



ACS Behaviour Policy

Please note:

In countries where ACS International Schools is operating outside of the United Kingdom the UK regulatory framework will provide the foundation for best practice as far as this policy is concerned. All ACS schools will operate in compliance with the relevant legislation of the country in which they are operating.

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1. Introduction

This policy has been developed in accordance with the principles established by the Independent School Standards Regulations (ISSR) Part 3, para. 9, December 2014; *Behaviour and discipline in schools, January 2016; Sexual harassment and sexual violence in schools, September 2016; Sexual violence and sexual harassment between children in schools and colleges, May 2018; Searching, screening and confiscation: Advice for headteachers, school staff and governing bodies, January 2018* and with the guidance provided in the National Minimum Standards, the Early Years Foundation Stage and *Independent Schools Inspectorate Handbook for the Inspection of Schools Commentary on the Regulatory Requirements, September 2018*.

- 1.1 The policy is applicable to ACS International Schools as an organisation and to all divisions in each of its schools including EYFS settings.
- 1.2 In this document the term ACS is used to encompass the whole organisation and each of its schools. Information about student behaviour and behavioural guidelines pertinent solely to specific campuses and divisions within the organisation is published in the handbooks annually. These are available on the ACS Intranet and by request from divisional secretaries.

2. Roles and Responsibility

- 2.1 ACS recognises that all adults, staff (including temporary staff), volunteers and administrators, have a full and active part to play in modelling and maintaining appropriate standards of discipline and behaviour in our school.
- 2.2 ACS believes that behaviour is a key contributor to student welfare and to ensuring school is a safe, welcoming and effective learning environment for all our students.
- 2.3 The positive climate of ACS is a direct consequence of the behaviour of the people comprising our school community. Respect for people and respect for property form the foundation upon which behavioural guidelines are modelled. It is assumed that all members of our school community support these principles and help to promote desirable behaviour.
- 2.4 Teachers and administrators in school routinely handle most minor behavioural problems. ACS will involve parents with more serious issues.

3. Purpose

The purpose of the ACS Behaviour Policy is:

- 3.1 to provide clear and consistent guidance to all ACS community members about the standards of behaviour ACS expects of its students.
- 3.2 to emphasise ACS' commitment to its vision and to its four core values, of which behaviour is an integral part.
- 3.3 to guide ACS' aspiration to produce effective learners, confident individuals and caring contributors as described in the Expected School-wide Learning Results articulated in the school's vision.

4. Promotion of Positive Behaviour

- 4.1 ACS promotes its vision and its Expected School-wide Learning Results through its curricular and co-curricular programmes and through its celebration of values education and its definition of learning as growth and development in knowledge and understanding, skills and dispositions.
- 4.2 Examples of ACS practices designed and intended to promote and support positive behavior and support students' development of and understanding of habits of mind and social interactions that are respectful and supportive of one another include the IB learner profile, Responsive Classroom ethos and practices, and the Four C's. ACS seeks to cultivate an awareness in the mind of every student of the importance of respect for and understanding of one's peers and teachers.
- 4.3 Specific codes of conduct for ACS campuses and divisions, and disciplinary procedures that may be followed as a consequence of a student's breach of those codes of conduct, are contained in divisional handbooks and published on the divisional pages on the ACS Intranet. All divisional practices are compliant with the ACS Student Behaviour Policy.

5. Attendance and Punctuality

- 5.1 Regular attendance at school is required by law. Attendance is taken twice daily in Early Childhood and Lower School, and at the beginning

of each lesson in Middle School and High School. Disciplinary action will be taken against any students who are discovered to be truanting or who are repeatedly late. Parents or carers will be contacted to discuss possible reasons and school support systems that could help.

- 5.2 ACS recognises that research supports the belief that attendance and punctuality are contributors to academic and personal success and expects students to attend school regularly and on time unless there are accepted reasons for absence or tardiness.
- 5.3 ACS publishes an attendance policy that outlines attendance procedures and expectations. It is expected that students and their families will familiarize themselves with this policy and with the school's daily schedule.

6. Drugs, Alcohol and Misuse of Substances

- 6.1 ACS will not tolerate drug use of any sort on school property or during off-site school activities. Any students found to be in possession of drugs, or supplying or taking drugs, including solvents and any other substance that can be misused or is harmful, will be liable to face disciplinary consequences. Students may be required to leave the school permanently if they are found to be involved in drug-related incidents.
- 6.2 Carrying, supplying or taking prescription drugs illegitimately could result in permanent exclusion.
- 6.3 Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in school. Families of students who require medication should confer with the school nurse.
- 6.4 ACS understands 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. Further details of ACS' support for students on medication is outlined in the Supporting Students with Medical Conditions policy, available on the ACS Intranet or by request from the divisional secretaries.
- 6.5 Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity will face disciplinary consequences and may be permanently excluded.
- 6.6 ACS' rules on drugs, alcohol and the misuse of substances apply to students during their travel time to and from school. Students should bear in mind that their behaviour in public is associated with the school

and its reputation, and they should conduct themselves appropriately.

