

TASIS



THE AMERICAN SCHOOL IN ENGLAND

# THE UPPER SCHOOL

## GRADES 9 - 12

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Behavioral Policies and Guidelines  
2021 - 22

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## Introduction

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Believing in the worth of each individual, TASIS seeks to embody and instill the value of personal responsibility. Central to this belief is that respect for oneself and for others grows from honesty and truth. The structures and standards of behavior at TASIS England are designed to promote personal responsibility for actions taken. The policies and disciplinary procedures and consequences that follow, reflect this philosophy and are intended to represent an educational process.



It is unlawful to discriminate against an individual by treating them less favorably because of their sex, disability, sexual orientation, gender reassignment, religion or belief, race (including color, nationality and ethnic or national origins), pregnancy and maternity, age or marriage and civil partnership. Allegations of discriminatory behavior will be addressed by faculty/staff at TASIS England in line with the step response outlined in this booklet.

## Honesty

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Honesty is the basic value upon which this community rests. Truth builds trust. We expect honest behavior in all areas of school life, formal and informal, curricular and extracurricular. In the event that initial errors in judgment and/or poor decisions are made, our expectation is that students will be honest and forthright in discussions with faculty members and administrators. If policy infractions are further compounded by dishonest actions additional disciplinary consequences may be applied.



The Sun represents truth (veritas), which implies both honesty and integrity. The structure and standards of behavior at TASIS are designed to promote students' personal integrity and moral development. Truth builds trust, and when young people from different countries and backgrounds get to know each other in an atmosphere of loyalty and trust, as they do at TASIS, prejudices are broken down, lasting friendships are made, and a vibrant and caring community is created.

## Respect for Self

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Respect grows from honesty and an intention to care sensibly for one's own academic performance, personal appearance, time management, health, and life beyond TASIS England. The following Upper School Policies seek to promote a sense of self-respect within TASIS England students.

### Academic Honesty Policy

To preserve and honor the academic integrity of a TASIS England education, students found responsible for acts of academic dishonesty may face the Disciplinary Board and possible dismissal. The School may also be required to report cases of academic dishonesty to university admissions offices.

The School considers as very serious any incident of academic cheating or plagiarism. Copying another student's classwork or homework, cheating on a test, or turning in any material claimed as one's own but originating from another source are examples. These are both dishonest and non-educative.

- a) Cheating is defined as submitting someone else's work, obtained either in or out of class, for credit as one's own; giving or receiving (from another student) unauthorized assistance in the preparation of work for credit; or using unauthorized materials in the preparation of work for credit.
- b) Plagiarism is defined as submission of work copied directly from any source whatsoever which is not properly enclosed in quotation marks and acknowledged by citation, bibliography, or reference in the paper itself. This includes rearrangements of phrases and sentences from outside sources.
- c) Unacknowledged paraphrasing and the mere restatement of an author's original idea are also considered to be plagiarism.

- d) Computer-related academic dishonesty, wherein a student submits for credit a program which he or she cannot explain, will also be considered to be plagiarism or cheating, as it will be assumed that he or she has copied the program or received unauthorized assistance.

Students found violating these guidelines will appear before the Academic Dean, who will determine the level of response. This might include no credit being given for the relevant work submitted; a letter sent home explaining the situation to the parents, the student's teachers, House Parent (if applicable), advisor, and coaches (if applicable); the assignment of Saturday School or an Internal Discipline Day; and placement on Disciplinary Probation for a length of time to be determined by the Dean of Student Life (Day Students). For repeated or serious offences, the student may face the Disciplinary Board and possible dismissal. The School may also be required to report cases of academic dishonesty to university admissions offices.

## **Uniform**

Our school uniform plays a valuable role in contributing to our sense of community and to the ethos and mission of our School. It also sets the appropriate tone for learning. The uniform is designed to allow students to participate fully in all school activities and to move freely and comfortably without the need for adjustments. We ask all of our students to show their readiness to learn by following our uniform guidelines on a daily basis.

The uniform guidelines support parents in partnering with the School to ensure that our students are prepared and ready for the learning opportunities that each day will present. We are grateful for the parental support needed to ensure that our uniform guidelines are adhered to. Any questions concerning dress should be directed to your child's class advisor in the first instance, otherwise the Upper School Dean of Student Life. Any exchanges/returns for uniform purchases must be left at Security, not at the Upper School office.

All Upper School students, out of respect for themselves and the TASIS England community, are expected to dress according to the uniform guidelines. The uniform must be worn during the academic day, from 8:10 a.m. to 3:20 p.m. Boarding students are to come to breakfast dressed in uniform or ready for their first period class. Hybrid Learners who attend lessons virtually are expected to be in TASIS uniform during class time. This reasonably applies to any part of the body visible on a computer screen.

Students are required to purchase all TASIS-crested clothing/items from the designated TASIS vendor or used uniform sale. Trousers and skirts can be purchased from other vendors, provided that they comply with the length, color, and style guidelines. Skirts can also be purchased from the TASIS uniform vendor.

The uniform requirements set out here apply equally to all students, irrespective of their sex, gender reassignment, race, disability, sexual orientation, pregnancy and maternity, or religion or belief or special educational needs, subject to considerations of safety and welfare. However, the School will consider reasonable requests to alter the school uniform, for example, for genuine religious requirements and reasonable adjustments for disabled children.

## Uniform Guidelines

Fall Uniform: First day of school to last day of school before October Break

Winter Uniform: First day after October Break to the last day of school before Spring Break

Spring Uniform: First day after Spring Break to the last day of exams.

