

Whole-School Expectations of Student Behaviour and Sanctions for non-compliance 2016-2017

	Primary Years	Middle Years	Diploma Programme
Dress Code	<p>Students must come to school dressed in the school uniform.</p> <p>Uniform: Students are expected to wear the school uniform which consists of a blue polo shirt and a royal blue sweatshirt/hooded top (KDG to G6). Dark blue or black shorts, trousers or skirts or tidy jeans (no holes or ripped jeans allowed) can be worn on the lower half. No hats or headscarves are to be worn inside the school, except for religious purposes. We encourage students to wear hats outside on hot, sunny days.</p> <p>Shorts: students can wear shorts to school during the hot weather but they should be dark/blue.</p> <p>Shorts and skirts should also be of an appropriate length even with leggings underneath. Hot pants are not appropriate in the school setting.</p> <p><i>Students who come to school dressed inappropriately may be sent home to change (or their parents will be asked to take them home to change) but no other sanctions are imposed.</i></p>	<p>Students must come to school dressed in school uniform in accordance with the school policy.</p> <p>Uniform: Students are expected to wear the school uniform which consists of a blue polo shirt and a royal blue sweatshirt/hooded top (G7 to G9) and a white polo shirt and a dark blue sweatshirt/hooded top (G10-11). Dark blue or black shorts, trousers or skirts or tidy jeans (no holes or ripped jeans allowed) can be worn on the lower half. No hats or headscarves are to be worn inside the school, except for religious purposes. We encourage students to wear hats outside on hot, sunny days.</p> <p>Shorts: students can wear shorts to school during the hot weather but they should be dark/blue.</p> <p>Shorts and skirts should also be of an appropriate length even with leggings underneath. Hot pants are not appropriate in the school setting.</p> <p><i>Students who come to school dressed inappropriately may be sent home to change (or their parents will be asked to take them home to change) but no other sanctions are imposed.</i></p>	<p>Grades 12-13: dress code is casual/smart - no uniform. T shirts are not acceptable, however polo type shirts with collar, shirts and blouses are. Tidy jeans are acceptable. Shorts and skirts should be of an appropriate length (mid-thigh), even with leggings underneath. Inappropriate items include ripped jeans, T shirts, items with low tops or revealing midriiffs or underwear, beach attire or anything potentially offensive.</p> <p><i>Students who come to school dressed inappropriately may be sent home to change (or their parents will be asked to take them home to change) but no other sanctions are imposed.</i></p>
Items Not Allowed in School	<p>Students must not bring fireworks, knives, dangerous toys or imitation weapons to school. Electronic games and MP3 players must not be used during the school day.</p> <p><i>Sanctions at the School Manager's discretion</i></p>	<p>Students must not bring fireworks, knives, dangerous toys or imitation weapons to school. The automatic sanction is suspension.</p> <p><i>Possession of real weapons will result in expulsion.</i></p> <p>Electronic games and MP3 players must not be used during the school day.</p> <p><i>Sanctions at the School Manager's discretion.</i></p>	<p>Students must not bring fireworks, knives, dangerous toys or imitation weapons to school. The automatic sanction is suspension.</p> <p><i>Possession of real weapons will result in expulsion.</i></p> <p>Electronic games and MP3 players must not be used during the school day.</p> <p><i>Sanctions at the School Manager's discretion.</i></p>
Chewing gum	<p>Chewing gum is not permitted in school.</p>	<p>Chewing gum is not permitted in school.</p>	<p>Chewing gum is not permitted in school.</p>

	<i>Sanctions at the discretion of staff and School Manager</i>	<i>Sanctions at the discretion of staff and School Manager</i>	<i>Sanctions at the discretion of staff and School Manager</i>
Mobile Telephones	<p>Mobile phones are not permitted in school except with prior permission from the School Manager.</p> <p>If a student has permission to have their phone in school it must not be turned on during the school day.</p> <p><i>Students who bring in their phone without permission or have it on during the school day will have it confiscated until the end of month</i></p>	<p>Mobile phones are not permitted in school except with prior permission from the School Manager.</p> <p>If a student has permission to have their phone in school it must not be turned on during the school day.</p> <p><i>Students who bring in their phone without permission or have it on during the school day will have it confiscated until the end of month</i></p>	<p>Mobile phones must be turned off during the school day in all public spaces (including classrooms) with the only exception being that Grades 12-13 may briefly use mobile phones in the Diploma Lounge if necessary but should ensure they do not disturb other students who may be studying.</p> <p><i>Sanction: confiscation to the end of the school day or longer for repeated cases.</i></p>
