



## Behaviour Code of Conduct

*At ISH our vision is to develop a community of caring, compassionate, honest, open-minded global citizens who enjoy learning in critical and creative ways.*

*We strive to develop a positive sense of self and engage with our world on a local and global scale.*

International School Haarlem (ISH) strives to create, maintain and sustain a positive, supportive and caring learning environment. At ISH we foster a school culture in which all members can learn, grow and thrive in a mutually respectful, supportive and caring community. It is our aim that everyone feels valued, safe and happy in our school. At ISH, we have a number of ways that expectations of behaviour are promoted. These are not concerned solely with sanctions but place an equal emphasis on strategies for promoting positive behaviour. We take a restorative approach to behaviour; giving our children and young people the opportunity to take responsibility for their actions while reflecting and learning.

Policy Written: September 2023

First Review: September 2024

**International School Haarlem Behaviour Code of Conduct**

Our Secondary (MYP, DP, CP) Code of Conduct promotes our vision by outlining responsibilities for all members of our community under the key terms '**Ready, Respectful, Safe**'.

- *Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.*
- *Caring: We show empathy, compassion and respect.*  
–IB Learner Profile

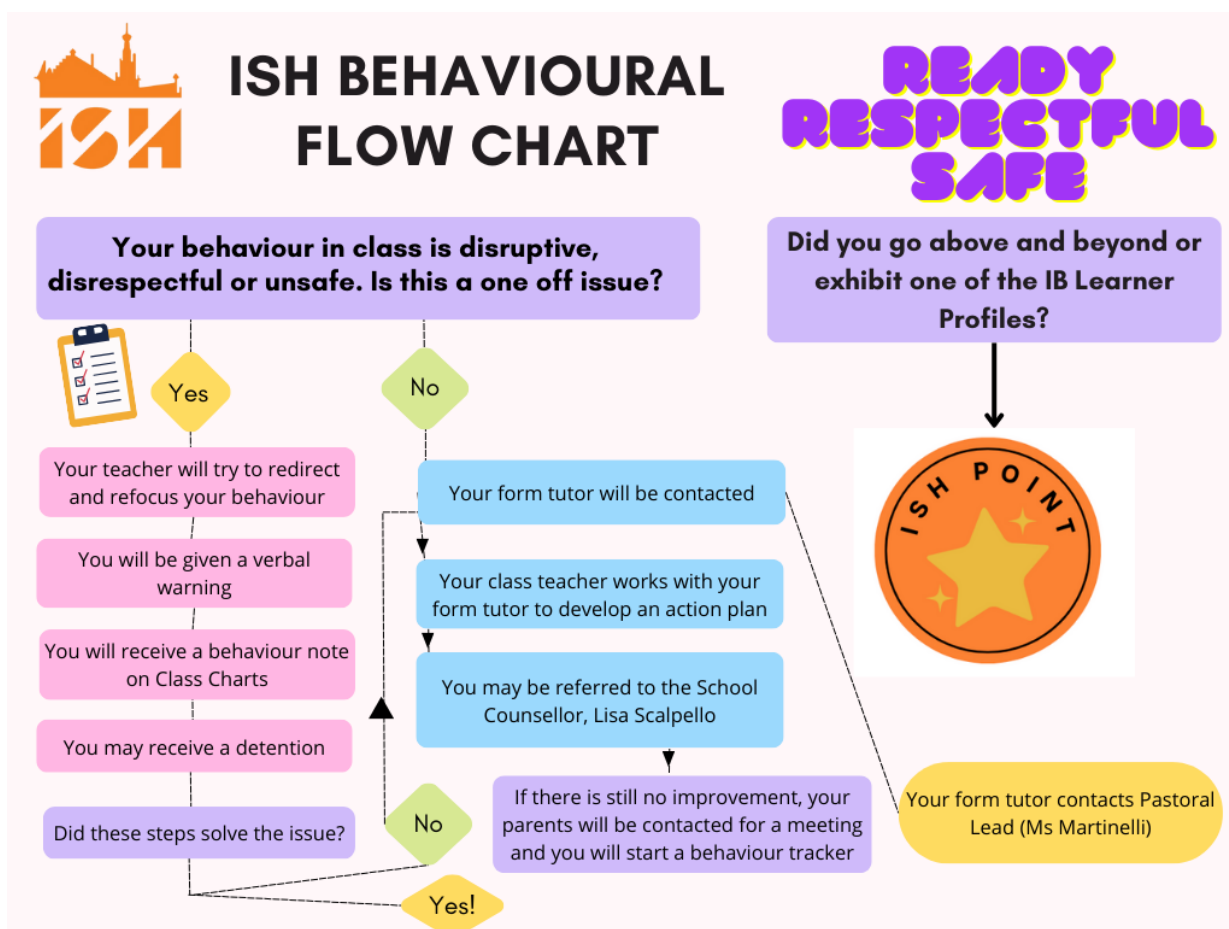
**This Code of Conduct explains:**

1. Aims of the Code of Conduct/Behaviour policy
2. Expectations and Responsibilities
3. Reinforcing a culture of positive behaviour: Positive recognition and rewards
4. Prohibited items
5. Anti-bullying
6. Consequences
7. Late protocol
8. Liaison with the Inclusion department and/ or external agencies

