



Access International Academy Ningbo
宁波爱学国际学校

Behavior and Discipline Policy

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Intelligence + Character = True Education

This policy guides the expectations for the use of school computers, devices, personal electronic devices, school internet and networks, and all forms of digital communications.

1. Introduction

Access International Academy Ningbo is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

2. Responsibilities

Students (persons enrolled in grades K-12) have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
4. Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Know and support the school rules and policies and work within the existing structure of the school to address concerns.
7. Advocate for your child(ren) and take an active role in the school community.
8. Attend your child(ren)'s parent/teacher conferences.

Educators have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behaviour management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
3. Cooperate and schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioural problems. Make every effort to accommodate families whose work schedules,

access to transportation, or distance from school limits their ability to meet or participate.

4. Keep parents informed of their students' challenges, effort, and success.
5. Encourage students to participate in classroom, extracurricular, and other school-related activities.
6. Know and enforce the rules and policies consistently, fairly, and equitably.
7. Participate in formulating rules and procedures and other learning and developmental opportunities in the school.

3. Code of Conduct

The AIAN Code of Conduct states that students must:

- 1) Follow the instructions of teachers and others in authority,
- 2) Behave in a safe, polite, and courteous manner,
- 3) Show respect for the rights and beliefs of others,
- 4) Care for the property of the school, others, and the environment, and
- 5) Always be honest and use acceptable language.

The Code of Student Conduct applies before, during, and after school and whenever student is engaged in a school-related activity. Each student is expected to follow the Code of Conduct:

- At school, meaning in a classroom, elsewhere on the school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether it is held on the school premises or not,
- When conduct has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of others, including AIAN students and staff, and
- When using school telecommunications networks, devices, accounts, or other school services.

4. Infractions and Violations of the Behavior and Discipline Policy

AIAN may modify the following violation levels and definitions to meet local needs and policies.

1. **Bullying:** A student will not engage in bullying any student for any reason in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.
 - a) "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of AIAN.
 - b) "Bullying" means any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable

person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- i. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
- ii. Adversely affecting the ability of a pupil to participate in or benefit from AIAN's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- iii. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- iv. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. **Use of Inappropriate Language:** Language is powerful. Our words convey our impressions, attitudes, and worldview. Language not only reflects, but also shapes, the way that we think. And every language has words that are taboo. As an international school, students come from all over the world, and the language environment is complex. It shows that the correct use of language is particularly important.

What is a "bad word"?

The term "bad word" is also used to demarcate a host of curse words, from the mildly inappropriate to the irreverent and deeply profane. We also use the term "bad word" to pick out terms that are sanctioned simply because of what they refer to: taboo human acts, impolite biological processes and items that people find disgusting.

No matter what language bad words you use, the only consequence is to hurt other's feelings.

And if you get into the habit of swearing, it will have a great personal impact on entering the society in the future. For example, swearing has become a habit, and you will not have a good impression of other people's attitude towards you. Communication with others will not be convenient. Form the subjective consciousness of poor personal cultivation and reputation to others.

Swearing often affects the improvement of language expression ability (for example, when you are excited or need to express something correctly, you can't express it with correct written meaning, and you can only use swearing instead).

3. **Defacement of Property:** A student will not wilfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

4. **Destruction of Property:** A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.
5. **Disorderly Conduct:** A student will not knowingly harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behaviour is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
6. **Failure to Serve Assigned Detention:** A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified. Notification needs to be confirmed. Alternative consequences could be approved by school administrators for students who lack transportation. A student who fails to serve detention without pre-approval will be required to make up the full detention at a later time and may be given additional consequences at the discretion of the appropriate teacher or staff member.
7. **False Identification:** A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.
8. **Fighting:** A student will not physically fight with another person. Self-defence or defence of others may be taken into account in determining whether this provision has been violated.
9. **Forgery:** A student will not sign the name of another person for the purpose of defrauding school personnel.
10. **Fraud:** A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.
11. **Gambling:** A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
12. **Harassment / Intimidation:** A student will not engage in or participate in any behaviour that is included in the definition of harassment or intimidation. "Harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act.