Fall/Spring	Winter
<ul style="list-style-type: none"> <li>• Khaki/navy trousers or skirt</li> <li>• TESIS-crested sweater, cardigan, or quarter zip</li> <li>• TESIS-crested polo shirt</li> </ul>	<ul style="list-style-type: none"> <li>• Khaki/navy trousers or skirt</li> <li>• TESIS-crested sweater, cardigan, or quarter zip</li> <li>• TESIS-crested shirt or blouse</li> <li>• When wearing a closed-collar shirt in winter, a tie must be worn.</li> </ul>

For official TESIS clothing, you can order online here: [www.tasisuniforms.co.uk](http://www.tasisuniforms.co.uk)

### Item-specific Guidelines:

- **Trousers:** can be purchased from any vendor. Must be khaki or navy in color and must be full-length, measuring waist to ankle. Must be tailored in style and made of a fabric such as cotton, cotton/polyester, or wool. Trousers made of fabrics such as denim, corduroy, leather, velvet, etc. are not acceptable as uniform wear; please note that this is not an exhaustive list.
- **Skirts:** can be purchased from the TESIS uniform vendor or any vendor. Must be khaki or navy in color and must be half-length, measuring waist to knee. Please note: skirts should not be more than 3 inches above the knee. Must be A-line style and made of a fabric such as cotton, cotton/polyester, or wool. Skirts made of fabrics such as denim, corduroy, leather, velvet, etc. are not acceptable as uniform wear; please note that this is not an exhaustive list.
- You need to be in proper dress code underneath coats. Coats should be neat and clean and fit in the following guidelines:

Acceptable	Not Acceptable
<ul style="list-style-type: none"> <li>• Plain coats</li> <li>• Dark colors, blue or subtle colors</li> <li>• TESIS jacket with a hood</li> <li>• Service jackets of any color</li> <li>• TESIS sports jackets (usually quarter zipped)</li> </ul>	<ul style="list-style-type: none"> <li>• Coats displaying a lot of text</li> <li>• Colors that stand out</li> <li>• Denim</li> <li>• Sweatshirt material</li> <li>• Hoodies</li> <li>• Dorm sweatshirts, whether hooded or not</li> </ul>

- **Hats and Headbands:** Please note that non-religious headwear may not be worn in any school building. Headbands should be used to keep hair out of the face and should be the same as or similar to the hair colour.
- **Shoes:** Plain black, brown, or navy dress shoes must be worn. Students are permitted to wear TOMS shoes, on condition that they are black or dark blue. Shoe heels must not be more than 5 cm (2in). See the shoes guidance poster for visual examples.
- **Boots:** During the winter only, black, brown, or navy boots may be worn. The heel must be less than 2 inches and the boot must fall below the knee. UGG-style boots are not permitted.
- **Socks:** May only be plain black, navy, or gray that rise above the ankle but no higher than the knee.
- **Tights:** May only be plain black, navy, or gray.
- **Belts:** A black or brown dress belt inside of the belt loops should be worn with trousers. Students wearing a skirt, if they choose to wear a belt, must wear a black or brown dress belt inside of the belt loops.
- **Ties:** Should reflect the general uniform guidelines and must not include words or images that may cause offence.
- **Tattoos:** Permanent tattoos are not supported by TASIS.
- **Suits and Formal Wear:** suits, formal dresses, or traditional dress are expected to be worn for special occasions and formal school functions such as Homecoming, Prom, Graduation, and for the boarding Community Meal.
- **Jewelry:** Ostentatious jewelry and fashion accessories are not permitted. Face-piercing jewelry, including tongue piercings, is not permitted. Body piercing is strongly discouraged, and all body jewelry must be removed during participation in required P.E. classes or during after-school sports/activities.
- **Hair:** Ostentatious hairstyles and hair colors (i.e., outside of the “natural” color range) are not permitted. Students should be clean-shaven, although neatly trimmed moustaches and beards are permitted in the Upper School. Sideburns are not to extend beyond ear length.
- **Symbols of Faith:** Certain items of jewelry, such as the Kara bangle worn by Sikhs, and certain items of headwear, such as the turban and headscarves, may be worn by students when doing so is genuinely based on manifesting religious or racial beliefs or identity. This is subject to considerations of safety and welfare and the School’s existing school uniform policy principles (in regards to, for example, the school colors). Where there is uncertainty as to whether an item may be worn under this section, the issue must be referred by the student or his/her parents to the Head of Upper School and Dean of Students.

### *Clarification of Common Uniform Misinterpretations*

While this guide aims for clarity, some students do misinterpret the uniform guidelines. Please see here for common misinterpretations to avoid.

- *Sweater/jumper worn without collared shirt underneath*  
A sweater/jumper must be worn with a shirt underneath it. This shirt should be a TESIS-crested polo or dress shirt depending on the season.
- *Skirts too short or rolled*  
Skirts should be no shorter than 3 inches above the knee and should not be rolled at the top.
- *Colored or no socks*  
Socks should be worn. They should be black, navy or gray and should be plain in style. No socks, other colors, or patterns are not in keeping with the uniform guidelines.
- *Non-uniform sweaters/jumpers*  
TESIS-crested sweaters/jumpers are required. Any other dark sweater/jumper is not in keeping with the TESIS Uniform Guidelines.
- *Shoes with white soles visible from the sides*  
These are not part of the TESIS uniform, even if they are leather. Shoes should be in keeping with the shoe guidelines. See the poster for visual examples of acceptable footwear.

## UNIFORM GUIDANCE

What happens if someone notices a student is out of uniform?

If a student is not in uniform a teacher may speak to the student in the first instance to resolve the matter or report it to a Grade Level Advisor by entering a Behavioral Comment on the LMS.

What does the Grade Level Advisor do?

In the first instance, the Grade Level Advisor meets with the student and determines whether a behavior point should apply.

If a behavior point does not apply and the student is able to correct the matter in a timely manner then that is the end of the matter.

If the Grade Level Advisor determines that a discipline point should apply they enter it on the LMS and inform all relevant parties.

Repeated failure to follow uniform guidelines will result in an accumulation of behavior points and may result in further disciplinary measures.

## Attendance

Attendance is a very important part of a student's success in school, and students are expected to attend and to be on time for all classes, activities, and school appointments. The academic program at TASIS England is rigorous, and a student should not miss a class, study hall, activity, or other obligation. Missed classroom experiences, participation, and schoolwork are often a cause of academic difficulties. Research has shown a high correlation between a student's consistent attendance and success in school. A responsible attendance pattern and positive attitude toward attendance is an important part of a student's preparation for adult life and employment. The following guidelines and parameters are designed to provide a clear framework for students and parents:

### *Attendance Procedure in Relation to Remote Learning*

During periods of remote learning, TASIS will educate three types of learners:

1. In class, face-to-face learners (F2F)
2. Synchronous Distance Learners who attend lessons remotely, as they take place (SDL)
3. Asynchronous Distance Learners who cannot attend lessons live due to regional time differences but will watch recorded versions of the lessons missed (ADL)

For F2F and SDL learners, attendance will be taken and collated in the usual manner and students will be held to account for any absences and/or tardiness to class.