Punctuality (Lessons)	<p>Learning at the International School of Modena is very interactive, requiring the participation and interaction of the students with each other and with the teachers. This is adversely affected when a child is late – not only for that child in particular but for the dynamics of the whole class.</p> <p><i>At teacher's discretion</i></p>	<p>Learning at the International School of Modena is very interactive, requiring the participation and interaction of the students with each other and with the teachers. This is adversely affected when a child is late – not only for that child in particular but for the dynamics of the whole class.</p> <p><i>Students who arrive more than five minutes after the rest of the class without a note from a teacher explaining the lateness will be given a short detention, usually double the amount of time they were late for. Persistent lateness to lessons should be reported to the MYP Coordinator.</i></p>	<p>Learning at the International School of Modena is very interactive, requiring the participation and interaction of the students with each other and with the teachers. This is adversely affected when a child is late– not only for that child in particular but for the dynamics of the whole class.</p> <p><i>Students who arrive more than five minutes after the rest of the class without a note from a teacher explaining the lateness will be given a short detention, usually double the amount of time they were late for. Persistent lateness to lessons should be reported to the DP Coordinator.</i></p>
Punctuality (School)	<p>As above.</p> <p><i>At Coordinator's discretion</i></p>	<p>As above.</p> <p><i>Students arriving late to school (after the register has been taken) will be given a detention. Further lateness in the same week will lead to additional, longer detentions. Lunchtime detention will held in the designated detention room, after school detention with the MYP Coordinator or School Manager. A record will be kept of late arrival detentions.</i></p> <p><i>1st late-morning break detention</i></p> <p><i>2nd late-lunchtime detention</i></p> <p><i>3rd late-after school detention</i></p>	<p>As above.</p> <p><i>Students arriving late to school (after the register has been taken) will be given a detention. Further lateness in the same week will lead to additional, longer detentions. Lunchtime detention will held in the designated detention room, after school detention with the DP Coordinator or School Manager. A record will be kept of late arrival detentions.</i></p> <p><i>1st late-morning break detention</i></p> <p><i>2nd late-lunchtime detention</i></p> <p><i>3rd late-after school detention</i></p>
Attendance	<p>Learning at the International School of Modena is very interactive, requiring the participation and interaction of the students with each other and with the teachers. This is adversely affected when a child is absent – not only for that child in particular but for the dynamics of the whole class.</p> <p>Teachers are required to take the official school register at the start of morning and afternoon sessions. Parents are requested to notify the school</p>	<p>Learning at the International School of Modena is very interactive, requiring the participation and interaction of the students with each other and with the teachers. This is adversely affected when a child is absent – not only for that child in particular but for the dynamics of the whole class.</p> <p>Teachers are required to take the official school register at the start of morning and afternoon sessions. Parents</p>	<p>Learning at the International School of Modena is very interactive, requiring the participation and interaction of the students with each other and with the teachers. This is adversely affected when a child is absent – not only for that child in particular but for the dynamics of the whole class.</p> <p>Teachers are required to take the official school register at the start of morning and afternoon sessions. Parents are requested to notify the school office before 8.30, by phone or</p>

	<p>office before 8.30, by phone or email, if a student will be absent, and follow this up with the absence slip on the child's return to school. The school office will telephone parents to verify that unexplained absences are legitimate.</p> <p><i>Sanctions for unauthorised absence-at School Manager's discretion.</i></p>	<p>are requested to notify the school office before 8.30, by phone or email, if a student will be absent, and follow this up with the absence slip on the child's return to school. The school office will telephone parents to verify that unexplained absences are legitimate.</p> <p><i>Sanction for unauthorised absence-at School Manager's discretion.</i></p> <p><i>Sanction for truancy, either of full school day or individual lessons-suspension.</i></p>	<p>email, if a student will be absent, and follow this up with the absence slip on the child's return to school. The school office will telephone parents to verify that unexplained absences are legitimate.</p> <p><i>Sanction for unauthorised absence-at School Manager's discretion.</i></p> <p><i>Sanction for truancy, either of full school day or individual lessons-suspension.</i></p>
