



# Behaviour policy

The behaviour policy is aimed at all students, teachers, school staff and parents.

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Head of school





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## Common rules and values at our school

We, the students, have a safe and happy school where we learn a lot because we:

- are friendly and respect each other and each other's possessions. We do not engage in or support any kind of bullying, whether physical, psychological or transmitted electronically. We use respectful language and take care never to degrade a fellow student or teacher in any way, and especially not based on his/her looks, gender, religion or origin, etc. We do not damage or destroy someone else's private possessions, nor do we take them without prior permission.
- respect the school and the school property. We treat the school buildings, the furniture and all school material with due care. We also act in an environmentally friendly way by sorting the rubbish in the assigned bins.
- are on time for our lessons, because if we are late we may disturb our fellow students and miss important information.
- work hard and always try our best. This means we use our time in class listening to our teacher's instructions and perform the tasks that the teacher assigns to us, on time.

We, the teachers, need to make sure that we:

- treat each other and all students with respect and equality.
- promote good behaviour and set a good example for all students.
- accept no form of bullying or insulting behavior towards or between students or members of the staff.



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- are consistent and fair on what will happen if a student misbehaves.
- support our colleagues in the work of helping a student correct his/her behavior.
- follow through on agreed disciplinary action, following the rules below.

## The School's Care Team

The school has a Care Team that works actively to promote a safe and study friendly environment at the school for all students. The members of the Care Team are teachers and members of the Student Health Team at the school. The students are encouraged to turn to any member of the Team, at any time, if they feel they need to talk about issues related to their own well-being at school or the situation at the school in general. The Coordinator of the Care Team is also actively involved in the process to help a student correct unacceptable behaviour.

## Classroom rules

Students and teachers share a joint responsibility to promote and maintain a safe and study friendly work environment allowing everyone to feel safe, respected and accepted at school. The school collaborates closely with the parents to promote a safe school and maximum comprehension of the school's values and rules.

The school's rules and values should be discussed in the classroom to ensure that all students understand the meaning of the school's values and know what they can expect from the school and what the school expects from them. Together with the teacher each class should agree on their own classroom rules that should reflect the school's rules and values. The classroom rules in each class will be adapted to the students' age. To make sure that the students understand the meaning of the values that the rules aim to protect, the students and the teacher may discuss key questions, such as: What does it mean to be friendly? How do we, students and teachers, show



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respect? Why is it important to be on time and work hard?, etc.

## A safe and study friendly environment

Teachers and school staff have a responsibility to ensure students' safety and provide a study environment. Should something occur that disturbs the study environment at school, they must act to correct the situation. If a student misbehaves, the school will always address the problem with the student's best interest at heart, encouraging him/her to change his/her behaviour. The teacher shall talk to the student and make sure he/she understands that the displayed behaviour is unacceptable and why. The teacher shall always try to solve any student related problem by first applying the classroom rules and, when necessary, seek the parents' collaboration. The parents' collaboration is crucial in order to ensure that the student receives support both at school and at home in his/her efforts to correct the unacceptable behavior.

If the student continues to misbehave, the teacher informs the Care Team Coordinator who informs all members of the Care Team and relevant teachers, about the student's behaviour. The Care Team will talk to the student. The talk must be documented in writing. The Care Team then follows up with the teacher who also informs the parents of the talk. Should it be deemed necessary, an action plan may be prepared to correct behaviour (see further info below).

## Disciplinary measures

There may be occasions when the teacher or the Head of school decides to adopt disciplinary measures as a response to a student's unacceptable behaviour. Any disciplinary measures shall always be implemented as a way of helping the student to correct his/her unacceptable behaviour. The aim is to restore a study friendly and safe environment at school for all students, including the student whose behavior is



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unacceptable. In no way shall the disciplinary measure be interpreted as a “punishment”; it is to be regarded as a tool to help the student and the school.

The student’s age and the nature of the problem at hand will always be considered when adopting a disciplinary measure. Different disciplinary measures may be adopted, individually or jointly, temporarily or permanently, as explained below:

*Please note that the teachers in pre-school and in the lower classes must always apply any disciplinary measure in the Behaviour Policy in an especially restrained manner considering the young age of their students.*

## Confiscation of objects

The Head of school and the teachers may confiscate any object that is used in such a way that it interferes with the class or risk harming someone at the school premises. The key question is how the object is being used and not the actual object itself; a cell phone that is switched off during class is, in general, not interfering with the class, but if the student uses it in a way that disturbs the class, it may be confiscated. Objects that are of a dangerous nature, i.e. knives, chemicals, fire crackers, etc. will always be confiscated, regardless of whether the object has been used or not.