**1. Aims of the Code of Conduct**

- To create a culture of kindness, respect and behaviour for learning
- To help learners take responsibility for their behaviour
- To help children and young people to learn from their actions
- To promote positive relationships between all members of our community
- To promote community cohesion

2. Expectations and Responsibilities



**Ready:**

<b>Students</b>	<b>Staff</b>	<b>Parents/ Guardians</b>
Arrive at school and to lessons on time (see section below)	Start lessons in a punctual and purposeful way	Support students to arrive on time
Have all equipment ready and laptops charged	Prepare accessible resources/ equipment for use in class	Ensure that time is not taken from the school day unless for urgent or medical reasons
Complete homework or assessment deadlines as noted	Have well planned teaching programmes which promote creative and critical thinking	Provide a suitable environment for the completion of homework and study
Are prepared for school trips by bringing lunch and any necessary equipment	Ensure trips are purposeful and well- planned	Stay informed about upcoming trips via email and ManageBac and support students to have everything they need

**Respectful:**

<b>Students</b>	<b>Staff</b>	<b>Parents/Guardians</b>
Listen to teachers and each other fairly and respectfully, responding appropriately, with an open-minded approach	Treat all members of the community fairly and respectfully through active listening and an open-minded approach	Engage with members of our community with respect, openness, and an awareness of culture/cultural differences
Treat peers in the same way they wish to be treated according to the Student Handbook and the Code of Conduct	Address misconduct and report this in the proper way according to policy	Support school vision and policy
Handle school resources and equipment with due care and respect the property of others	Are explicit and clear in classroom expectations to ensure a safe learning environment,	Raise concerns where necessary in a constructive way

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Are respectful when interacting with members of the public and environment during school trips, ensuring school rules are followed whilst on trips	Provide clear expectations for appropriate respectful behaviour during school trips	Reiterate and model respectful behaviour whilst interacting the local community
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### Safe:

<b>Students</b>	<b>Staff</b>	<b>Parents/ Guardians</b>
Report feelings of unsafety: if you are made to feel unsafe by a member of the community, report this to a trusted adult as soon as possible (see Well-being policy/ antibullying)	Set clear classroom expectations which create a safe learning environment for all students	Inform school of any difficulties or issues their child is dealing with in a constructive way and work as a team in action and support
Are honest and caring towards others in the school community	Promote positive self-esteem and self-discipline with care and consistency	Support school in matters of care, academic guidance and behaviour
Comply with classroom / school expectations	Recognise that they are role models for safe behaviour	Attend information sessions and update themselves with school policy and practice.
Comply with expectations set out by the teacher on the school trip and remember that school rules apply on trips the same as in school	Set clear expectations for out of school environments  Be well prepared for any potential risk including bringing a school phone, having a car on site, class lists and a stocked first aid kit  Clear guidance for all members of staff regarding logistics and planning	Support the expectations of behaviour on trips, including collecting your young person from residential if necessary.

### 3. Reinforcing a culture of positive behaviour: Positive recognition and rewards

At ISH we recognise that promoting good behaviour leads to a culture of kindness and cooperation. We seek to value conduct that falls in line with our vision as well as that which embodies IB Learner profile values. We encourage all members of our community to make positive choices. Positive behaviour requires the commitment of all members of our community of our community; students, parents and staff to act with consistency and integrity.

#### ISH Values and ISH Points

The foundation of our positive behaviour model is drawn from the 10 attributes of the IB Learner Profile.