For ADL learners, TASIS will not take attendance but will track participation, engagement with work, and completion of assignments and work assigned by teachers.

### *Planned Authorized Absences*

An absence is classified as authorized when a child is away from school for a legitimate reason and the School has received notification from a parent. Students are required to secure a planned absence form from the Attendance Officer's office one week in advance of the planned absence. It is the responsibility of the student to contact his/her teachers to obtain assignments and to schedule any make-up work. All missed work should be completed on the day of return to school. Failure to do so may jeopardize future eligibility to participate in school-sponsored off-campus activities. Students have the option to attend Saturday School in an effort to make up missed work should the student and/or their teachers deem this to be an appropriate course of action. Planned and authorized absences include:

1. School-sponsored activities
2. Religious holidays
3. Serious injury or long-term illness
4. Suspension from school
5. Serious illness and/or bereavement of a family member
6. Routine medical/dental appointments
7. For Juniors/Seniors: two college visitation days per school year

### *Unauthorized Absences*

Interrupting a student's educational program and class attendance for vacation-like activity is considered to be detrimental to learning. Students will be required to attend Saturday School for the time that they have missed from school if the given reason does not fall within the outlined categories.

The School is required to contact the Local Authority if a student has an academic year attendance of less than 90% and has recorded three and a half days of unauthorized absence over the previous six school weeks. Please note that the unauthorized absences do not need to be consecutive.

### *Absences prior to and after school vacation*

Removing students prior to or returning late from school vacations is disruptive towards a student's academic success. Students will be required to attend Saturday School for the time that they have missed from school if a student is absent from school during the week prior to and/or the week after a school vacation.

### *Semester Exams*

Absences from any semester exams will not be excused. (Students will receive a zero on any missed exam.) Any absence due to illness will require a medical certificate.

### *Study Hall and Advisory*

Students are required to have a signed permission note from a teacher if they wish to leave study hall or advisory.

### *Day Student Absence from School*

A parent/guardian must telephone the Attendance Office (01932 582311) between 8 and 8:30 a.m. on the day of the absence and inform the School of the reason for the absence. If no call is received by 8:30 a.m., the Attendance Officer will contact the parent/guardian by telephone to verify the absence.

Students must be in school at least three (3) hours to be counted present. If the School Nurse sends a day student home without meeting this requirement, he/she will be considered absent for the day.

Day students cannot sign out from school citing illness as an excuse. All such absences must be sanctioned and communicated via the Health Center.

Recurring patterns of absence will require a written statement from a parent/guardian. Absences of more than three consecutive days for illness will require a written statement from a physician.

### *Boarding Student Absence from School*

When a boarding student is ill, the student is required to visit the Health Center. The School Nurse will notify the Attendance Officer of any absences accrued as a result of the illness. Students will be provided with a written pass from the nurse, and they are responsible for presenting this note to the teacher whose class is being missed, indicating the date and time of absence. Students must be in school at least three (3) hours to be counted present. If the School Nurse sends a boarding student to his/her dormitory room before the 3-hour requirement, he/she will be considered absent for the day.

### *Student Absence and the Sport/Activity Program*

Students who are absent from school may not attend or participate in any extracurricular activity or school function that day. This includes, but is not limited to, athletic practices and games, performing arts practices and performances, dances, prom, and club or student government meetings. Extenuating needs and circumstances should be discussed with the Dean of Student Life (Day Students).

### *Late Arrivals*

Students arriving to school after 8:30 a.m. must report to the Attendance Office in Magna Carta Hall where he/she will sign in and receive a pass in order to be admitted to class.

### *Early Dismissals for Medical and Other Appointments*

Students leaving campus during the academic day require a written note from a parent or the School Nurse. Notes must be submitted to the Attendance Officer prior to departure and students must sign out from campus in the Attendance Office. Upon return, students must report their return to the Attendance Officer and receive a class admittance pass.

**Under no circumstances is a student to leave campus during the school day in another student's vehicle.**

### *Leaving Campus During the Academic Day, 8:15 a.m.–3:15 p.m.*

All students must sign in and out of school at the Attendance Office in Magna Carta Hall.

Day students leaving campus due to medical reasons must do so via the Health Center.

During lunchtime only, eleventh and twelfth grade students are allowed to visit the village of Thorpe. They must sign in and out with a member of the security team on the crosswalk, and present their ID badge for an ID check prior to going into the village. Failure to do so will result in them not being allowed to visit the village.

Other than these exceptions, students must remain on campus between 8:15 a.m. and 3:15 p.m.

### *Students on campus outside of regulated activities, after the academic day, and at weekends*

After 3:15 p.m. and at weekends:

- All boarders must sign in and out through their boarding house.
- All day students sign in and out via the Security Lodge on the north side of campus.
- Please note that day students need to leave campus by 7 p.m. during weekday evenings and by 10 p.m. on Friday and Saturday evenings.

## Smoking, Alcohol, and the Misuse of Drugs and Substances

TASIS England Rules forbid a student from:

- Smoking inside or outside school premises, being in possession of tobacco while in the care of TASIS, or supplying tobacco to other students.
- Any possession, use, or supply of drugs and substances, including vaping material.
- Bringing alcohol onto school premises, being in possession of alcohol, obtaining or supplying alcohol to another, or being impaired by alcohol while on school premises or in the care of the School.
- Bringing TASIS into disrepute for any reason associated with tobacco, alcohol, or drugs and substances, whether or not the student is in the care of the School at the time. Action will be taken when the welfare of any member of the school community or the reputation of the School is affected.

Please refer to the Student Life section of the LMS for the detailed policy regarding smoking, alcohol, and the misuse of drugs and substances.

### *Drug Distribution, Possession, and Use*

- **Distribution** – Students found to be distributing drugs will be dismissed from TASIS England.
- **Possession and Use** – Students found in possession and/or using drugs would be required to:
  - Agree to a period of random testing;
  - Undergo an assessment from a qualified health care professional and follow their direction for future help and rehabilitation.
  - Served a fixed period of exclusion (suspension) from school.
  - A 2<sup>nd</sup> offence for use and/or possession and/or failing a random test would lead to dismissal.

