

Disciplinary Policy and Process DIIS

As an independent school, DIIS reserves the right to take appropriate disciplinary action, including suspension and expulsion, for any activities, whether on campus or off campus, which are considered detrimental to the welfare of the school, student body or an individual. Within the setting of the school, the following are considered serious breaches of discipline and will be brought to the direct attention of the principal, who will consult with senior colleagues, and possibly the School management, before taking any action:

- ❖ Defiance or open disrespect toward school personnel.
- ❖ Bullying, including verbal torment, rumor generating, ostracizing.
- ❖ Deliberate academic dishonesty.
- ❖ Inappropriate use of electronic communications.
- ❖ Disrespect for others, including sexual harassment or overt sexual behavior.
- ❖ The use of aggressive or profane language.
- ❖ Vandalism or disrespect for the environment demonstrated through thoughtlessness.
- ❖ Theft or deliberate damage of school or personal property.
- ❖ Inappropriate behavior on public transport.
- ❖ Persistent lack of cooperation or violation of school policies.

- ❖ Please note in particular the Creating and Maintaining a Peaceful, Safe and Respectful School Environment for the school Community.

All teachers are expected to respond to breaches of discipline.

Teachers may request that a student be placed on a daily report to monitor the student's behavior over time, and they may also issue a progress report regarding a specific incident. In cases of serious or repeated breaches of school discipline, the student may be referred to the principal.

Generally, the principal will resolve the issue. This may include asking the student to remain in school after school hours, write a letter of apology, or be excluded from school events or leadership positions. A progress or incident report will also be sent to the parents. In some cases, the principal may ask to meet with the parents to explain the situation and to enlist their support. Should the breach of discipline be of a serious nature, The Principal will interview the student in the presence of an appropriate member of staff, and he/she may conduct further investigations before taking action. Generally he/she will consult with senior colleagues, especially when a serious situation has arisen; however, the Principal has sole responsibility for any action that he/she deems appropriate.

Suspension

DIIS disciplinary policies aim to help students learn from their mistakes, and suspension (temporarily excluding a student from school) is undertaken only in cases of serious or repeated violations of school rules. If a suspension is deemed appropriate, it will usually take place the day following the investigation of the incident, the parents will be contacted immediately, and a meeting will be arranged for all concerned following the suspension. In certain cases, a meeting with the parents post-suspension will occur to confirm future expectations. A repeated need for suspension is likely to lead to a request for the parents to withdraw the student.

Students could be subject to suspension or expulsion for, among others:

- ❖ Bullying.
- ❖ Violence.
- ❖ Theft.

Bullying

Bullying is the act of intentionally intimidating others by the real or threatened physical, verbal, written, electronically transmitted or emotional abuse. Bullying of any kind is unacceptable at DIIS. Specific examples of bullying may include:

- Physical: pushing, kicking, hitting, punching or any use of violence

- Verbal and/or written name-calling: put downs, sarcasm, spreading rumors, teasing, graffiti, notes or messages, racial taunts, slurs related to ethnicity or sexual-orientation
- Electronically transmitted: teasing and put downs through all forms of electronic information, such as email, chat rooms, SMS, text messages, telephone calls, abusive web pages, or photo imaging
- Relational: using relationships as a weapon, tormenting, hiding others' belongings, threatening gestures, building coalitions that deny an individual healthy relationships with others
- Attacks on the property of another person or extortion of money or possessions.
- Aggressive body language: non-verbal gesturing, eye rolling, mean looks, silent treatment, noises
- Sexually-oriented comments or behaviors

Violence

Violence is the use of physical force so as to injure, abuse, damage, or destroy either a person or the school property.

Any student who marks, defaces, breaks, or destroys school property will be responsible for cleaning, repairing or replacing the damaged item. Parents will be notified. Appropriate disciplinary action will result.

Theft

Any student engaged in theft will be subject to appropriate consequences.

However, depending upon the circumstances, suspension may be imposed for other breaches of school discipline, including serious infractions of the Responsible Use policy.

Expulsion

In extreme circumstances, and only after consultation with senior colleagues, the principal may decide to expel a student. He will inform the management of the school of his intent to do so prior to informing the student and parents.

Please note that the decision to expel a student, and therefore full responsibility for the decision, resides with the principal of school alone. A parent may challenge this decision by an appeal to the management of the school, but the student will not be allowed to attend school during this appeal process.

The management committee will convene at the earliest possible opportunity, and the parents have the right to appeal directly to the full committee at the start of the meeting. The principal of the school will be expected to state his case for expulsion. The management committee has the authority to uphold or overturn the principal's decision, and its decision will be final.

MAINTAINING A POSITIVE LEARNING ENVIRONMENT

Students learn best in a safe and supportive environment. Teachers and administrators are available to work with students when they struggle academically or emotionally, or act in ways that impinge on their own or others' learning.

At-Risk Intervention Plan

The purpose of the DIIS Student At-Risk Intervention Plan is to help students function to the best of their ability during their time at DIIS. Any student before suspension or expulsion may be placed on the At-Risk Program for behavioral, academic, or emotional reasons when they show that more structured support is needed. Students placed on At-Risk will be given a plan by teachers and parents will be notified.

Students involved in a discipline incident may be asked to draft a Values Learning Plan (VLP) in addition to other consequences. The format of the VLP provides the opportunity for students to describe what happened, reflect on the results of their actions, and design a strategy to avoid repeating such behavior.