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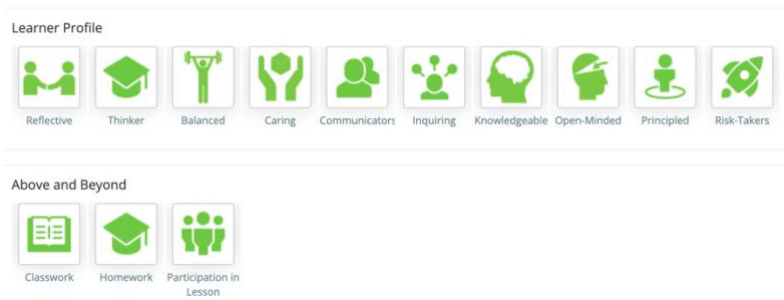
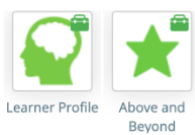
As IB learners we strive to be:

- Inquirers

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- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

ISH points are awarded to a student when one or more of the IB Learner Profile attributes are evidenced in daily interactions and learning. ISH points may also be awarded for being on task, homework success or positive classwork and participation.



ISH points are posted on Class Charts by the member of staff who awards the point. Points are collected as an individual but contribute to a collective class total. Several times in the school year, the individuals in each class who have been awarded the most ISH points are recognised in a school celebration assembly. The class in MYP 1-3 and the class in MYP 4-DP2 who have the most ISH points are also celebrated at these times.

Another way we promote and celebrate positive behaviour is through the ISH postcard award option. In particularly noteworthy circumstances a teacher may write a 'You are brilliant' postcard to a student celebrating their actions and behaviour. The postcard is posted to the student's home.

### Class Charts for Parents

Parents can access Class Charts via the Class Charts Parent App so you can keep up to date with your young person's behaviour and successes at home. If you would like to have access to Class Charts, please email your young person's form tutor to receive the log in guide and parent access code.

#### 4. Prohibited Items

- No dangerous items or (toy) weapons are allowed.
- No alcohol or illegal drugs are allowed anywhere on school grounds. There is no smoking anywhere on school grounds. That includes during break and lunch time and on school trips.
- No chewing gum or lollipops are allowed.
- You may bring your mobile phone to school, but it needs to be off and in your locker for the entire school day, including break and lunch time. If for some reason you need to call your family, please see Ms. Viviënne or Ms. Karin at the front desk. No mobile devices are allowed during the school day. We have a “See it, Hear It, Lose It” policy.
- You cannot take photos, videos or voice recordings anywhere in school, unless it is specifically for a class, and you do it with permission of your teacher using a school device. Apple Watches should be set to Airplane mode.

The above rules are designed to keep everyone in our community safe. Therefore, violating any of these rules will result in an automatic detention or further possible consequences such as suspension or expulsion.

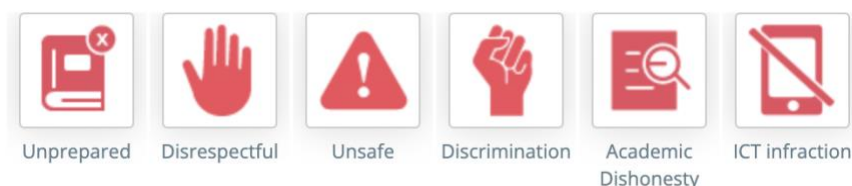
#### 5. Anti-bullying

Please see the Well-Being and Safeguarding protocol (point 4)

#### 6. Consequences

At ISH we recognise that poor attitudes to learning, low level disruption and disrespect threaten the right of young people *to an effective and safe education* (UNCRC). In order to protect the rights of our students and maintain a healthy learning environment, the steps below list consequences where behaviour falls outside of our ‘Ready, Respectful, Safe’ expectations.

Behaviour notes are defined in the following categories as listed on Class Charts:



In the first place, incidences of low-level disruption are dealt with through **re-direction** attempts from the member of staff. This may look like an acknowledgment of behaviour and need for change, a change in pace of the lesson, some time out (of the classroom) or a collective class reset. If this is not effective in changing behaviours, the following steps are taken:

1. **Caution:** reminder of expectation/ responsibility, caution of behaviour note and the WHY. Ideas for individual corrective strategies (change seats, movement, offer of repeated instructions etc.) where possible. Personal approach. Based on the student making the right choice.
2. **Issue behaviour note:** and explanation of this verbally and in Class Charts



