



Student Discipline and Code of Conduct Policy

Purpose:

To ensure a safe and respectful learning environment, promote positive behaviour, and outline disciplinary procedures for students at The Royal Canadian School in Cairo.

Aims and Objectives:

The primary aims and objectives of this policy are as follows:

- Create a stable, secure and disciplined school community and minimize any unacceptable behaviour.
- Support and promote positive attitude amongst students
- Define roles and responsibilities, including the expectation that we have of each member of the school community.
- Develop a culture of friendship and kindness between all.
- Develop student's empathy and their moral and ethical character and enhance their sense of good citizenship.
- Increase and raise student's behaviour awareness and encourage them to respect themselves and others all well as the school and public laws.
- Create a proper educational and learning environment suitable for students, teachers and school administrations, in order to achieve the goals of education and learning.
- Ensure that the school is a safe and pleasant place for learning
- School property and reputation is protected
- students develop self-discipline and consideration for others.

Scope:

Applicability:

- This policy applies to all students enrolled in RCS, regardless of grade level or program.
- It applies during school hours, school-sponsored events, and any activities that impact the school's reputation.

Responsibility of staff, parents and volunteers:

- Head of School and staff have a responsibility to implement the Code of Conduct fairly, reasonably and consistently.



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Teachers have a right to:

- expect the co-operation of students,
- expect that they will be able to teach in an orderly and co-operative environment,
- expect the support of other staff and the administration in fulfilling their professional duties,
- maintain flexibility in their approach to classroom procedures and organisation within the framework of school policy.

Teachers have a responsibility to:

- treat students fairly and consistently,
- provide an appropriate range of learning strategies,
- undertake the counselling of students and pastoral role when appropriate,
- develop in students an awareness and understanding of school rules,
- follow the agreed policies and procedures of the school regarding student management,
- communicate with parents and guardians on matters relating to the educational development and behaviour of their children.

Students have a right to:

- feel safe within the school,
- learn in a challenging environment to the best of their ability,
- be treated with respect by other students and teachers,
- be listened to.

Students have a responsibility to :

- accept school policies regarding behaviour,
- act and work co-operatively with other students and teachers,
- respect the learning needs of other students,
- take progressive responsibility for their own learning, to work consistently and complete tasks as required,
- be tolerant of differences,
- be punctual and regular in attendance,
- inform parents of educational progress and to ensure that all school communication is effectively delivered.

Parents/guardians have a right to:

- expect that their children can interact and learn in a secure environment,
- be informed of matters regarding their children,
- be involved in developing strategies for student behaviour.



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Parents/guardians / volunteers have a responsibility to:

- encourage children to observe school rules,
- work co-operatively with the school to solve problems,
- provide support for teachers in implementing the code of conduct,
- communicate relevant information and concerns to the school.

Responsibility of Students:

- to uphold the reputation of the school by observing an appropriate standard of behaviour in transit to and from the school and when wearing school uniform.
- to accept the authority of members of staff and observe specific rules which may be made from time to time.
- to behave in a manner which does not endanger the health and safety of themselves or others.
- to behave with courtesy and consideration for others. In particular, students must refrain from all forms of bullying and harassment. See also : Box Hill High School Equal Opportunity policy.
- to refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students.
- to respect school property and the property of staff and other students.
- to be punctual and attend all classes.
- to remain in the school grounds during the school day
- to complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the school.
- to dress neatly and with due regard for health, hygiene and safety. Students must wear the approved dress as set out in the school handbook and diary.
- students are not permitted to possess or smoke cigarettes, possess or use or be under the influence of alcohol or unprescribed drugs or other substances harmful to health, at school, on school excursions, in transit between school and home or otherwise while wearing school uniform.
- to observe specific rules as set out in the Student Regulations.

Student Regulations

Behaviour:

- Students are expected to behave with courtesy and consideration for others.
- Violence, bullying, verbal intimidation and offensive behaviour are not acceptable.
- Students are expected to behave in a manner consistent with safety and to avoid such practices as running in the building or throwing missiles.
- Students are not permitted to bring weapons or dangerous objects or materials to school.



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- Riding bicycles or skateboards, etc., in the school premises is not permitted

Out-of-bounds areas:

Students must not be in any areas designated out of bounds by their teachers at any times. This includes being unsupervised in the swimming pool area, in a vacant room, outside the school fence or by the generator.

Use of Buildings:

For safety reasons students should closely observe the following:

- No running in corridors, through doorways, or up and down stairways.
- Students should not enter buildings until before 8am and at the end of recess and lunch times. At those times students should get their books from their lockers and then go to the classroom for the next lesson where they line up in an orderly and quiet manner until their teacher arrives and admits them to the classroom.
- Students should not be in the buildings during recess and lunch times. At lunch times students should be clear of classrooms, corridors, etc., within 10 minutes of the lunchtime bell. All teachers moving out of classrooms in these areas are asked to remind and urge students to leave promptly.
- At no time are students to be in a classroom, workshop or gymnasium, etc., unless under supervision.
- The front or main entrance to the school is not to be used by students.

Attendance:

- Students shall be punctual and shall attend all classes.
- Students who are absent from school must provide written explanations from their parents or guardians on the day of return. (Parents are required to inform the school as soon as possible if the student will be absent for more than two consecutive days.)
- Students (Years 7 to 10) who arrive late will have their names recorded unless arriving by school bus. These students must obtain late passes from the school secretary.
- Students shall not leave the school grounds during the day except on official school excursions, unless they obtain a leave pass from the School secretary and sign the early leavers' book.

