of illegal drugs
- ix) Misuse of other substances
- x) Theft
- xi) Serious actual or threatened violence against another pupil or a member of staff
- xii) Sexual abuse or assault
- xiii) Supplying an illegal drug

- xiv) Carrying an offensive weapon
- xv) Arson
- xvi) Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.
- xvii) The school will determine which actions are considered inappropriate or unacceptable.

4.3 Parents

Parents play a big part in ensuring that their children are responsible for their own behaviour in school. Building school life into a natural routine – ensuring that your child is at school on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to school rules and procedures.

We ask parents to work with the school in support of their child's learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with staff or the Principal to discuss their child's behaviour and to adhere to any parenting contracts put in place.

In the case of exclusions, we ask that parents provide appropriate supervision for their child during the time that they are excluded from school and, if invited, to attend a reintegration interview at the school with their child.

4.4 General School Community Rules

- i) Always be on time.
- ii) Keep your appearance smart and tidy and wear regulatory clothing at all times to and from school.
- iii) Rude, derogatory, racist or defamatory language will not be tolerated.
- iv) Be considerate of your peers and the extended community. Do not run through hallways and corridors, do not shout out during lessons, or shout to one another in hallways, or when in public places.
- v) Be polite and respectful at all times. This applies to staff, other pupils, any visitors to the school, and to members of the general public.
- vi) Students are expected to refrain from public display of affection while being on the school premises
- vii) Take care of your environment, both on the school site and outside, and keep it tidy. Do not litter and do not vandalise property in any way.
- viii) Unauthorized absence from school will not be tolerated.
- ix) Once the students enter the school premises, they can't leave the campus without a permission slip signed by one of the SMT member. Also, if students are leaving

the campus at 15.00, after the day program is ended, they can't come back to school to spend some time in the school grounds.

- x) Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances.
- xi) Disobeying staff is not tolerated.
- xii) The following items are not allowed in school under any circumstances:
 - Alcohol & Drugs
 - Cigarettes, matches and lighters
 - Chewing Gum
 - Weapons of any kind
 - Material that is inappropriate or illegal for children to have; such as racist or pornographic material
- xiii) Gambling is not allowed on school property.
- xiv) Material which promotes or supports terrorism in any form.

5. Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drug.

Should the school suspect a student of substance abuse, the school reserves the right to request a student be tested in a place and time recommended by the school's doctor. The cost of such a test will be the responsibility of the parents. Refusal to take such a test, at the request of the school, may result in the student being permanently excluded and their future place in the school being withdrawn.

5.1 Prescription drugs

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

5.2 Non-prescription drugs

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in school. If they need medication they can go to the school doctor.

5.3 Medication

We are aware that it may be necessary for some students to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication.

6. Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited.

7. Bullying

A more comprehensive overview of Meridian International School's attitude toward bullying can be found in the 'Anti-Bullying Policy'. However, please find a summarised version of below, as an effective anti-bullying attitude is necessary when promoting positive behaviour in a school.

Meridian International School wishes to make sure that all students feel safe at school and are all happy as well as integrated elements of our school community. Our ethos is one of inclusion and equality and bullying of any kind is regarded as a serious break of our Positive Behaviour Policy. Any form of bullying will not be tolerated, whether it is a one-off incident or an ongoing campaign.

Bullying can be verbal, physical or involve social media and communication (known as cyber-bullying) and can be directed at both staff and students. The school practices a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the school. It is made very clear to pupils what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does emerge, the school will:

- i) Take it seriously.
- ii) Act as quickly as possible to establish the facts.
- iii) Record and report the incident; depending on how serious the case is, it may be reported to SMT members
- iv) Provide support and reassurance to the victim
- v) Make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions
- vi) Ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used

- vii) Consider a fixed term exclusion in cases of repeated bullying.
- viii) Repeated incidences of bullying may result in a student forfeiting their place at the school.