Fighting	<p>All students are expected to behave in a respectful manner towards each other and to resolve differences in accordance with the school's Core Values.</p> <p><i>At School Manager's discretion, with suspension as a possible sanction for particular cases.</i></p>	<p>All students are expected to behave in a respectful manner towards each other and to resolve differences in accordance with the school's Core Values.</p> <p><i>Students will be dealt with at the School Manager's discretion, with suspension as a possible sanction for particular cases.</i></p>	<p>All students are expected to behave in a respectful manner towards each other and to resolve differences in accordance with the school's Core Values.</p> <p><i>Students will be dealt with at the School Manager's discretion, with suspension as a possible sanction for particular cases.</i></p>
Damage to School and Personal Belongings	<p>Students should demonstrate respect for the belongings of the school and other students, as well as their own.</p> <p><i>Any student who causes damage to their own or other's property will be dealt with at the School Manager's discretion, with suspension as a possible sanction for particular cases.</i></p>	<p>Students should demonstrate respect for the belongings of the school and other students, as well as their own.</p> <p><i>Any student who causes damage to their own or other's property will be dealt with at the School Manager's discretion, with suspension as a possible sanction for particular cases.</i></p>	<p>Students should demonstrate respect for the belongings of the school and other students, as well as their own.</p> <p><i>Any student who causes damage to their own or other's property will be dealt with at the School Manager's discretion, with suspension as a possible sanction for particular cases.</i></p>
Graffiti	<p>Students should demonstrate respect for the belongings of the school and other students, as well as their own.</p> <p><i>Any student found to be writing graffiti on school property will be dealt with at School Manager's discretion.</i></p>	<p>Students should demonstrate respect for the belongings of the school and other students, as well as their own.</p> <p><i>Any student found to be writing graffiti on school property will be dealt with at School Manager's discretion and made to pay for damages.</i></p>	<p>Students should demonstrate respect for the belongings of the school and other students, as well as their own.</p> <p><i>Any student found to be writing graffiti on school property will be dealt with at School Manager's discretion and made to pay for damages.</i></p>
Bullying	<p>Please see the school's Anti-Bullying Policy.</p> <p><i>Incidents of bullying will be dealt with at the School Manager's discretion. Suspension may be applied for particular incidents.</i></p>	<p>Please see the school's Anti-Bullying Policy and students' Rights and Responsibilities'</p> <p><i>Incidents of bullying will be dealt with at the School Manager's discretion. Suspension may be applied for particular incidents.</i></p>	<p>Please see the school's Anti-Bullying Policy and students' Rights and Responsibilities'</p> <p><i>Incidents of bullying will be dealt with at the School Manager's discretion. Suspension may be applied for particular incidents.</i></p>
Racism	<p>The school nurtures an environment of international mindedness and as such any form of racism will not be tolerated in any instance within the school.</p> <p><i>Anyone being racist in any way will face immediate suspension from school.</i></p>	<p>The school nurtures an environment of international mindedness and as such any form of racism will not be tolerated in any instance within the school.</p> <p><i>Anyone being racist in any way will face immediate suspension from school.</i></p>	<p>The school nurtures an environment of international mindedness and as such any form of racism will not be tolerated in any instance within the school.</p> <p><i>Anyone being racist in any way will face immediate suspension from school.</i></p>
Theft	<p>All members of the school community are</p>	<p>All members of the school community are encouraged</p>	<p>All members of the school community are encouraged to</p>

	<p>encouraged to be honest and trustworthy therefore taking objects that do not belong to them and without authority is seen to be stealing.</p> <p><i>Any deliberate acts of theft will be dealt with at the School Manager's discretion. Suspension may be applied for particular or repeated incidents.</i></p>	<p>to be honest and trustworthy therefore taking objects that do not belong to them and without authority is seen to be stealing.</p> <p><i>Any deliberate acts of theft will be dealt with at the School Manager's discretion. Suspension may be applied for particular or repeated incidents.</i></p>	<p>be honest and trustworthy therefore taking objects that do not belong to them and without authority is seen to be stealing.</p> <p><i>Any deliberate acts of theft will face immediate suspension from school.</i></p>