All such instances of distribution, possession, and use will be referred to the police.

### *Drinking Permission*

Boarding students over the age of 18 may responsibly drink alcohol under the following circumstances:

- The School has received written consent from their parents.
- Boarding students, when signing out of campus, must inform their house parent that they will be consuming alcohol that evening.
- The student does not return to campus inebriated.
- Alcohol will not be consumed on campus and should not be brought onto school grounds at any time.
- Such permission is only granted for Friday and Saturday evenings.

Should any of these conditions not be followed then the drinking permission will be revoked on a fixed-term or permanent basis and normal disciplinary procedures will be followed.

Please note that such permission does not apply to any residential educational visits with TASIS England, such as sports trips and October travel week.

## **Sanctuary**

TASIS is firmly committed to ensuring the safety and wellbeing of children and young people, especially those in our boarding program. We are especially concerned about the risks of drug and alcohol use among our students as such use can pose serious physical and psychological dangers. If a student becomes intoxicated, it is vital that he or she receives care and medical attention *as soon as possible* in order to ensure that the student is safe and can fully recover.

The intent of sanctuary is not to serve as an opportunity for students to avoid consequences (*see below*), but rather to remove a potential barrier to young people seeking adult assistance promptly. Helping a fellow student could be life-saving; students need to feel that they can get assistance for themselves or others without fearing disciplinary action.

### *Invoking Sanctuary*

A student may invoke sanctuary for himself or herself, or for another student or students, by alerting any adult in our community of their intoxication. From that point forward, the School's response will not include disciplinary action with direct regard to intoxication.

Repeated invocation of sanctuary may indicate that the student is out of sympathy with the ethos of the school and will lead to a disciplinary response from the School.

## **Pastoral care**

We encourage students to discuss in confidence any anxieties they may have about the use of tobacco, alcohol, or drugs and substance abuse with a member of faculty or the counselor. Matters brought into counseling by a student or his/her parents, in circumstances which are genuine, may be exempt from disciplinary sanctions depending upon the circumstances, but a student who contravenes this policy will face disciplinary sanctions. For example, a student who comes forward and voluntarily identifies him/herself as a drug user and asks for help may be given the opportunity to reform his/her behavior with counseling and a supportive testing regime. Similarly, students who smoke may be given the opportunity to undertake a smoking cessation program. However, if there is a safeguarding (child protection) issue confidentiality cannot be maintained.

## **Reporting Disciplinary Infractions to Other Educational Institutions**

TASIS England promotes personal integrity and moral development in an environment of trust and support. When young people make mistakes, we help them to learn from their errors and to grow in respect for themselves and others.

We instruct students to honestly answer questions regarding their disciplinary history to the schools or universities to which they are applying. The College Counselor will be available to assist students in the process of notifying schools or universities about disciplinary infractions.

Since the School must demonstrate the transparency and honesty expected of our students, we will report official suspensions and dismissals from school if an educational institution requests disciplinary information about a TASIS England student.

## **Student Leaders**

Being a TESIS Student Leader is a privilege, which holds levels of behavior to a higher standard than the average student. The actions of a TESIS Student Leader are an example that other students will follow. It is thus essential that our Student Leaders show utter respect for our rules and regulations.

A major violation of Upper School Behavioral Policies and Guidelines at any time of the year may lead to suspension from and, in extreme cases, termination of leadership positions.

## **Respect for Others**

Whether you are a day student or boarder, you are a member of the TESIS community, which offers unique opportunities for cooperation, collaboration, and creating friendships with peers, faculty, and staff. We are a diverse school with a huge array of cultures and interests; respect for others is paramount to the integrity and fabric of our lives at TESIS England. The School expects that students will adhere to the following expectations:

- Conform to reasonable standards of speech and conduct.
- Refrain from violating or impairing the rights of others.
- Refrain from conduct that deprives other students of an orderly and positive atmosphere for study.
- Show respect for the education offered to them.
- Regard attendance at TESIS England not as a right, but as a privilege.

## **Behavioral Expectations in Relation to the Coronavirus Pandemic**

In order to safeguard our students, faculty, staff and community members from the COVID-19 (Coronavirus) pandemic, we have made some adjustments to our School which are in the best interests of all the aforementioned parties. Non-compliance with these guidelines will be addressed by faculty/staff at TESIS and may lead to a behavioral report being made via the School's Learning Management System (LMS).

## **Student ID Badges and Lanyards**

For the safety and security of our community, ID badges must be worn around the neck, on a TESIS-issued lanyard, at all times during the school day. Badge photos must be fully visible, with no embellishments or alterations. If a badge is lost or damaged, students must obtain a replacement, at a cost, by applying through the LMS.

## **Behavior Away from Campus – Non-School-Sponsored Activities**

When students participate in private activities that reflect negatively on the School, TESIS England reserves the right to take necessary measures to curtail any misconduct outside the school environment. The determination of the type of conduct subject to discipline and the decisions regarding consequences are left to the sole discretion of the administration. As a school, we do not condone events that are hosted off campus where student behavior is out of sympathy with the student Behavioral Policies and Guidelines. Events not consistent with these guidelines may result in disciplinary action against students in attendance.

## **Students Who are Out of Sympathy with the Ethos of TASIS England**

Students are expected to actively support the School's standards of personal and academic honesty. The School reserves the right at any time to discipline a student who has proven to be an unsatisfactory member of the school community. If, in the School's judgment, the student's conduct indicates that he or she is out of sympathy with the ideals, objectives, and programs of the School, the student may be required to meet with the Behavior Reflection Meeting or Disciplinary Board, even though there may have been no infraction of a specific rule or policy.

## **Anti-Bullying Policy**

### **Principles – Aims and Objectives**

The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring, and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at the School. Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying includes (mainly repetitive) name-calling, taunting, mocking, making offensive comments, kicking, hitting, pushing, taking belongings, inappropriate text messaging and emailing, sending offensive or degrading images by phone or via the internet, producing offensive graffiti, gossiping, excluding people from groups, and spreading hurtful and untruthful rumors.

