



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 as well as 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 of 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; while a 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 her greatest potential. Parents are expected to respect and comply with the Disciplinary Policy of the school and to cooperate fully with all due processes. The Disciplinary Committee will be firm and fair in their proceedings and arrive at verdicts. During investigations and proceedings, there shall be no private contact with any member of the Disciplinary Committee, the student in question and his or her parents.

Internal Suspension: Means exclusion from all extra-curricular activities, field trips or excursions; Do chores at break times

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

DISCIPLINARY COMMITTEE

At all times, the school shall have a disciplinary committee consisting of seven members:

- A Senior Management member
- A Management Member
- Four Heads of Department
- A teacher

- ✓ Parents of students who breach the Code of Discipline shall whenever 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 Head of School 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 or 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; resulting 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 or her
- ✓ Except in certain circumstances, legal representation at disciplinary hearings is not permitted. Application for such representation is made to the Head of School and leave for such representation is at the Head of School's discretion. Assistance by teachers, parents, prefects or other students is permitted.
The formal disciplinary hearing must be chaired by the Chairperson of the Disciplinary Committee, who is assisted at the hearing by a member of Senior Management, a member of Management, four Heads of Departments and a teacher
- ✓ The 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 the allegations made
- ✓ The appropriate penalty or action shall be taken, after due consideration of mitigating and aggravating factors
- ✓ To ensure that the disciplinary hearing is properly conducted, the Chairperson of the Disciplinary Committee or his or her nominee shall ensure that the student and parent :
 - are informed 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 the information provided and evidence given
 - 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 the penalty and reasons for such decisions made
 - are informed of the right to appeal against any decision made by the Chairperson

The Chairperson will then 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 Committee. In cases where the Disciplinary Committee reaches a decision to recommend expulsion or suspension, this decision is referred to the Head of School, 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 outcome being communicated. A panel of senior staff, appointed by the Chairperson of the Disciplinary Committee will conduct the appeal hearing, the findings of which constitute the final recommendation of the Disciplinary Committee to the Head of School.

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

- The parents or guardian of the student also have the right to appeal against a decision of expulsion or suspension. Typical grounds for such an appeal may include:
 - 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 or supposedly made a subjective decision
 - the student was not given a fair opportunity to present his or 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 present their appeal in writing, detailing in full, their grounds for the appeal. The request for appeal must be submitted to the school within 5 days of the Chairperson 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 internal suspension or dismissal
1.3 Habitual lateness (Arriving late 5 days in a month)	1st offence: Parent – Teacher conference for solutions for change 2nd offence: Detention for 5 school days

	3rd offence: If continued for 2 terms, the student will not be promoted
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. 3rd offence: If it affects academic work, then the student will be dismissed
1.5 Leaving the school premises without administrative approval	1st offence: Parent - Teacher Conference 2nd offence: Will attract two days internal suspension 3rd offence: Subsequent offences shall be referred to the disciplinary committee.
1.6 Uncompleted homework 1.6.1 Failure to present homework or project	1st offence: (Parents will be immediately informed) Student will be assigned a detention period during snack or lunch break and compelled to complete homework in school. Other assignments missed shall be completed before the student goes home. 2nd offence: Student shall be assigned further detention period after school from 3 pm to 4 pm. 3rd offence: If continued behaviour affects academic work, the student will not be promoted to the next level.
1.7 Academic Dishonesty or 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 somebody’s, copying answers during a test, using unapproved 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)	1st offence: Conference with the Head of School and students involved, shall lose the marks assigned to the given tasks and re-do during the snack or lunch break to do the task. 2nd offence: Upon parental notification, students will be assigned detention to re-do all related assignments after school. 3rd offence: two (2) days internal suspension

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 unauthorised items i.e. mobile phones and accessories, iPads, handheld gaming systems etc. (Cell phones kept in, must be turned off and out of sight between 7:00 a.m. and 4:00 p.m.) 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 Head of School for parent pick up after one (1) week, Parental notification 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 academic year
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 Head of School first)	1 st offence: Counselling, restitution & one (1) week suspension, parental notification 2 nd offence: Restitution , two (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 the proper authorities.
2.4 Use of laptops without prior notification (**Please note, the screens MUST be facing towards the Librarian, when used in the library and only under supervision in designated areas)	1st offence: Confiscation for one (1) day with written warning, parental notification 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 gadgets could attract severe sanctions and loss of privileges.
2.5. 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, parental notification. Collection to be done by parent or guardian 2 nd offence: Loss of privilege to bring such items to school and confiscation of gadget for two terms. Parents to be notified
2.6. Invasion of privacy through unauthorised capturing of photo or video images or broadcast of images , results or particulars of fellow students or their families on any electronic or social network	1st offence: seizure of gadgets used, two (2) days internal or external suspension and parent to be notified 2nd offence, seizure of gadgets used, 1 week internal or external suspension and parents to be notified 3 rd offence; seizure of gadgets used, two weeks external suspension and parent to be notified. Student will be required to sign a bond of good behaviour.