Publication of Damaging Information	<p>Students should not publish anything that may bring the school into disrepute, including comments on social networking sites.</p> <p><i>Students may be suspended or expelled for a single offence if they bring the school into disrepute by circulating in written, printed or electronic formats anything which could be damaging to the ISM, its teachers or its students or to anyone associated with the school community.</i></p>	<p>Students should not publish anything that may bring the school into disrepute, including comments on social networking sites.</p> <p><i>Students may be suspended or expelled for a single offence if they bring the school into disrepute by circulating in written, printed or electronic formats anything which could be damaging to the ISM, its teachers or its students or to anyone associated with the school community.</i></p>	<p>Students should not publish anything that may bring the school into disrepute, including comments on social networking sites.</p> <p><i>Students may be suspended or expelled for a single offence if they bring the school into disrepute by circulating in written, printed or electronic formats anything which could be damaging to the ISM, its teachers or its students or to anyone associated with the school community.</i></p>
Misuse of Technology	<p>Students should not use school technology or their own devices including ipads when in school for any inappropriate reason, for example, to download inappropriate files or programs, send offensive emails from the school system or tamper with the network.</p> <p><i>Incidents will be dealt with on an individual basis at the School Manager's discretion. In serious cases students may be given a suspension.</i></p>	<p>Students should not use school technology or their own devices when in school for any inappropriate reason, for example, to download inappropriate files or programs, send offensive emails from the school system or tamper with the network.</p> <p><i>Sanctions will depend on the severity of the incident but could lead to suspension and possible expulsion in serious cases.</i></p>	<p>Students should not use school technology or their own devices when in school for any inappropriate reason, for example, to download inappropriate files or programs, send offensive emails from the school system or tamper with the network.</p> <p><i>Sanctions will depend on the severity of the incident but could lead to suspension and possible expulsion in serious cases.</i></p>
Swearing and Bad Language	<p>The use of swearing and bad language, in any language, is not acceptable within the school where students should be demonstrating kindness and respect to one another.</p> <p><i>Anyone using bad language will be immediately reprimanded.</i></p> <p><i>The member of staff will evaluate the context of the use of bad language and if he/she deems that it was directed at someone, severe or deliberate will pass the incident upwards to the Coordinator or School Manager as appropriate who will deal with at her discretion.</i></p>	<p>The use of swearing and bad language, in any language, is not acceptable within the school where students should be demonstrating kindness and respect to one another.</p> <p><i>Anyone using bad language will be immediately reprimanded.</i></p> <p><i>The member of staff will evaluate the context of the use of bad language and if he/she deems that it was directed at someone, severe or deliberate will pass the incident upwards to the Coordinator or School Manager as appropriate who will deal with at her discretion.</i></p>	<p>The use of swearing and bad language, in any language is not acceptable within the school where students should be demonstrating kindness and respect to one another.</p> <p><i>Anyone using bad language will be immediately reprimanded. The member of staff will evaluate the context of the use of bad language and if he/she deems that it was directed at someone, severe or deliberate will pass the incident upwards to the Coordinator or School Manager as appropriate who will deal with at her discretion.</i></p>
Plagiarism and Copying	<i>Refer to school's Academic Honesty policy</i>	<i>Refer to school's Academic Honesty policy</i>	<i>Refer to school's Academic Honesty policy</i>

Suspensions, Revocation and Expulsion	Students may be expelled from ISM following 3 suspensions but this outcome is not an automatic consequence. Moreover, at the School Manager's discretion it is possible for students to have suspensions revoked following an extended period of positive involvement in school life during which they have set a good example to others.	Students may be expelled after incurring 3 suspensions but this is not an automatic consequence. It is possible for suspensions to be revoked following an extended period of positive involvement in school life during which students have set a good example to others. Each September, the Middle staff consider the cases of students who have a suspension on record and they may vote to ask the School Manager to revoke one of the suspensions following positive involvement in school over a period of at least 6 months	Students may be expelled after incurring 3 suspensions but this is not an automatic consequence. It is possible for suspensions to be revoked following an extended period of positive involvement in school life during which students have set a good example to others. The DP Coordinator will consider the cases of students who have a suspension on record and may ask the School Manager to revoke one of the suspensions following positive involvement in school over a period of at least 4 months.