Bullying can occur through several types of anti-social behavior. It is often motivated by prejudice against particular groups. For example, this may include cyberbullying, the use of discriminatory language, and prejudice-based bullying on the grounds of race, culture, sex, sexual orientation, homophobia, gender reassignment, special educational needs or disability (as defined in the Equality Act 2010), religion and belief, or because a child is adopted or is a carer. Bullying in any form will not be tolerated. We are a 'TELLING SCHOOL'. We treat all of our students and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff, and the School. We aim to create an environment that is happy and encourages good behavior and respect for teachers, peers, and everyone around the students.

### **Definition of Bullying**

Bullying can be defined as a deliberate, unprovoked action, repeated (over time) to intentionally hurt, humiliate, threaten, or frighten an individual or group, physically or emotionally. However, sometimes a single incident can have precisely the same impact as persistent behavior over time. Bullying often involves an imbalance of power, leaving someone feeling helpless to prevent or stop the behavior. It can lead to feelings of distress, fear, isolation, loneliness, and a lack of confidence in those who are at the receiving end. It may occur directly or through cyber-technology such as social websites, mobile phones, text messages, photographs, and email.

Bullying may involve complicity that falls short of direct participation, for instance, by manipulating a third party to tease or torment someone. It may be overt and intimidating, but is often hidden and subtle. A feature of bullying in schools is that its existence is not always immediately known or suspected by those in authority. The School recognizes the seriousness of both physical and emotional bullying in causing psychological damage, eating disorders, and self-harm and that it can even lead to suicide. The term ‘bullying’ is commonly associated with acts of violence, but non-physical bullying is experienced by most students at some period during their school career. If our staff feel that an offence may have been committed, we will seek assistance from the police.

### **Bullying can be:**

*Emotional (indirect bullying) including isolation of others by a refusal to cooperate with them and exclusion* – being unfriendly, excluding, tormenting (e.g., hiding books, threatening gestures), deliberately excluding from social groups or an activity by refusal to sit next to/ talk to/ work/ cooperate with others and refusal to follow staff instructions to do the above, malicious rumors, emails, or text messages, and also exclusion from play, discussions, etc., of those whom are believed to be their friends.

*Physical harm or its threat including the abuse of personal property* – jostling, serious fighting, pushing, kicking, hitting, taking or hiding belongings, punching or any use of violence, deliberately destroying or damaging work or possessions or removing personal property, use of weapons, threatening the use of a weapon (or any object which could be used as a weapon), and intimidation through physical gestures and actions.

*Cyber* – not occurring face-to-face but rather through electronic means including, but not limited to, social networking sites, internet and intranet sites, email, instant messaging, mobile phone including through text messages and phone calls, photographs both real and manipulated, and so on. For more details about cyberbullying, please refer to the TESIS E-Safety Policy on our website.

*Racist* – bullying directed at individuals of a certain race, culture, ethnicity, language, faith, community, national origin, or national status. The distinctive feature of racist bullying is that the victim is attacked not as an individual but as the representative of a family, community, or group. Schools are required to keep statistics about incidents of racist bullying.

*Cultural* – focusing on and/or playing off perceived cultural differences, or similar.

*Sexist* – covers a wide range of behavior from name-calling to physical sexual assault. It includes the use of sexual language or negative stereotyping on the basis of gender.

*Sexual* – is unwanted or inappropriate physical contact or sexual innuendo.

*Homophobic* – bullying which is directed towards people who are openly gay, bisexual, are perceived as gay, or show characteristics. Heterosexual young people subject to homophobic bullying are less reluctant to report it as this may reinforce the stereotypical way that they are already viewed by others, so sensitivity and positive support is required for victims.

**Perceived Status** – bullying that can be related to, but is not limited to, grade level, physical size, appearance, and economic status.

**Religious** – attacking faith, belief, religious practice or custom.

**Special Educational Needs and Disability** – remarking upon, drawing attention to, or discriminating against persons with physical disabilities, learning difficulties, or other identified special educational needs such as emotional and behavioral disabilities (EBD) and Specific Learning Difficulties (SLD), e.g., dyslexia, dyscalculia and dyspraxia.

**Verbal** – name-calling, sarcasm, spreading rumors, making snide comments, teasing, humiliating others, threatening others, or inciting others to humiliate or threaten others.

**Written** – spreading rumors, writing, or printing unkind or malicious comments.

### **If you are the victim**

- If you feel able to, confront the bully by verbally making him/her aware that you think that what he/she is doing is wrong.
- Share your feelings with someone else. Do not blame yourself – it is not your fault.
- If possible talk to a member of the staff. If you would rather not go straight to a member of staff, talk to your friends or any trusted adult. They may well be able to advise on an appropriate course of action or will be able to involve other people who can. There are also people outside the School who would be willing to help. (Childline: 0800 1111)

### **If a student has witnessed bullying behavior**

Support the victim of bullying by offering your friendship and make it clear that in your opinion what is happening to them is wrong. Encourage them to speak out on their own behalf by confronting the bully or, with their permission, confront the bully yourself. Accompany the victim to a trusted adult.

**Cyberbullying** is the use of ICT, particularly mobile electronic devices and the Internet, deliberately to upset someone else. Cyberbullying (along with all forms of bullying) will not be tolerated. Incidents of cyberbullying should be reported and will be dealt with in accordance with the School's Anti-Bullying Policy. Use of electronic devices of any kind to bully, harass, or intimidate others will not be tolerated and will constitute a serious breach of discipline. If there is a suggestion that a child is at risk of abuse or significant harm, the matter will be dealt with under the School's child protection procedures (see our Safeguarding Children – Child Protection Policy).

Seven categories of cyberbullying have been identified:

- **Text message bullying** involves sending unwelcome texts that are threatening or cause discomfort.
- **Picture/video-clip bullying via mobile phone cameras** is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. "Happy slapping" involves filming and sharing physical attacks.

- **Phone call bullying** via mobile phone uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.
- **Email bullying** uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.
- **Chat room bullying and online grooming** involve sending menacing or upsetting responses to students or young people when they are in a web-based chat room.
- **Bullying through instant messaging (IM)** is an Internet-based form of bullying where students and young people are sent unpleasant messages through various messaging applications (e.g., WhatsApp, GroupMe, Skype, Facebook Messenger, Snapchat, Google Hangouts, etc.) as they conduct real-time conversations online.
- **Bullying via websites and social networks** (e.g., Facebook, Twitter, Instagram, etc.) includes the use of defamatory blogs (web logs), personal websites, and online personal polling sites. The significant increase in social networking sites used by young people can provide new opportunities for cyberbullying.

