

Student Discipline Policy	Academia Internacional	Applicable to all students	Issue Date: August 2016	Date of Review: June 2017	Authorised by Academic Council	Consultation: Teaching staff and Parents and Teachers Association
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1) Purpose of the Discipline Policy for Students

- It is believed that high standards of behaviour (the central aim of the discipline policy) create the right climate for effective teaching and learning to take place, and the opportunity for the potential of every student to be fulfilled.
- The establishment of firm boundaries and a consistent approach to discipline by teachers will create an orderly environment and form the basis of a community where students learn to respect and co-operate with others.
- Students will feel a sense of pride at being part of the Academia and have positive attitudes to learning in general. They will understand the importance of courtesy and good manners towards each other, teachers, workers and visitors (who in turn will reciprocate) in helping to create a caring school environment where all feel valued.
- To eliminate the incidence of disruptions to classes and to bring about improvements in behaviour for individuals and groups with behavioural needs.
- To deal effectively and promptly with any incidents of bullying that occur (related to race, religion, belief, sex, disability and sexual orientation as well as cyber-bullying) and to ensure that all students feel safe at the Academia. It is important to recognise that each individual is unique and that any form of discrimination is not only morally wrong but illegal. The harassment or intimidation of staff will also not be tolerated.
- To create a school ethos where all members of the community (parents, staff and students) are positive about behaviour and where it is clear that the school operates smoothly on a daily basis. Students respond to staff instructions, are punctual to classes, are properly prepared with the right equipment and are keen to learn.
- The promotion of discipline will also be enhanced by relevant and demanding curriculums and well-planned and interesting lessons where teachers use a variety of teaching methods to engage students in the learning process.
- To allow the Academia eventually to operate effectively as a Cambridge examination centre where the highest standards of discipline and order are required.
- With time, students at the Academia, encouraged by the guidance of their teachers, will become more self-disciplined, preparing them for the challenges in next stage in their lives, whether that be in higher education, or employment.

2) The Values at the Heart of the Academia's Discipline Policy for Students

The Academia's Discipline Policy is designed to make the school a safe, and happy working community and it is based on the key values of **respect, responsibility and honesty**.

- **Respect.** Students listen to the opinions of their peers and are generally supportive. They are courteous and helpful in their dealings with teachers, and other adults who work at the Academia. There is a sense of shared purpose. Students take care of furniture and equipment in the school and are also aware of the need to protect the environment.
- **Responsibility.** Students are punctual to classes and strive to attend school. They take care to bring the right equipment to classes. They complete homework on time, contribute constructively in class and do their best in all school activities. They make sure that their personal appearance and school uniform are in order. Students are expected to act in a manner that protects the health and safety of themselves, and others in the community.
- **Honesty.** Students are expected to tell the truth at all times. They should not pass off the work of others as their own and they should be honest about mistakes when they make them. No one is perfect but each student should try to be self-reflective and to learn from her or his actions.

3) Responsibility for the Discipline Code

Dr Lore Carrera-Carrillo (the Principal) and Mr Dominic Simmons (the Academic Director) are directly responsible for ensuring that the discipline code is applied in a consistent manner and that both students and their parents are aware of its content. This responsibility is delegated to, and shared with all the staff at the Academia. Teachers are expected to promote excellent behaviour at the Academia and to apply the discipline code consistently. The discipline code is also part of the Home-School Agreement and all parents are expected to see the importance of discipline in creating a pleasant environment where students enjoy coming to school to learn. Parents are expected to support the school in its application of sanctions for poor behaviour.

4) A Culture of Encouragement and Positive Expectation

The Academia aims to encourage students to behave appropriately by setting high standards for behaviour and creating a culture of praise in the school, where student achievements are recognised and spoken about at every opportunity. The best possible outcome is wanted for every child, and teachers in their dealings with pupils, convey this positive prediction. There is a sense of high expectations and the belief that success is achievable through determination and hard work. On those occasions that students do not respond positively to the encouragement of their teachers, and deliberately disrupt the right of pupils to learn in classes, sanctions are applied.

5) Sanctions

- Verbal reprimands.
- The completion or re-drafting of homework, or a class work assignment during a lunchtime detention under the supervision of a teacher.
- The temporary removal of a pupil from a lesson to allow time for self-reflection.
- The carrying out of community service to help the school. (For example, helping to keep the playground free of rubbish, or sorting out books in the library).
- The use of a detention with the Academic Director on a Friday afternoon after school. This sanction will be imposed after parents have been notified 24 hours in advance and will be used when break time detentions have not produced the desired effect, or for when students have deliberately disrupted learning in the classroom and refused to cooperate with their teachers, despite having received a number of verbal warnings during the course of a lesson.