	<p>NB: If the incident occurs outside of school premises, or the victim is outside of BIS, the matter will be treated with equal severity. Sanction shall include:</p> <ul style="list-style-type: none"> ● one week internal suspension with cafeteria duties ● An apology letter to school authorities ● An apology letter to the victim ● Counselling
2.7. Violation of a staff member's computer or laptop or stealing information from a file.	<p>1st offence: one (1) week suspension and parents to be notified. Student will be required to sign a bond of good behaviour.</p> <p>2nd Offence: Dismissal</p>
2.8. Damage to a staff or colleague's laptop or other gadgets.	<p>Parents should be notified and a written warning given. The offending student shall replace the damaged gadget. Student will be required to sign a bond of good behaviour.</p>

3.0 BEHAVIOURAL INFRACTIONS

INFRACTION	CORRECTIVE MEASURE (6-10 points)
3.1 Excessive noise-making and disturbance in class	<p>1st offence: Verbal warning</p> <p>2nd offence: A call to parents and detention</p> <p>3rd offence: Parent – Teacher conference, focusing on internal or external suspension.</p>
3.1.1 Running, shouting, bumping, stumping, banging on walls or loitering	<p>1st offence: Verbal warning</p> <p>2nd offence: A call to parents</p> <p>3rd offence: Parent – Teacher conference</p>
3.1.2 Shouting, running, throwing food, cutting queue in the cafeteria	<p>1st offence: Warning</p> <p>2nd offence: Student to be placed at the tail of the line</p> <p>3rd offence: Parent-Teacher conference</p>
3.2 Possession of offensive and dangerous weapons or items used as weapons i.e gun, knife etc.	Dismissal and report to police
3.3 Willful destruction of property; deliberate damage to furniture, equipment, school-owned books, etc.	<p>1st offence: Parent-Teacher conference and replacement or repair of items.</p> <p>2nd offence: External suspension and replacement or repair of items.</p> <p>3rd offence: Replacement or repair of items and dismissal</p>
3.4 Writing graffiti or defacing of walls, desks, furniture, writing or drawing on books etc.	1 st offence: Pay for the cost of repairing or replacement

	2 nd offence: Internal or external suspension with cleaning duties of defaced walls or desks or furniture
3.5 Chewing of gum	1 st offence: Verbal warning 2 nd offence: One day detention 3 rd offence: One day internal suspension.
3.6 Pounding of colleague students or spraying perfume or chemical on other colleagues. (No student shall touch any chemical in any of the science laboratories without supervision).	1 st offence: One week internal suspension with a bond of good conduct 2 nd offence: Two (2) weeks internal suspension 3 rd Offence: Indefinite suspension.
3.7 Dousing other students with perfume or any type of liquid or spray.	1 st offence: one week internal suspension with a bond of good conduct 2 nd offence: Two (2) weeks internal suspension If it occurs in the laboratory, offending student(s) may lose privilege. (No student shall touch any chemical in any of the science laboratories without supervision). 3 rd Offence: Indefinite suspension.
3.8 Assault (verbal and physical) on fellow students. Playing a role in physical assault including instigating it or refusing to report it to school authority shall attract equally deserving sanctions.	Verbal Assault 1 st verbal offence: Written apology to be read publicly, written warning, one-week internal suspension and student goes for counselling. 2 nd verbal offence: one-week external suspension, parent invitation following the suspension, counselling. 3 rd offence: Two week external suspension, bond of good behaviour and student goes for counselling. Physical Assault 1 st offence: Written apology to be read publicly, written warning, external suspension for one week and student goes for counselling. 2 nd offence: two week external suspension. On return, the student goes for counselling and signs a bond of good behaviour. 3 rd offence: Dismissal
3.9. Assault (verbal and physical) on members of staff and their families	Verbal 1 st offence: Written apology to be read publicly, written warning, one week external suspension. On return, student goes for counselling. 2 nd offence: Two weeks external suspension. On return, counselling and signs a bond of good behaviour. 3 rd offence: Dismissal Physical Assault

	Dismissal
3.10. Molestation, bullying, fighting, disrespect to authorities, teachers, as well as playing a role in any of the above.	1 st offence: Written apology to be read publicly, written warning , one week external suspension, counselling 2 nd offence: two weeks external suspension and signs a bond of good behaviour. 3 rd offence: Dismissal
3.11. Destructive and disruptive behaviours in class. No use of lip gloss during lessons No braiding of hair, combing of hair, passing notes /eating in class/throwing of items to disrupt and distract other learners and the teaching	