Students should remember the following:

- Always respect others – be careful what you say online and what images you send.
- Think before you send – whatever you send can be made public very quickly and could stay online forever.
- Don't retaliate or reply online.
- Save the evidence – learn how to keep records of offending messages, pictures, or online conversations. Ask someone if you are unsure how to do this. These records will help to show what is happening and can be used by the School to investigate the matter.
- Block the bully. Most social media websites and online or mobile services allow you block someone who is behaving badly.
- Don't do nothing – if you see cyberbullying going on, support the victim and report the bullying.

### Steps for Addressing Incidents of Bullying:

At TASIS England the following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of faculty who has been approached.
- A clear account of the incident will be recorded and given to the appropriate administrator.
- The incident will be recorded and, if appropriate, all concerned will be interviewed.
- Teachers will be kept informed.

- Parents will be kept informed.
- Punitive measures will be used as appropriate and in consultation with all parties concerned.

Students who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a member of staff of their choice.
- Reassuring the student.
- Offering continuous support. Restoring self-esteem and confidence.
- Discussing what happened.
- Discovering why the student became involved.
- Establishing the wrongdoing and the need to change.
- Informing parents or guardians to help change the attitude of the student.
- Using the following Process for Addressing Issues Related to Bullying and Harassment.

### **Zero-Tolerance Approach to Issues of Sexual Harassment and Sexual Violence**

TASIS England stands against any form of discriminatory act and has a zero-tolerance approach to sexual harassment and sexual violence. To reinforce the seriousness of acts of sexual harassment and sexual violence, TASIS will follow a developmentally age appropriate and stepped response to all such incidents. Behavioral sanctions will reflect the severity and/or frequency of any reported incident. In any cases where the law may have been broken, the police will be informed.

## Listening Procedure

Student shares a concern or worry with an adult

Does the concern/worry place student(s) at risk of harm to themselves or others?

Yes:

The adult explains the need to share information in order to keep the student(s) safe.

The adult and the student work together to decide who would be best placed to help address the issue, ensuring safety.

The student is placed at the center of this process.

No:

Through discussing and sharing the concern/worry the issue is resolved and the student is happy with the outcome.

No:

Through sharing the concern/worry the issue is not resolved.

Together the adult and the student decide who would be best placed to help address the issue. The student is placed at the center of this process.

The concern/worry is resolved.  
Confidentiality is respected.  
The student is placed at the center of the process.

## Student Acceptable Use Policy

All pupils must follow the rules outlined in this policy when using school ICT resources and equipment, including all Internet access and the Virtual Learning Environment (VLE), accessed from both in and outside of school, on school-provided or personal electronic devices. Breaking these conditions may lead to: confiscation of any electronic devices, close monitoring of the pupil's network activity, investigation of the pupil's past network activity, withdrawal of the pupil's access and, in some cases, permanent removal from the School and even criminal prosecution. Students are also expected to take care of school-issued electronic devices and any damage to them may result in fines to replace or fix damaged devices. Misuse of the Internet will be dealt with in accordance with the School's Behavior and Discipline Policy and, where there is a safeguarding risk, the Child Protection and Safeguarding Policy. The School is not responsible for any loss of data on the network, computers connected to the network, or data storage used on the network (including USB memory sticks). Data held on the network will be backed up for a limited period. Pupils are responsible for backups of any other data held. Use of any information obtained via the network is at the pupil's own risk.

**Pupil access to networked resources is a privilege, not a right. Pupils will be expected to use the resources for the educational purposes for which they are provided.**

Pupils are expected to use the network systems in a responsible manner. It is not possible to compile a complete set of rules about what is, and what is not, acceptable however the above should be a guide. In cases of dispute, the decision of the Head of School will be final.

# Student Acceptable Use Policy (AUP)

**E**

Ensure that I do not create, send or post anything which is offensive to other people or brings the school into disrepute. I will not use any language or images which could offend any minority group.

**S**

Secure all my passwords and not share them with others. I understand I must not reveal or use anyone else's login details or access a device someone else is logged onto. I will change my password immediately if it becomes known to someone else and ensure I log out after every network session.

**A**

Access only appropriate material. I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that school can monitor my use of the internet if any poor conduct is suspected. I will report any accidental access to other people's information, unsuitable websites or receipt of any inappropriate material as well as any security risk or suspicious behaviour that I become aware of. Offensive material includes, but is not limited to, content that is abusive, racist, considered to be of an extreme or terrorist related nature, sexist, homophobic, any form of bullying, pornographic, defamatory or criminal activity.

**F**

Facebook, social media and email use. I will not publish my own and others' personal details, information or location over any social networking site. I am aware that email is not guaranteed to be private. Messages or any communication via social media or email supporting illegal activities will be reported to the authorities.

**E**

Exercise caution when downloading material. I understand that the illegal download and/or copyright of any material, including receiving, sending or publishing, is forbidden and may be passed to the relevant authorities. I will not download any unapproved software, system utilities or resources from the internet.

**T**

Turn off mobile hot spots and not use the network in any way that will disrupt its use for other people. This includes any attempt to harm, destroy or remove any equipment, work of another user, or website connected to the system.

**Y**

Your device, your responsibility. I understand that the Collegiate has the right to confiscate and search any device if it suspects that a student is in danger or has misused a device or the school network. I understand that any activity from a device I own is my responsibility, including all portable devices and their content or viruses.

## Digital Citizenship Guidelines for Students

### Be Safe

- Make sure your privacy settings are at the highest possible setting.
- Don't give out private or personal information.
- Don't share your passwords with anyone other than your parents or teachers.
- Treat your passwords like a toothbrush – change them regularly.
- Log out when you have finished using a website, even on your own device.
- Trust your instincts. If something feels uncomfortable or wrong, tell your parents or a teacher.