The confiscated object is to be returned to the student the same day, no later than when the student has finished his/her classes. However, if the confiscated object is of a dangerous nature, the object may be kept at school until the parents have been contacted. Depending on the nature of the confiscated object, the Head of school will decide if the local Police should be contacted.

## Suspension from class

If a student disturbs the class or acts inappropriately and does not stop when asked repeatedly by the teacher to do so, the teacher may ask the student to leave the classroom for the remaining duration of the class. The suspended student shall stay in



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the room that the teacher decides and shall, if possible, continue with his/her work for the remaining time of the class. The decision to suspend a student from class must be documented in an incident report describing the reasons why the student has been suspended. A copy of the incident report shall be given to the parents.

## **Suspension from more than one class**

The Head of school may decide to suspend a student from one or several specific classes during a maximum period of five (5) school days, if repeated incidents occur during one day in different classes, or one isolated, but more serious incident should motivate such a suspension. This decision shall always be made by the Head of school and must be communicated in writing to the parents.

## **Detention**

The teacher may decide to detain a student after classes have ended for the day if the student has disturbed the class or acted inappropriately and has not stopped when asked repeatedly by the teacher to do so. The Head of school may decide to detain a student if the student has disturbed several classes with different teachers, or has behaved inappropriately several times during one day. During the detention, the student shall aim to finish the schoolwork that was not completed during the day due to the student's behaviour. The decision to detain a student must be documented in an incident report describing the reasons why the student has been detained. A copy of the incident report shall be given to the parents.

## **Investigation on why a student misbehaves – the preparation of an action plan**

If a student disturbs the class repeatedly and persistently, or if the student continues to act in an unacceptable way on the school premises in general, the Head of school will



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decide to investigate the matter further and make sure an action plan is prepared. The class teacher should prepare the action plan, in collaboration with the Care Team Coordinator and, whenever possible, the parents. It should contain suggested ways of action to improve the student's behaviour. The Head of school shall make sure that the school acts to help the student change his/her behaviour. The student may be invited to talk to the Care Team or the school Counsellor, and the student may receive special support in class, if the school's resources allow it.

In addition to the action points identified in the action plan, the Head of school may also decide that the student shall be put on a Daily Report system. The student's age and the nature of the behaviour must always be taken into consideration when deciding to put a student on a Daily Report.

## Daily Report system

The Daily Report system is designed to make the student aware of his/her behaviour and is aimed at improving it. The Head of school will decide for how long the student shall be put on a Daily Report, which, in any case, should not exceed two weeks of regular classes. The decision, as well as an explanation of how the daily report system works, must be communicated to the parents.

How the Daily Report System works:

The student's class teacher and the student need to do the following:

- The teacher fills in the daily report form with the student's name on the coloured front page and puts it into a plastic envelope. The student is now responsible for the report which is to be handed to each teacher at the beginning of each lesson.
- The teacher informs the student's teachers via internal email that the student is on daily report, the reason why and the duration of the daily report.



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- All staff responsible for teaching the student during the day must complete the report at the end of their lesson. Positive feedback is encouraged if at all possible.
- The student should be requested to hand in the form to the responsible teacher at the end of the day. The student is responsible for returning the report.

Once the Daily Report has been completed, the student's behaviour shall be evaluated based on the incidents duly documented during the indicated period. Depending on the outcome of the evaluation of the registered incidents, the Head of school will decide whether or not to issue a written warning to the student.

## **Relapses over time**

If the student relapses into the same kind of unacceptable behaviour before ten school weeks have passed since the completion of the Daily Report, the Head of school may issue a written warning directly without putting the student on a Daily Report again. Any relapse in unacceptable behaviour must be documented clearly in an incident report.

When deciding whether to issue a written warning, the Head of school must take into consideration the nature of the behaviour, the time that has elapsed since the Daily Report System was completed, the student's overall progress and the student's age.

## **Written warning**

A written warning shall contain information about what will happen if the student does not change his/her behaviour with immediate and lasting effect. The objective of the warning is to summarize in writing how the student needs to behave and what consequences continued misbehaviour will bring. In issuing a written warning, the school clearly states that the student's behaviour is unacceptable. The Head of school



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must invite the parents and the student to a meeting where they will be informed about the written warning and its potential consequences. In a written warning the Head of school may decide to exclude the student from school, partially or totally, for a maximum of five (5) school days.