Smoking:

If a student or group of students is smoking, it is the responsibility of the other students to dissuade that student or to walk away. Any student in the company of a smoker will be deemed to be smoking.



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Action which may be taken where the Code of Conduct is breached

Wherever possible, action will be taken to assist the student to achieve **self-discipline** and to assist with problems which may underlie the unacceptable behaviour. Where appropriate, action will be taken as a direct consequence of the misbehaviour; for example, persistent misbehaviour in a class may lead to withdrawal from the class.

In general, teachers will deal with instances of unacceptable behaviour in the classroom but cases of persistent or extreme misconduct may be referred to the Head of School.

Action to be taken following breaches of school rules may include:

- discussion with student, advice to or discussion with parents, reference to guidance personnel, etc. It is school policy to advise parents of all serious or persistent breaches of school rules.
- detention, and the imposition of tasks which will benefit the school.
- Detentions may be given for up to half of any recess period.
- taking a student out of a school activity or situation; for example, withdrawal from class, exclusion from excursions or restriction of a student to certain parts of the school grounds.
- reparation - the student may be required to make good some damage, clear up a mess which has been made, etc. When it can be established that damage has been caused by one or more individual students, the Head of School may bill the student for all or part of the full cost of the repairs, depending on whether the student's actions were malicious, negligent or careless.
- suspension from school.

Grounds for Suspension

A student may, by order of the Head of School, be suspended if, whilst attending school or travelling directly to or from school or engaged in any school activity away from the school, including travel organised by the school, the student:

- behaves in such a way as to constitute a danger to the health of any staff member, student or any other person assisting in the conduct of school activities; or
- commits an act of significant violence or causes significant damage or destruction to property, or is knowingly involved in the theft of property; or
- possesses, uses, or deliberately assists others to use illegal drugs or substances prohibited by the Director of School Education; or
- fails to comply with any reasonable and clearly communicated instruction of a Head of School or teacher; or



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- consistently behaves in a manner that interferes with the educational opportunities of any other student or students; or
- behaves in a way which threatens the good order of the school's program or facility; or
- engages in unacceptable discriminatory behaviour (including harassment) towards another person based on sex, race (including colour, nationality and ethnic or national origin), marital status, the status or condition of being a parent, the status or condition of being childless, religious beliefs, political beliefs, or physical or mental disability or impairment.

The Head of School may also suspend a student who deliberately and consistently fails to take advantage of educational opportunities provided by the school.

Expulsion

The Head of School can expel a student from the school if, whilst attending school or directly travelling to or from school or engaged in any school activity away from the school, including travel organised by the school

- the student does anything mentioned under Grounds for Suspension AND
- the student's behaviour is of such magnitude that having regard to the need of the student to receive an education compared to the welfare and safety of other students at the school and the need to maintain order and discipline within the school, a suspension is inadequate to deal with that behaviour.

Smoking and other drugs

The following penalties are automatically imposed when students are caught smoking. Note that if some members of a group of students are smoking, all students are liable to be penalised. It is the responsibility of students not to remain with students who are smoking.

- First offence: after school detention (clean up), warning
- Second offence: Phone call to parents and detention.
- More serious disciplinary action considered, including suspension.

Cases involving alcohol or unprescribed drugs will be dealt with on an individual basis. Counselling will be offered to students but immediate penalties may include suspension or expulsion.



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Discipline Procedures

Procedures Within the Classroom:

Teachers are strongly advised to give students a clear statement of their expectations concerning classroom behaviour, and to demand high standards of behaviour from students at all times.

- Action which may be taken by classroom teachers includes reprimands, warnings and isolation of students within the classroom, detentions organised by the teacher or extra work. Classroom teachers may wish to contact parents directly.
- Students may be sent out of the room for brief periods of time if the teacher can exercise appropriate supervision. For more serious misconduct the student should be sent to the Head of School, Assistant Head of School or year level co-ordinator. Where possible, a note should be sent with another (reliable) student with a brief account of the misconduct.
- Teachers may refer students to year level co-ordinators where the misconduct is serious or repeated. Co-ordinators and other relevant staff may be asked to give advice concerning appropriate classroom strategies.

Referral to senior staff and Incident Report :

Students who are guilty of serious or repeated misconduct are normally reported to the homeroom teacher in grades 7+. Where a homeroom teacher is unavailable, or in cases of very serious misconduct, the Head of School may be involved in the first instance.

Where a student is referred to senior staff, an Incident Report must be completed. Blank forms are located in the staffroom. The report is completed and photocopied. One copy goes to the Homeroom teacher, the other to the Head of School. This is important in enabling the school to build up records of students who may require action such as suspension or expulsion.

9. Detention:

Students are placed on detention for breaches of school rules other than classroom misconduct. Teachers who wish to use detention to deal with classroom misconduct are expected to make their own arrangements.

Where a student is given a detention, this is entered in the detention book, and a detention slip is given to the student so that parents can be informed.

Sanctions available to Homeroom teachers include:

- Discussion with parents
- In some cases, referral to the school counsellor
- Conduct cards



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- Removal from particular classes, or all classes for periods of time
- Suspension and expulsion, with the agreement of the Head of School.

Prohibited Actions at our school:

It is prohibited in RCS for any school administrator or teacher/teaching or non-teaching staff to use any of the following ways for applying disciplinary action against a student:

- Any type of physical punishment.
- A teacher lowering or threatening to lower a student's grades.
- Giving a student more school work.
- Making fun of or insulting a student in private and/or public.
- Depriving a student of using toilet facilities and/or of food.
- Student Misconduct

This policy will be reviewed regularly to ensure it still meets the needs for the RCS and whether any amendments are required to be made