### Be Smart

- Remember, you are personally responsible for what you do and say online.
- Think before you send or post. Everything you post becomes part of your digital footprint. Don't post anything you wouldn't want your friends, parents, teachers, university admissions directors, or future employers to see.
- Always respect others.
- Do not cut/paste someone else's words, images, videos, or ideas.
- Respect copyright laws. Hyperlink to sources that support your thoughts or ideas.
- Write well. Use correct grammar, punctuation, vocabulary, and structure.
- Do not participate in cyberbullying. This is not tolerated, even outside school hours. Cyberbullying risks disciplinary consequences

### Be Positive

If you are the victim of cyberbullying:

- Block the bully.
- Do not reply or retaliate.
- Save the evidence.
- Inform a trusted adult to seek advice and guidance:
  - Parent or guardian
  - Advisor
  - Dorm Parent
  - Teacher
  - School Counselor
  - Administrator
  - Contact Childline: 0800 1111
  - Visit the CEOPS website: [www.thinkuknow.org](http://www.thinkuknow.org)

## **Search and Confiscation Policy and Procedure**

TASIS England will, as a last resort, seek to follow the search and confiscation procedures outlined in this policy. Our expectation is that students will respond with the required levels of honesty and integrity in relation to issues involving the possession and/or use of the items listed.

Possession of the following items is banned by TASIS The American School in England:

- Knives and open blades
- Weapons and replica weapons
- Alcohol
- Illegal drugs
- Drug related paraphernalia
- Legal highs
- Stolen items
- Tobacco and cigarette papers
- Smoking related paraphernalia
- Electronic cigarettes
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence or cause personal injury to, or damage the personal property of, any member of our community.

## **Search and Confiscation Guidelines**

TASIS England retains the right to conduct a search upon reasonable belief that a student is in possession of any materials that are in violation of school rules and/or the law. A student who refuses to cooperate is subject to the same procedures and discipline as a student who has been found to possess such materials.

TASIS England can search students and their possessions with their consent for any suspected item banned by the school rules.

TASIS England can search students and their possessions without their consent for any of the following items: suspected knives, weapons, alcohol, illegal drugs, legal highs, stolen items, tobacco and cigarette papers, electronic cigarettes, fireworks, pornographic images, and any article that has been or is likely to be used to commit an offence or cause personal injury to, or damage the personal property of, any member of our community.

When a search is required, there must be two members of faculty present and a senior member of the school administration, where possible, should be informed of the search. The first member of faculty, administration, or security staff conducting the search must be the same sex as the student being searched. The witness (second person), where possible, must be a member of faculty, administration, or security staff and should be, again wherever possible, the same sex as the student being searched. On a school trip, the Group Leader should lead the search. If this is not possible due to gender, they have the authority to delegate the search to a member of staff of the same gender, when possible.

When appropriate, a search of a student's possessions should take place in the student's presence, with the witness present. Whenever possible, a search should take place in private. This may not be possible, for example if searching a locker that is located in a public place.

When a person conducting the search finds an electronic device, they may examine any data or files on the device if they think that there is good reason to do so. The faculty member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching, or break the school rules. If inappropriate material is found on the device the School will decide whether to delete or retain the material as evidence.

The School is under no obligation to inform the parent/guardian of a search prior to the search. The School will inform a parent/guardian when a prohibited item is seized unless this would compromise the student's safety. A parent/guardian will be informed following a search if nothing is found but there are still concerns.

### **Physical Restraint Statement**

TASIS England is committed to safeguarding the well-being of students and faculty. As such, TASIS England only permits physical restraint when immediately necessary to prevent injury to self or others or very serious damage to property. Faculty may use physical restraint as a positive strategy to de-escalate potentially dangerous situations and to regain control of a student who has temporarily lost control of themselves.

Any incident involving the use of restraint is recorded in writing and the Head of School is notified.

### **Physical Assault Policy**

Actions deemed harmful or dangerous to any other individual will not be tolerated. TASIS England students may not engage in any behavior that may bring harm to themselves or others. The use or threat of physical force is treated as an issue of safety and may result in the student being required to meet with the Behavior Reflection Meeting or Disciplinary Board of TASIS England.

### **Behavioral Expectations for Overnight Trips, Off-Campus Events & Field Trips**

During off-campus events and travel opportunities students are representatives of the School, as well as ambassadors for their native countries and families. The highest standards of conduct and cooperation are expected and students must adhere to the TASIS England Behavioral Policies and Guidelines at all times.

If a student's actions break these guidelines and/or pose a danger to self, or to others, or his/her behavior reflects negatively on TASIS England, the student's participation in the trip/event may be terminated at the sole discretion of the School.

Students who do not adhere to the Behavioral Policies and Guidelines should be aware that immediate sanctions may be applied on the trip as well as disciplinary action upon return to campus. Furthermore, infractions during an off-campus trip or event by a student may jeopardize participation in future events and trips.

## **Weapons**

The possession of knives, guns, or any other weapons or potential weapons by any student, on or off campus, when under the jurisdiction of the School, is prohibited and will result in disciplinary action.

## **Insubordination**

Students are expected to follow the rules, policies, procedures, and expectations as outlined in written policy guidelines, or as verbally requested by faculty members while on school property (including the grounds), school-sponsored activities, and field trips. Failure to comply with written or verbal requests will be considered insubordination and will result in disciplinary action.

## **Theft**

There are few things that can destroy the trust requisite for an effective and productive community faster than lack of respect for the property of other people. TASIS England wishes to promote respect for the individual and his or her property. Theft of money or property from others either within or outside the TASIS England community, or from the School or other institutions, is absolutely unacceptable and may lead to immediate suspension or dismissal.

## **Mixed Company**

Boys are not allowed in areas designated for girls and vice-versa.

## **Profanity, Insolence, and Disobedience**

Behavior of this type is considered anti-social and destructive to the spirit and morale essential to the community. Such behavior will not be tolerated at TASIS England.

## **Vandalism**

Individuals have the right to personal property that remains untampered with by others. All TASIS England students, faculty, staff, and visitors have the right to enjoy the use of the School's equipment and property without having to be offended by the thoughtlessness or maliciousness of others. Defacing or destruction of the property of others, of the School, or of other institutions will result in both payments for the damage and disciplinary action.