## **Relapses over time**

If the student relapses into the same kind of unacceptable behaviour before ten school weeks have passed since the written warning was issued, the Head of school may decide to exclude the student from school, partially or totally, for a maximum duration of five (5) school days. Any relapse of unacceptable behaviour must be documented clearly in an incident report.

When deciding to exclude a student it is particularly important that the Head of school takes into account the nature of the behaviour, the time that has elapsed since the written warning was issued, the student's overall progress and the student's age.

## **Exclusion from school**

If the student's behaviour continues in a negative way after a written warning has been issued, the Head of school may decide to exclude the student from school for a maximum of five (5) school days and the parents may be required to come to school immediately to collect their child.

The decision to exclude a student must be communicated in writing to the parents and must include the reasons why the student has been excluded and how long the exclusion shall last. Considering the extraordinary measure that exclusion represents, the Head of school shall meet with the student and the parents personally when delivering the decision to exclude the student. The Head of school will decide if it is necessary to involve a Psychologist/Counsellor and/or the Care Team when issuing exclusion.



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In order to facilitate the student's return to school, the student and parents will be invited to meet with the Head of school before the student joins his/her class. The student shall be offered to talk to the Care Team or the school's Counselor.

## **A second exclusion**

If the same kind of unacceptable behavior continues after the student has returned to school before ten school weeks have passed, the Head of school will inform the School Board. The Head of school may then decide to issue a second temporary exclusion during a maximum period of five (5) school days, if deemed necessary. When deciding to exclude a student a second time, it is particularly important that the Head of school takes into account the nature of the behaviour, the time that has elapsed since the first expulsion took place, the student's overall progress and the student's age.

A student should not be excluded more than two times during one academic year. However, there are exceptions to this rule (see below).

## **Extraordinary situations – immediate exclusion**

The Head of school may decide to expel a student immediately when the occurred incident is of such nature that a swift decision is called for to guarantee a safe and study-friendly environment for the students at the school. This may be the case, for instance, if a student has committed an offence on the school premises that is of criminal or other serious nature or if the student has pronounced serious threats towards other students or teachers or the school as such. The exclusion shall not last more than necessary and in any case no more than five (5) school days, unless special circumstances motivate a longer exclusion.



## Exclusion in upper secondary classes

In the upper secondary classes, from year 11 (Gymnasiet in the Scandinavian section), the Head of school may decide to exclude a student immediately without prior steps, under the following circumstances:

1. The student cheats: the student has, unallowably, used a cell phone or a calculator during a test, or has, in any other way, tried to mislead the teacher's evaluation of his/her knowledge.
2. The student disturbs the class or prevents it from being carried out. The disturbance must be of serious nature and it must be deemed that it is necessary to exclude the student in order to stop the disturbance.
3. The student has degraded someone, regardless of whether it concerns a fellow student or a staff member of the school.
4. If the student affects the other students' safety and study friendly environment in any other way than those displayed in points 2 and 3

## Immediate Exclusion Process

When an immediate expulsion is considered, the Head of school shall make an effort to talk to the concerned student personally to allow for him/her to give his/her view of the occurred. However, a trusted member of the staff may carry out this task if the Head of school is unable to meet with the student personally. Considering that an immediate expulsion is an extraordinary measure, it is particularly important that the Head of school takes into account the nature of the incident, the student's age and the general situation at the school generated by the incident, before issuing a decision. The decision is made by the Head of school and must be documented. The Head of school should, whenever possible, deliver the decision personally to the student and the parents and may call the parents to collect the student from school immediately. If the Head of school is unable to personally meet with the student and the parents, he/she may assign this task to another trusted member of the staff.



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The duration of the exclusion should normally not exceed two school weeks, but may be longer if required to achieve a lasting improvement on the student's behaviour and/or the school environment. If the Head of school decides to exclude a student for more than two weeks, the Board must approve such a decision before two weeks have elapsed from the date of the exclusion.

## **Extraordinary long-term exclusion – temporarily and permanent**

If very special circumstances are at hand, such as when a student's behaviour is of an especially serious and recurring nature, and none of all of the adopted measures has had a positive effect on the student's behaviour, the Head of school may decide to exclude the student for the remaining part of the term, or even on a permanent basis from the school. The School Board must always formally approve the Head of school's decision to expel a student from school during the remaining part of the term, or longer, or on a permanent basis.

The Head of school's decision to expel a student for the remaining part of the term or longer or even permanently must be clearly motivated. The student's age, the nature of the behaviour and what consequences a long-term exclusion may result in for the student, must always be taken into very careful consideration before reaching such an extraordinary decision.