8. Behavioural Sanctions

8.1 Clothing Infractions

Students are expected to wear clothing which is appropriate to a school environment. Students should be groomed in a manner which indicates respect to self and others. Clothing and grooming which could be considered offensive by the Administration is not permitted. School shoes (indoor shoes) are to be worn while students are in the school building.

8.2 Punctuality & Attendance

8.1 Absenteeism

Regular attendance at school is compulsory and is crucial for maintaining a satisfactory academic level. Irregular attendance and unnecessary absences affect the child's ability to learn and make it more difficult for students and instructors alike due to missed instructional time, discussions, and activities.

8.2 Excused Absences

The consistent daily attendance of the student is necessary to ensure their academic progress. Therefore, students should be absent only for important reasons such as personal illness, family emergencies or religious holidays. An excused absence can be granted in case of illness or family emergency. A medical certificate or letter from the parent should be submitted upon the student's return. In case of a pre-requested absence for any other reason, a written letter should be submitted to the Secretary's Office at least **three (3) days in advance** and will be considered for approval. The letter should state the length of the absence and the specific reason.

All work missed during a student's absence must be completed upon the student's return to school. A teacher will assist the student with missed work if the absence has been approved by the administration.

8.3 Unexcused Absences

MIS considers it unacceptable for a student to be absent for extended family vacations, outings and parties. Such events conflict with the school's instructional calendar and will be considered as unexcused absences. Requested absences that are not approved will be recorded as unexcused absences. Student are required to make up any missed school work including

class work, quizzes, tests, projects and homework. The teacher will not be required to assist the child in this work. A record of all such absences will be kept on file.

8.4 Missed School Work

When a student is absent from school for a short period of time, books and homework will not be sent home. Upon the student's return to school, any missed school work, including class work, quizzes, tests, projects, and homework, must be completed. The teacher will assist the student with an excused absence with missed class work and lessons. The student who has been granted an excused absence will be given extra time to finish the corresponding missed homework.

8.5 Procedure for Reporting Absences

It is important that if a student is sick and not well enough to attend school, that they should stay at home until they have fully recovered. This is particularly important if the child has an infectious illness. N.B. If a child comes to school sick particularly after an absence, they will be sent to a doctor and, if appropriate, send home again.

If the event of an unforeseen absence, parents are expected to inform the school by telephone or e-mail before 09:00 on the day of the absence, giving details as to the nature of the absence and the anticipated length of the absence.

- i) On return to school, parents are requested to inform the school, in writing, of any ailment which might affect the student's participation in physical education or breaks.
- ii) Parents are required to inform the school, in writing, of any ailment that is contagious.
- iii) Parents also are required to write an excuse report to school once the student is back in school or in advance if it is not an emergency absence. For excusing the student from PE lessons, the parents have to write the excuse in advance.

8.6 Tardiness/Lateness

The school day starts at 08:30 and students are required to attend the lessons on time each day. Students are considered late if they arrive at school after 08:30 or arrive in class after the second warning bell. Students who are late to school are to report to the Main Office to receive a **Late Slip** before entering class. The lateness will be recorded and kept on file. In the case of lateness for class, the lateness will be recorded in both the Class Book and e-school.

Constant lateness is not acceptable:

- i) At the first instance of lateness, the student will receive a verbal warning.
- ii) At the second instance of lateness, a message via E-school will be made to the parents.

- iii) At the third instance of lateness, a phone call will be made to the parent.
- iv) At the fourth instance of lateness, a letter will be sent to the parents. It is to be signed and returned to the school to be kept on file.
- v) Four instances of lateness will be calculated as a one-day unexcused absence and becomes part of the official attendance record.
- vi) Repeated lateness will result in a Parent-Teacher meeting.
- vii) Students who arrive after 09:00 will not be allowed to enter classes and will be supervised in a common, public area until the next period begins.
- viii) Excused lateness will only be granted in case of an emergency. This excused lateness must be confirmed by a parent in writing and submitted to the school.