7. Bullying

- 7.1 ACS publishes a separate anti-bullying policy. Further details about anti-bullying strategies can be found in divisional handbooks published on the ACS Intranet.
- 7.2 ACS welcomes people of all cultures from around the world to create a powerful shared experience that shapes the way we teach and learn, and that actively defines our international character. ACS strives to ensure that all students feel safe at school, and accepted into our school community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will be treated as a disciplinary issue.
- 7.3 ACS does not distinguish between verbal and physical bullying, or between bullying by person or by electronic, online or written means. All bullying, whether directed at students, staff or parents will be treated as a breach of ACS' core values and dealt with as a disciplinary matter.
- 7.4 Respect is an integral part of the ACS curriculum. Students are taught according to ACS core values, and the school takes seriously its duty to promote the fundamental British values that include mutual respect and tolerance of those with different faiths and beliefs. It is made very clear to students what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will be dealt with as a disciplinary matter.

8. Disciplinary Sanctions

- 8.1 Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. In cases where disciplinary sanctions are called for, ACS may use the following measures:
- Meeting with principal, head of school or similar school figure representing school discipline.
 - Discipline entry in school records.
 - Detention during school time or after school with appropriate prior notice given.
 - Suspension from school for a given period.
 - Expulsion from ACS.

- 8.2 the above list is not exhaustive and is provided as a guide only. Sanctions are adapted according to the seriousness and frequency of the behaviour.

9. Online Behaviour

3G and 4G

use of devices in online harassment and/or bullying

Sexting and YPSI

Exposure of other students to inappropriate material

Use of devices to access

Students are referred to the ACS Acceptable Use policy (AUP)

10. Searching and Confiscation

- 10.1 Following guidance set out in *The Education and Inspections Act 2006*, ACS members of staff are authorised to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize 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.
- 10.2 A teacher, or someone who has lawful control of the child, can search a student with their permission to look for any item that the school's rules say must not be brought into the school. Heads of school and other members of staff authorised by them have the power to search a student without the student's consent if they suspect they are in possession of "prohibited items". Prohibited items that can be searched for without consent include:
- knives or weapons
 - alcohol
 - illegal drugs
 - "legal highs"
 - stolen items
 - e-cigarettes, tobacco and cigarette papers
 - fireworks
 - pornographic material
 - articles that have been or could be used to commit an offence or cause harm.
- 10.3 *The Education Act 2011* 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.

- 10.4 Any cigarettes or other tobacco products including e-cigarettes confiscated in school will be destroyed.

11. Use of Force and Physical Restraint

- 11.1 Nowhere in ACS is corporal punishment to be used or threatened. However, section 93 of *The Education and Inspections Act 2006* enables school staff to use such force, including physical restraint, as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:
- commit any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student);
 - cause personal injury to, or damage to the property of, any student (including him- or herself); or
 - prejudice the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a teaching session or otherwise.
- 11.2 ACS does not encourage the use of force and it will be used very rarely and only in special circumstances. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at the time. The degree of force used should be the minimum needed to achieve the desired result.
- 11.3 All staff at ACS have the authority to use force when reasonable, and this extends to any other person whom the head of school has given responsibility to be in charge of students. Staff can also use this power when they are lawfully in charge of students but off the school premises (for example, on a school trip).
- 11.4 Following serious incidents involving the use of force, the school will speak to the parents of the student concerned. ACS Heads of School, or the appropriate divisional representative authorised by them, will decide whether or not a given incidence of the use of force should be reported to parents.
- 11.5 All serious incidents involving the use of force and/or physical restraint will be documented by the school.

12. Dress Code and Appearance

- 12.1 ACS does not have a school uniform. However, the school expects students to respect the need for appropriate attire to be worn at all times on school premises, when travelling to and from the school, and when on school approved visits off site.
- 12.2 Clothing that is inappropriately revealing, that carries offensive or suggestive images or messages, and clothing that is unfit to wear owing to its physical state may result in the wearer being instructed to change.

13. Complaints

- 13.1 ACS has a standard complaints procedure that is published on the school website. Parents are encouraged to take any complaints to a staff member or to the Head of School. ACS will do everything in its power to help resolve conflict or complaints swiftly and effectively.

14. Links to Other ACS Policies

- 14.1 This policy is associated with and should be read in conjunction with the following ACS policies:

Anti-bullying Policy
Online Safety Policy
Child Protection and Safeguarding Policy
Complaints Policy
Attendance Policy
Acceptable Use Policy
Supporting Students with Medical Conditions Policy