4.0 GROOMING

4.1 Wearing of coloured nail polish or artificial nails. Learners must tidy up before coming to class. No use of lip gloss while lessons are ongoing.	1 st offence: Students will be given one day to remove the nail polish or the artificial nails and a written warning is given, parental notification 2 nd offence: one day detention and student signs a bond of good behaviour. 3rd offence: One week external Suspension
4.2 Wearing jewellery and wearing more than a pair of earrings while in school ** Boys are not allowed to wear earrings, or necklaces, arm bands, bracelets, anklets. Boys shall not add attachments to their hair nor colour it. Boys shall not wear long hair like girls but would keep short hair that does not go beyond the neck down. Long locks would be tied or held bound up to avoid distraction. Boys shall not sag their shorts or trousers. Boys shall wear belts and tuck in their shirts. **Girls are not allowed to wear dangling earrings, necklace, arm bands, bracelets, anklets etc. Girls shall tuck in their school uniforms and look smart.	1 st offence: Students will be asked to remove,undo or correct the alteration or inappropriateness and be counselled, parental notification 2 nd offence: Confiscation of items and one day internal suspension 3rd offence: One week external suspension

<p>Girls shall keep hair not longer than length between waist line and collar of shirt.</p> <p>Students of British International School shall proudly wear the prescribed school uniforms at all times in accordance with the occasion. (Refer to Admission Information)</p> <p>School Authority reserves the right to classify a hair style as appropriate or inappropriate and advise accordingly</p>	
---	--

5.0 GENERAL INFRACTIONS

INFRACTION	CORRECTIVE MEASURE (5 points)
5.1 Stealing of money and other items	<p>1st offence: Restitution, written apology and counselling, parental notification</p> <p>2nd offence: External suspension for one week. On return, counselling and student signs a bond of good behaviour.</p> <p>3rd offence: Dismissal</p>
5.2. Securing property or money through threats or physical harm	<p>1st offence: Restitution, written apology, warning letter and counselling, parental notification</p> <p>2nd offence: One week internal suspension, counselling and student signs a bond of good behaviour.</p> <p>3rd offence: Dismissal</p>
5.3. Possession or use of alcohol or cigarettes and other substances	<p>1st offence: One week external suspension, parental notification, counselling and student signs a bond of good behaviour.</p> <p>2nd offence: Dismissal</p>
5.4. Possession, use or supply of illicit drugs	Dismissal and report to police
5.5. Inciting students to riot	Dismissal for ring leaders and one term suspension for followers
5.6. Driving or riding a motorbike to school(when student is under 18)	<p>1st offence: Parents will be notified and student prohibited from accessing the school's premises</p> <p>2nd offence: Two days external suspension</p> <p>3rd offence: Authorities will be notified(DVLA or Police)</p>

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, one week external suspension and student signs a bond of good behaviour. 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, internal suspension for one week with counselling 2 nd offence: One week external suspension with counselling on return and student signs a bond of good behaviour. 3 rd offence: Dismissal
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 external suspension with a bond of good conduct 2 nd offence: Dismissal
7.9. Double suspension	Shall be forwarded to the disciplinary committee and if the case is deemed serious by the committee, dismissal procedures shall be initiated.

8.0. Sexual Offences Code

Infraction	Description	Corrective Measures
8.1. Category 1	Body-shaming Sexual insults Use of sexually explicit language (e.g. showing the middle finger) Possessing pornographic material Any other related offence deemed so by the DC	1st Offence: Caution Parental Notification Written Apology Mandatory Counselling 2nd Offence: Parent-School Meeting Internal suspension with cafeteria duties (not more than 5 days) 3rd Offence: Sanctions in Category 2 shall apply.
8.2. Category 2	Touching of private parts Indecent touching Kissing Grinding and lap-dancing	Indefinite suspension Sign a bond after external suspension External suspension (minimum of 10 school days) Serve probation which involves

	<p>Making-out, involving fondling, necking, petting fingering (short of intercourse)</p> <p>Viewing and distribution of sexually explicit materials (nudes)</p>	<p>close monitoring of the offender's behaviour. This may involve certain unusual restriction and denial of access to certain areas of the school or to certain individuals</p> <p>Mandatory Counselling, refusal of which would require a review of sanctions given</p>
8.3. Category 3	<p>Rape and attempting to rape</p> <p>Sexual Intercourse</p> <p>Anal sex</p> <p>Gay and Lesbian sex</p> <p>Orgy/group/gang sex</p> <p>Fellatio and mutual masturbation</p> <p>Sexual harassment</p> <p>Sexual assault and violence</p> <p>Sexual blackmail</p>	<p>Expulsion or outright dismissal</p> <p>Reporting to Ghana Police to enforce the law/ pressing criminal charges</p>
<p><i>Note: Sexual offences that occur during school activities outside the premises of BIS will receive the same corrective responses.</i></p>		

The Principal reserves the right to exercise discretion under all circumstances in determining sanctions. Dismissals would need the endorsement of the CEO.

AGREEMENT FORM FOR THE CODE OF DISCIPLINE

I agree to abide by the **Code of Conduct** and understand what I must do, in order to uphold it or otherwise, be sanctioned or corrected accordingly. 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. Three (3) or more incidents however jeopardise official recommendations for school transfer or university application.

Student's Name _____ Sign: _____

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

Head of School _____ Sign: _____

Date Received: _____