Long Periods of Absence	When a student is absent for at least 35 days in the school year, for any reason, then the school may require the student to repeat the class. The final decision will be based on overall attainment and will be irrevocable.	When a student is absent for at least 35 days in the school year, for any reason, then the school may require the student to repeat the class. The final decision will be based on overall attainment and will be irrevocable.	When a student is absent for at least 35 days in the school year for any reason, then the school may require the student to repeat the year. In IB Diploma courses teachers may award a zero grade (failure) for 18 days of absence during the school year.
Drugs and Substances	Students should not bring any illegal substances into school. <i>Any student who brings illegal substances to school or to any school event will be expelled without recourse.</i>	Students should not bring any illegal substances into school. <i>Any student who brings illegal substances to school or to any school event will be expelled without recourse.</i>	Students should not bring any illegal substances into school. <i>Any student who brings illegal substances to school or to any school event will be expelled without recourse.</i>
Smoking & Alcohol	Smoking and drinking alcohol are not permitted either within school, at school events or on school trips. <i>Smoking or drinking in school/on school trips will result in suspension in all cases.</i> <i>Smoking or drinking alcohol within the vicinity of the school or whilst in uniform will result in suspension.</i>	Smoking and drinking alcohol are not permitted either within school, at school events or on school trips. <i>Smoking or drinking in school/on school trips will result in suspension in all cases.</i> <i>Smoking or drinking alcohol within the vicinity of the school or whilst in uniform will result in suspension.</i>	Smoking and drinking alcohol are not permitted either within school, at school events or on school trips. <i>Smoking or drinking in school/on school trips will result in suspension in all cases. Smoking or drinking alcohol within the vicinity of the school or whilst representing the school, for example during CAS activities, will result in suspension.</i>
Public Displays of Affection	Displays of affection in Primary Years is natural, but students may need help to learn what is acceptable and appropriate. <i>If required, students will be gently guided by staff to help them to learn and understand the appropriate boundaries.</i>	As students move through puberty appropriate displays of affection can change. Students will be helped to understand this in their work in PSE. Within school, affection which is appropriate to a platonic friendship is acceptable. Students should not engage in overly romantic or sexualized displays of affection. <i>Staff may ask students to cease a display of affection which they consider inappropriate, and help the students to understand why they have made this request. If a student persists with displays of affection which are considered inappropriate the Coordinator or School Manager will call a meeting with parents.</i>	In terms of displays of affection, students aged 16 upwards should behave similarly to adults within a workplace environment. This means affection which is appropriate to a platonic friendship is acceptable. Students should not engage in overly romantic or sexualized displays of affection. <i>Staff may ask students to cease a display of affection which they consider inappropriate. If a student persists with displays of affection which are considered inappropriate the Coordinator or School Manager will call a meeting with parents.</i>