- The withdrawal of lunchtime privileges and the loss of the right to go on school excursions that are not an essential part of the curriculum.
- Suspension for a period of 3 school days when a student receives 4 Friday detentions from the Academic Director in the course of an academic year, or for a single act such as plagiarism, or for consistently poor behaviour, which is not consistent with the values of the Academia. In the case of a suspension the Academic Council will require that the student return to school on a 'contract' based on a commitment from the student not to repeat the types of behaviour that have led to his or her suspension.
- Expulsion. This will be applied in the most serious breaches of school rules and will be decided by the Academic Council. (For example, a case of student who returns from suspension but breaks the conditions within his or her "contract"; for persistent and defiant misbehaviour that run contrary to the ethos of the school and its values; for deliberately bringing into school an offensive weapon; for bullying and the harassment of others in the school community; for violence against another student or member of staff; for bringing into school illegal drugs; for theft; for cases of deliberate and serious damage to school property; for cheating in examinations). In such cases the student will be asked to leave the Academia immediately and will forfeit the right to request a school recommendation letter.

6) Rewards

The Academia operates a range of rewards. These include:

- Recognition of achievement at whole school assemblies.
- Letters of praise to parents.
- Effort and excellence certificates.
- End of the academic year prizes.

7) Support for Students

In order to support students further with regards to behaviour and organisation, the Academia has in place the following:

- Parent Conferences. These are usually arranged with the members of the Academic Council supporting any teacher in their team who has requested a meeting with a parent. These meetings can be used to gain the support of parents to improve student behaviour, organisation or levels of effort. The Academia recognises the importance of maintaining a dialogue with parents concerning behavioural and academic concerns. These concerns are dealt with promptly.
- Daily Reports. Student can be placed on the daily report system, which requires teachers to comment daily on punctuality, organisation, work in class, homework, and attitude in general. This system helps parents to keep a track of their child's learning and to identify quickly any problems that arise.
- Tutors. Classes at the Academia are small and form tutors are able to identify problems early on and they also guide students.
- Additional academic support classes. These will be arranged for students who have experienced problems, which have resulted in a loss of morale and possible behavioural issues.

- Educational psychologist. It is the long-term intention of the Academia to employ an educational psychologist on site but at the moment students with more severe emotional and behavioural needs are sent to an expert in the community of San Miguel de Allende. Counselling sessions involve the student and his or her parents. Finally, a report with recommendations is prepared to allow the school to see how best to help the student to achieve his or her potential.
- Self-regulation. In order to help some students to reflect on the types of behaviour that have infringed on their learning, the Academia is piloting the use of a self-regulation scheme where the Academic Director and Co-ordinator of SEP Secondary counsel suitable students and encourage them to monitor their own behaviour during the course of lessons. This is an alternative method to the Daily Report.

8) School Rules (Designed to Ensure a Smoothly Functioning School)

A. Entry into School

Article 1. Students should arrive punctually at school no later than 8:00am. Pre-School and Primary students should enter through the main entrance of the school, whereas Secondary School students will enter through the entrance at 4 Stirling Dickinson.

Article 2. Students should wear their complete school uniforms unless they have PE classes during the day. On Fridays there is a non-uniform day where students can wear smart casual clothes and make a small donation to charity.

Article 3. Cell-phones and other electronic devices should be handed in to the teacher on duty. These will be kept in the Main Office and returned to students at the end of the school day at 3:00am. The use of a cell phone in school will result in its confiscation for three days.

Article 4. Students are prohibited from entering, carrying or using firearms, edged weapons or objects that are dangerous, or as listed as prohibited by law.

Article 5. Each student is responsible for their personal items: uniforms, lab coats, school supplies, computers etc. Items should be locked away for security in lockers. The Academia is not responsible for damaged and lost items due to student carelessness.

Article 6: Students should go to their lockers at the start of the day and make sure that they have all books ready for lessons during the course of the day. They can return to lockers between classes but at the beginning, not at the end of the five minute interval, between classes.

Article 7: Students must remain at the Academia at all designated times. Leaving the campus is prohibited unless there is an emergency, or a member of the Academic Council gives parental permission.