8.7 Early Dismissal

- i) Pupils are not allowed to leave the school premises while lessons are in progress
- ii) Should it be necessary to pick up your child prior to the end of the school day, please send a written note or e-school message to the School Secretary stating the date, time, reason and person who will be picking up the child minimally one (1) hour before pick-up time.
- iii) If there is an emergency, please call the School Secretary's Office or report directly to the School Office.
- iv) Upon arrival at the school, please report to the School Secretary's Office to sign the child out. Without written permission from the legal guardian, no student will be released to anyone other than the legal guardian(s).
- v) When collecting children early from school, parents are kindly required to sign also the Register book in the Secretary's Office
- vi) The school administration ultimately has the right to grant permission as to whether or not a child will be allowed to be picked up early from school.

8.8 Leaving School Campus

Students may not leave the campus at any time during the school day unless the school has given expressed permission or has received written parental permission.

- i) Parents must send a note or phone the office when an early dismissal is necessary. A reason must be provided for early dismissal.
- ii) The Principal has the final approval or disapproval for dismissal.
- iii) Students must not leave the school premises to purchase food, drink, or any other items. This is explicitly forbidden and will result in behavioural consequences.

9. Around the School Behavioural Obligations

9.1 Classroom

Each classroom teacher will develop and enforce a classroom management plan that will not only help students maintain proper, respectful behaviour, but will also create an atmosphere where learning can take place. The management system will include both positive and negative reinforcement of shown behaviours. Students are expected to follow all class rules and directions immediately after they have been formally announced.

Meridian International School students are expected to uphold all school rules and conduct themselves in a manner that shows respect to their classmates, teachers, and all other school staff. All school personnel will be required to maintain a safe learning environment at all times. As such, disorderly or disruptive behaviour will not be tolerated. Every student has the right to learn and no student has the right to interfere with the learning, safety, or well-being of another student.

Students are the most important part of the class environment. If students' expectations are well understood and fulfilled, the atmosphere in the classroom will be conducive to learning and well-being. Below are the expectations for students regarding classroom behaviour.

- i) Students are to return to their proper classroom immediately after the warning bell rings for the next lesson.
- ii) Students are to politely greet their teacher.
- iii) Disturbing the teacher and others during the lesson, distracting others, as well as loud behaviour are not acceptable.
- iv) During the lesson, students are not permitted to eat, drink (except water), or chew gum.
- v) Students should have good manners towards their teachers and other staff members with words such as "good morning," "thank you," "excuse me," and "good-bye".
- vi) Students are to treat school property with respect. Chairs should be pushed in under the desks and the windows should be opened only with the teacher's permission. Students are not to touch any electronic equipment, including the classroom computer, without the teacher's permission.
- vii) Students are to notify their teachers if they notice a potentially dangerous situation or accident.
- viii) After calmly entering the classroom, students are to take their seats.
- ix) Students should have at their desks only their notebooks, textbooks, and writing utensils.
- x) Students are to be active during the lesson, doing their reading and written tasks as instructed by the teacher.
- xi) Notes and written work is to be done according to the teacher's instruction as well as made available for the teacher to view.

- xii) In case of any intentional damage made by students, parents will be held financially responsible. This also applies to damages made during any field trip or community visit.

9.2 Corridor Rules

In order to maintain safety and an orderly atmosphere, students are to conduct themselves respectfully in the school corridors and stairwells whenever changing classes and leaving or entering the classroom areas. Students are to be observant regarding the people things around them, therefore, students are not to run in the corridors, yell or scream, or act in ways which would constitute possible hurt to themselves or others.

9.3 Cafeteria Rules

Meridian International School provides lunch for all students during the scheduled lunch break. We expect all students to eat during their lunch time. The food may be brought from home or purchased from the school. If bringing food from home, please supply healthy food items. Do not bring chewing gum, lollipops, candy, junk food, fizzy drinks, or other unhealthy items to school. Lunches are to be eaten in the cafeteria only.

Cafeteria etiquette includes:

- i) Being polite to other students, teachers and cafeteria staff.
- ii) Using the courteous words: “please” and “thank you”.
- iii) Talking in a calm, subdued tone; no yelling or screaming is acceptable.
- iv) Cleaning up after oneself and pushing the chair back under the table.
- v) Respecting food and not throwing it away uneaten.