13. **Hazing:** A student will not engage in or participate in any behaviour that is included in the definition of hazing.
- a) "Hazing" means "an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization."
 - b) "Organization" means "a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution."
14. **Cheating / Academic Misconduct:** A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.
15. **Inappropriate Dress and Grooming:** Please refer to the School Uniform Policy.
16. **Inappropriate Use of Electronic Communication Devices:** Please refer to the Mobile Device Policy.
17. **Insubordination / Unruly Conduct:** A student will not wilfully ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location when instructed by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.
18. **Leaving School without Permission:** A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
19. **Loitering:** A student will not remain or linger on school campus without a legitimate purpose and/or without proper authority.
20. **Possession of Inappropriate Personal Property:** A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including, but not limited to, pornographic or obscene material, laser lights, or personal entertainment devices. Certain devices may be permitted for health or other reasons, if approved by the administration.

21. **Profanity and/or Obscenity toward Students:** A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any other student.
22. **Profanity and/or Obscenity Toward Staff:** A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any AIAN staff members or adult volunteers.
23. **Sexual Harassment (Level 1):** A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.
24. **Sexual Harassment (Level 2):** A student will not make unwelcome sexual advances, request sexual favours or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, AIAN personnel, or adult volunteers.
25. **Smoking:** A student will not smoke or use e-smoking devices, use tobacco or alternative cigarette options, or possess any substance containing tobacco or nicotine in any area under the control of a school district, including all activities or events supervised AIAN.
26. **Threat / Coercion:** A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.
27. **Theft or Possession of Stolen Property:** A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less which does not belong to the student.

5. Procedures for Policy Infractions and Violations

In any case of infraction and/or violation of this policy, the level of severity may be considered when administering consequences. In general, the following process may be used as a guideline:

1. First time of misconduct, a student will be reminded by the teacher or staff member and needs to correct the conduct as soon as possible.
2. Second time of misconduct, a student will be given detention and the Vice Principal will be informed. The student may be asked to assist for a teacher during lunch recess, or to come to school earlier to greet other students and assist the nurse in completing the daily morning health check.
3. Third time of misconduct, a student's parents will be informed, and detention may be given for an extended period (e.g. one week). The Vice Principal may recommend further action.

4. After several instances of misconduct, AIAN will consider suspending the student. The length of suspension will depend on the degree of violation of the student as determined by the Head of School in cooperation with others on the Leadership Team.

**All misconducts should be recorded by the teacher or staff member and shared with the Vice Principal via email.*

6. Suspension and Expulsion for Student Misconduct

In-school suspension may be considered for any student committing an act of gross misconduct and/or disobedience. Out-of-school suspension and/or expulsion may be considered for any student who poses a continuing danger to persons or property or is an ongoing threat of disruption to the educational process or both. The Head of School has the authority to suspend or expel a student. Suspensions may be either in school or out of school (or a combination of these), but out-of-school suspensions shall not exceed ten (10) consecutive school days for a single incident.

Specific Procedures for Out-of-School Suspensions

Out-of-school suspensions procedures include the following:

1. A conference among relevant staff, parents and the student will be held during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. The Head of School will send parents a written notice of the suspension which includes the following information:
 - a) Notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b) Information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c) Detail of the specific act of gross disobedience or misconduct resulting in the decision to suspend and the specific duration of the suspension, including actual dates of suspension.
 - d) For a suspension of 5 or more school days, a statement of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension. Interventions provided prior to the suspension will also be shared.

Re-Engagement of Returning Students

The school will maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's

ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

The student or parent is encouraged to provide evidence that the student has contacted an agency or professional individual regarding the advisability or need for counseling. Resources can be obtained from the Head of School or by talking with a social worker, counselor, or psychologist recommended to the child's school.

Training: Students, parents, teachers, and staff need to be trained about the behavior and discipline policies so everyone can be on the same page. How and when to train should be discussed with the Leadership Team. This is to remain an ongoing process.

7. Implementation

Implementation of the above is monitored by the Leadership Team.

Implementation: This policy is implemented by AIAN Leadership.

Review: This policy is reviewed every school year.

Next review: September 2024