B. Inside the Classroom

Article 8: All Academia students must:

- a) Arrive at class punctually and form an orderly line outside the classroom.

- b) Be organised and responsible bringing all the necessary equipment required for the class.
- c) Remain in the classroom once the class has started until its completion. Students should usually try to go to the toilets in the 5 minutes interval between classes.
- d) Respect other students during class, listening to their ideas and generally be supportive and collaborative. Being silent when the teacher is speaking, or a peer is making a contribution.
- e) Work with focus and attempt to do the very best in every activity requested by the teacher.
- f) Be responsible for the care and maintenance of the furniture and equipment and play a part in helping to keep the classroom clean and tidy.
- g) Use school computers, Ipads and calculators only when directed by the teacher.

C. Outside the Classroom During Lunch Break

Article 9. All Academia students must not:

- a) Re-enter classrooms unless they have a lunchtime detention with a teacher.
- b) Jump places in the queue for lunch and eat their lunch at the designated table. At the end of lunch they are responsible for taking their plates to the kitchen and washing them. Any rubbish must be put in the bins for re-cycling.
- c) Climb through the windows of the classrooms.
- d) Climb fences, or onto the rooftops.
- e) Make group meetings in the bathrooms or drop wet paper towels on the floors.
- f) Take food and drinks onto the Sports' Court.
- g) Run down along the corridors, shouting or using bad language.
- h) Participate in games that threaten or provoke the physical integrity or offend the dignity of their peers.

All Academia students should remember:

- i) The playground apparatus is only to be use by Pre-School and Primary students.
- j) To litter into designated bins.
- k) To Refrain from having displays of affection involving physical contact.
- l) That games with sudden physical contact are also prohibited.

D). Monday Assembly and the Flag Ceremony

Article 10. During the assembly and flag salute students are expected to:

- a) Sing the National Anthem.
- b) Salute the flag with due respect.
- c) Keep quiet.
- d) Maintain proper posture.

E) End of the School Day

Article 11. Students should:

- a) Leave the school premises punctually unless they have afterschool activities. Those secondary school students with brothers or sisters in primary can leave through the main door, 2 Stirling Dickinson. Other secondary school students should leave through the door at 4 Stirling Dickinson.
- b) Students waiting for afternoon activities should sit at the lunch tables until their teachers arrive at 3:15pm.

- c) The Academic Director will supervise students leaving the school at the end of afternoon activities at 4:00pm: students are expected to leave the premises on time.

F) Events Outside of School

Article 12. Students must show order, respect and cleanliness in theatres, museums, stadiums, auditoriums, gymnasiums or any other facility where a special event or scheduled visit is held, as these areas will be considered as an extension of the Academia.

The school's discipline policy applies for the student's behaviour on and off campus when the conduct violates the prestige and good name of the institution.

G) Behaviour Against the Ethos and Values of the Academia Internacional (Cases of Serious Misconduct)

Article 13. The Following Are Absolutely Prohibited

- a) The use or consumption of drugs, and alcohol within or in the vicinity of the Academia, as well as on school field trips, and school events.
- b) The processing, handling and use of all sorts of obscene, pornographic and violent media.
- c) Taking without consent materials and objects from peers, teachers or from the school.

Article 14. Damage to School Property.

Students are expected to treat all property and equipment with respect. Any damage caused will be charged to the parents of the offending student.

Article 15. Zero Tolerance towards Bullying

Teachers and administrators at the Academia will deal promptly with any incidents of bullying that occur (related to race, religion, belief, sex, disability and sexual orientation as well as cyber-bullying) to ensure that all students feel safe at the Academia. It is important to recognise that each individual is unique and that any form of discrimination is not only morally wrong but illegal. The harassment or intimidation of staff will also not be tolerated. Students who engaged in these types of behaviour will face expulsion.

Application of Sanctions

In all cases sanctions will be applied in a fair and proportionate manner respecting the dignity of the individual.

In the serious cases of misconduct (involving suspension and expulsion) the Academic Council will examine the evidence and impose sanctions, which acknowledge the gravity of the misconduct. In such cases parents will be consulted.

Searching of Student Bags and Lockers

School staff can search pupils with their consent if it is suspected that a pupil has a prohibited item in his or her possession. Such items include the following: drugs, alcohol, knives, guns, cigarettes, fireworks, pornographic images, stolen property, or any other item which can cause damage or personal injury. Such searches will be carried out in the presence of the Principal or another member of the Academic Council.