9.4 Mobile Telephones

The use of mobile telephones in the school is strictly forbidden. Students may use mobile telephones in the designated area by their lockers. If a student is caught using a mobile telephone, anywhere else in the school, it will be immediately confiscated and handed to the Assistant Principal. Only a parent may retrieve the phone.

9.5 Recreational Area Rules

Students are allowed to go outdoors on to the school play area or indoors at the ping pong areas only under teacher supervision. **Going off the school property is not permitted.** Students who are playing or having a lesson outside are required to listen to teachers’ instructions.

Students should use the recreational equipment only in a way that it is designed to be used:

- i) Students should finish eating before starting recreation.

- ii) Students should stay in the playground area and may not re-enter the classroom without permission from the teachers on duty or class teacher.
- iii) Students who use school equipment are responsible to return it to the proper storage place after break.
- iv) Students are not allowed to bring their own sports equipment from home.
- v) There will be no pushing, wrestling, “play fighting”, or jumping from the top of any playground equipment.
- vi) Students are not to sit on tables.
- vii) Students are not allowed to damage any of the school property.
- viii) Students are not to climb the hill opposite the entrance wings of the various sections of the school building.
- ix) Students will stop playing and return to their classrooms when the warning bell sounds at the end of the break or when the teachers instruct students to do so.

10. Searching and Withholding

Following guidance set out by Ministry of Education, our members of staff are authorised to use withholding as a disciplinary sanction if it is lawful. This means that staff may withhold items in the possession of students that are illegal or banned by the school. It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other students or themselves will be taken off students without notice.

A teacher or someone who has lawful control of the child can search a pupil **with their permission** to look for any item that the school’s rules say must not be brought into school. Principal’s and other senior members of staff authorised by them have the power to search a pupil **without the pupil’s consent** if they suspect they are in possession of ‘prohibited items’. Prohibited items that can be searched for without consent include:

- i) Knives or weapons.
- ii) Alcohol.
- iii) Illegal drugs.
- iv) Stolen items.
- v) Tobacco and cigarette papers.
- vi) Fireworks.
- vii) Pornographic images.
- viii) Articles that have been or could be used to commit an offence or cause harm.

The policy allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this.

Any cigarettes or alcohol confiscated in school will be destroyed.

11. Processes & Procedures

In certain situations, there remains the necessity to implement disciplinary procedures. When unacceptable behaviour problems exist, a solution is always sought on the grounds of the school's rules. If it is necessary, problems of this type are reported to the school Principal or Vice Principal. It is the task of MIS to create a safe, friendly, and orderly environment for our students. The quality of the school environment to a large extent is dependent upon common respect between students and their relationships with the school staff as well as cooperation with their parents.

Behaviour deviating from the generally accepted rules should be punished. As far as possible, students have the opportunity to improve their unsatisfactory behaviour.

11.1 Incident Report Form

In an effort to help our students develop an attitude of individual responsibility towards our positive school climate and to improve communication between the school and home, the following procedure is used:

If a student behaves in a manner contrary to the School's General Behaviour Rules, the behaviour may be indicated in the Behaviour module of the Edu-Page programme. In this module, the teacher will describe the student's behaviour and they will discuss the content of the report with the student. Parents will be contacted through the school's messaging system as soon as the incident is recorded so as to be informed of the situation. Total behaviour points will appear on the semester report card.

11.2 Unacceptable Punishment

Corporal (physical) punishment may not be used at any time. It is against the law to strike a child.

Staff may not humiliate students and should avoid shouting at student. They should also discourage students from shouting, so that everyone shows respect and fosters high quality relationships, both between staff and students and between students and their peers.

Class-wide punishments should be avoided. The behaviour of Individuals should be addressed, rather than treating all students – some of whom may not have been involved – in the same way. Students should not be sent out of the class and left there unsupervised for more than a few minutes. If a teacher uses such a dismissal to give an agitated student a moment to 'cool down' or to give instructions to the rest of the class before dealing with the student, the teacher should, as soon as is practical, go out to have a quiet and discreet word with the student (leaving the door open so as not to leave the class unsupervised) and then invite them back into the lesson. More than one student from a class should not be so dismissed at any given time.