3. **Lunch detention:** 3 behaviour notes in a week raises a behaviour event which leads to a lunchtime detention. These are held on Tuesday and Thursday (13.20- 13.35).
4. **Afterschool detention:** 2x lunchtime detentions in a week or consistent repeated pattern of lunchtime detentions over two weeks lead to an afterschool detention. Afterschool detentions are also issued for ICT violations, more serious behavioural issues and fighting. These are held on Monday and Friday 15.50-16.20. If the incident is deemed to be of a more serious nature, for example repeated patterns of lateness without significant improvement or offensive language, the detention length may be extended to one hour. This is at the discretion of the teacher. Parents are informed.
5. **Formal behaviour review:** Where students have consecutive weeks with afterschool detentions or a repeated pattern of negative behaviour, parents and students are invited to school for a formal meeting with pastoral lead and form tutor and, in some cases, are joined by a member of SLT. Targets are planned together and tracked over an agreed time.
6. **In-school suspension:** where a student has put others in intentional danger, for example, through fighting or online targeting, a student may receive an in-school suspension. During this time, the student will lose their free time and spend break and lunch time in a supervised room. They can still eat their snack and lunch but will not be able to spend this time socialising or playing with their peers. Suspension may also occur when progress and change in behaviour is not seen following a formal meeting and agreement with pastoral lead/SLT.
7. **Out of school suspension:** where a student has put others in significant danger or in the case of a severe breach of the code of conduct, a student may be suspended from school for a short period of time. Suspension may also occur when progress and change in behaviour is not seen following formal meetings, agreements, and repeated intervention for change. Suspension takes place when the Heads of School are in agreement and the school board has given consent.
8. **Exclusion:** placement of the student in another school or learning programme. This a very severe and last step and one which is never an instant decision. In the case of exclusion severe negative behaviour must be prolonged without change and evidence of school, student, parent and external agencies in partnership to attempt change prior to this step must be submitted. Please see further notes below.

#### **Further notes on suspension and exclusion:**

Schools are allowed to suspend for a maximum of one week and must contact the Dutch Inspectorate for Education if the suspension is planned for more than one day.

The Head (s) of School inform parent(s) and student in writing about the suspension or exclusion. The letter/email informs them about the reason and period of the suspension or exclusion.

Parents and students will also be informed about the way they can object to the school's decision.

The school is also obliged to report the exclusion of a student to the Dutch Inspectorate for Education.

#### **Further notes on behaviour:**

There are some expectations which can lead to an instant behaviour note e.g missed homework and not being ready for class. These behaviours do not carry a caution before a behaviour note is issued.

If a student breaks a rule set by other policies and contracts e.g the ICT contract or no phones in school, this leads to an automatic afterschool detention and has a designated icon in Class Charts. Please see the ICT policy and contract for further details of ICT violation.

In cases where a behaviour note is given, the student will know through personal communication with the teacher or through Class Charts why the note was given. We recognise that restorative conversations are a positive way of helping students to adapt or change behaviours. We endeavour to hold these on a personal level and through detention.

It should be noted that professional judgement is highly valued, and teachers are trusted in their problem-solving expertise. Staff are encouraged to problem solve in order to manage behaviour because every expectation of how to be ready, respectful and safe cannot be listed in a Code of Conduct document. This would lead to a lengthy and incoherent document.

A member of staff may wish to ask a student to meet with them for a short amount of time (10 mins) during lunch or afterschool for a restorative conversation or to explore missed work. Teachers can use their discretion to do this. This is not logged in Class Charts as it is part of a positive attempt to work with the student and does not carry negative recognition.

Teachers may also use discretion to set an immediate afterschool detention. This is noted in Class Charts with the reason for the detention. In this case the teacher who gives the detention also informs the parents.

### 6. Lateness

Persistent lateness, without valid reason, is disruptive to learning. This has a negative impact on the late student, other students and the teacher. For this reason, there is a lateness protocol at ISH. Please see the ISH Secondary late protocol.

### 7. Liaison with the inclusion department or external agencies

Some students present with behavioural challenges which may be indicative of a wider difficulty or barrier to learning. The Inclusion policy outlines how these students may be referred to the Inclusion department for advice. It may be decided that the student should be offered an evaluation by an external agency such as a school psychiatrist. An individual action plan for the student will be created in this case which includes advice for behaviour strategies.

**We have developed this document as a Code of Conduct and contract between the school and the students and families of the ISH community.**

The ISH Behaviour Code of Conduct is reviewed annually by SLT together with the welfare team and representatives from staff and student community. Edits or additions are presented to the wider staff, students and the participation council (Medezeggenschapsraad; MR).

Comments or questions about the Behaviour Code of Conduct should be directed to:

**Danni Martinelli, Secondary Pastoral Lead**

[Daniela.martinelli@internationalschoolhaarlem.nl](mailto:Daniela.martinelli@internationalschoolhaarlem.nl)

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**Hannah Mansbridge, Head of School**

[Hannah.mansbridge@internationalschoolhaarlem.nl](mailto:Hannah.mansbridge@internationalschoolhaarlem.nl)

**Reference material:**

IB – International Baccalaureate [www.ibo.org](http://www.ibo.org)

UNRCR- United Nations Convention on Rights of the Child [www.unicef.org](http://www.unicef.org)