11.3 Student Behaviour Watch / Probation

Student Behaviour Watch is defined as a period during which a student's behaviour must meet specified standards. Student *probation* may only be authorized by the Principal. Both the student and his or her parents or legal guardian are informed in writing of precisely what behaviour is expected, the duration of the probation, and the consequences of failing to meet the probationary standards. *During behaviour watch the student cannot play enjoy the break periods, being either in the teachers' room or supervised classroom. The student on behaviour watch will not be able to take part in any field trip and some clubs as punishment.* It may be necessary to have the student, parents and school administration require a behavioural contract which indicates the above reasons for and expectations of the change in behaviour resulting in the probation

11.4 Suspension

Suspension is defined as the temporary recorded exclusion of the student from school. As it entails an interruption of the student's learning programme, this method of punishment is rare. However, in cases of serious misconduct, or where circumstances are such that it is thought necessary for a student to return home, the Head of School is authorized to suspend students. Parents will be notified immediately.

11.5 Expulsion

In extreme cases of violation of acceptable social behaviour, the **Head of School** may expel a student from the school. The administration is informed of all potential expulsions. *In the case of expulsion from school, prepaid school fees are not refunded.*

APPENDIX 1: PARENT, SCHOOL, STUDENT RESPONSIBILITIES

1. Parent/Guardian Responsibilities

- i) My/our son/daughter attends School regularly and where possible does not take holidays or other 'days off' during term time. I/we will provide reasons for absences.
- ii) My/our son/daughter arrives at School on time, with appropriate dress and equipment.
- iii) Meridian International School is informed about any concerns or problems that might affect my son/daughter's academic progress or behaviour.
- iv) Meridian International School's policies and guidelines for behaviour are supported.
- v) My/our son/daughter is supported with coursework, homework, preparation for examinations and extra-curricular activities.
- vi) I/we will attend parents' evenings and/or talk with staff about our son's/daughter's progress. I/we will respond to letters and other information about our son's/daughter's progress and examination entries.
- vii) My/our son/daughter will be encouraged to become involved in some of the many opportunities provided by Meridian International School e.g. trips and visits, sporting activities, music and drama, examination revision sessions.
- viii) My/our son/daughter understands the need to keep Meridian International School environment clean, tidy and safe and that I/we could be called upon to pay for any damage or abuse.

2. Student's Responsibilities

- i) Attend all registrations and lessons regularly, punctually, properly equipped.
- ii) Discuss any problems or concerns relevant to Meridian International School with members of staff.
- iii) Keep Meridian International School Code of Conduct, the classroom rules and the ICT contract.
- iv) Complete all homework and assignments set and hand them in by the deadlines.
- v) Keep my parents informed of all Meridian International School activities such as coursework deadlines, parents' evenings, examination timetables and out of Meridian International School activities.
- vi) Be a positive and active member of Meridian International School and where possible take part in some of the many opportunities made available by Meridian International School.
- vii) Keep Meridian International School and its grounds clean, tidy and pleasant and I will not deliberately abuse or damage Meridian International School property.

3. School's Responsibilities

- i) Contact parents if there is a problem with attendance, punctuality, dress code or equipment.
- ii) Listen to any parent and/or student concerns and we will respond promptly to any letters or telephone calls.
- iii) Inform parents about any concerns or problems that affect their son's/daughter's progress or behaviour.
- iv) Consistently and fairly apply the MIS code of conduct, classroom rules, MIS rewards and any disciplinary action.
- v) Set, assess and monitor class work, coursework and homework and we will provide support for the satisfactory completion of the work.
- vi) Send regular information home about progress and academic achievement and arrange parents' evenings during which progress will be discussed
- vii) Provide a range of extra-curricular activities and encourage student participation
- viii) Provide a safe, clean, well-equipped and attractive learning environment.