## **Police Involvement**

Where there is evidence that a criminal act may have occurred, the School is likely to involve the police in the investigation (e.g., drugs, upskirting, use of weapons, hate crimes, theft, assault, cyberbullying, criminal damage). In such situations, we will make all reasonable efforts to keep parents or guardians informed.

If, in the opinion of the senior administrator dealing with the incident, it is deemed appropriate to involve the police then the Head of School will be kept informed and up to date.

# Responsibility for Actions

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## Rewards Policy

TASIS England aims to encourage and celebrate the success of students in all areas of school life, and to ensure that personal effort, commitment, and achievement are acknowledged. TASIS England seeks to recognize good behavior, as it believes that this will develop an ethos of kindness, cooperation, and community.

Faculty aim to:

- Tell students when they are doing well.
- Use praise frequently and consistently.
- Give guidance on how to make best progress.
- Recognize and reward students who meet their high expectations of behavior and engagement.

Students can receive recognition throughout the year from teachers and administrators via the following:

1. Our online reporting system – commendations are sent to individual students via email, with copies being sent to the parents of that student, their advisor, and House Parent. Reasons for such recognition include:
  - Effort
  - Achievement
  - Teamwork
  - Improvement
  - Organization
  - Kindness
2. End-of-year award ceremonies that include but are not limited to:
  - Upper School Awards assembly
  - Upper School community meetings throughout the year
  - Grade level class meetings
  - Upper School Sports Awards Ceremony
  - Senior Graduation
3. The Upper School faculty and administration seek to actively promote and recognize the positive behavior of groups within the Upper School student community, including the entire student body. Recommendations for such recognition are made to the Upper School admin team. Examples may include:
  - An unscheduled community rags and tags in recognition of reduced tardiness to class.
  - Credit vouchers to the student center in recognition of behavior that enhances the reputation of the School while a group is traveling with the School.
  - Dormitory pizza parties in recognition of how well boarding students have maintained their dormitory.
  - Grade-level rewards such as cookies or doughnuts in recognition of the completion of a successful fundraising project and/or meeting group deadlines such as college applications, IB extended essays, or course registration.

- Recognition in the Upper School Daily Bulletin.
- Recognition during Upper School community meetings.

## Sanctions Policy

The focus of our disciplinary system is education; we believe that people should be given the opportunity to learn from their mistakes and show to themselves and our community that they can be positive, contributing members of TASIS England. When a student acts irresponsibly, the community attempts to respond to the student by encouraging personal growth and the acceptance of responsibility. The information outlined in the table below represents a guide to the minimal “Step” response to policy infractions; this is not an exhaustive list. TASIS England reserves the right to modify the “Step” response, dependent upon the integrity of the student and the severity and frequency of the policy infraction.

Code of Conduct Procedure	Disciplinary Infraction
<p><b>Step 1 - Suspected rule violation: Teacher/Student discussion</b></p> <p>Due process is applied, and the student is informed of the perceived infraction. Depending upon the nature of the suspected infraction the incident may be resolved at this stage. Parents may be informed.</p>	Classroom/Lunchroom Policy Violation
<p><b>Step 2 - Student/Teacher reports</b></p> <p>Incident reported to the:  Dean of Students (school related concerns)  Head of Boarding (boarding concerns).</p> <p>Depending on the severity of the violation the matter may be resolved at this stage or passed to the:  Grade Level Advisor  Academic Deans  Head of Upper School  Designated Safeguarding Lead.</p> <p>The student's parents and advisor are informed of the incident. In the case of boarding students, the Head of Boarding and House Parents will be included in the disciplinary process.</p>	Absence from Class Academic Dishonesty Bullying Coronavirus code of conduct Discriminatory behavior: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sex. Disruptive Class Behavior Dress Code Violation Insubordination IT/AUP Violations Mobile Phone Use Out-of-bounds Out of Sympathy with the Ethos of TASIS Poor Behavior Away from Campus Profanity Smoking Tardiness to Class Vandalism
<p><b>Step 3 - Behavior Reflection Meeting</b></p> <p>If the rule infraction involves fixed-term exclusion as a possible consequence, then the student may be required to attend a behavior reflection meeting.</p>	Alcohol Drug Use Harmful Sexual Behavior Mixed Company Physical Assault Possession of Weapons Smoking – in a School Building Theft
<p><b>Step 4 - Disciplinary Board Hearing</b></p> <p>For offences in which the consequences may involve permanent exclusion from TASIS, the student will appear before a Disciplinary Board Hearing.</p>	Distribution of Drugs Severe or Repeated Rule Infraction

## Stepped, Zero-Tolerance Response to Sexual Harassment and Sexual Violence

<p><b>Definition of Sexual Harassment:</b> Unwanted conduct of a sexual nature that can occur online and offline and both inside and outside of TASIS. Sexual harassment is likely to: violate a student’s dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive, or sexualised environment.</p>	
<p><b>Specific Elements of Sexual Harassment</b></p>	<p><b>Minimal Behavioral Response:</b> The information outlined in the table below represents a guide to the minimal “Step” response to policy infractions; this is not an exhaustive list. TASIS England reserves the right to modify the “Step” response, dependent upon the integrity of the student and the severity and frequency of the policy infraction.</p>
<p><b>Banter:</b> telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance, calling someone sexualised names, and sexual “jokes” or taunting.</p>	<p><b>Step 2: LMS and CPOMS Report</b></p> <p>Incident reported to the:</p> <ul style="list-style-type: none"> <li>• DSL</li> <li>• Dean of Students (school-related concerns) and/or Head of Boarding (boarding concerns)</li> </ul> <p>The student's parents and advisor are informed of the incident. In the case of boarding students, House Parents will be included in the disciplinary process.</p> <p>In all cases where the law has been broken the police will be informed.</p>
<p><b>Physical Touch:</b> deliberately brushing against someone, interfering with someone’s clothes.</p>	<p><b>Step 2: LMS and CPOMS Report</b></p> <p>Incident reported to the:</p> <ul style="list-style-type: none"> <li>• DSL</li> <li>• Dean of Students (school-related concerns) and/or Head of Boarding (boarding concerns)</li> </ul> <p>The student's parents and advisor are informed of the incident. In the case of boarding students, House Parents will be included in the disciplinary process.</p> <p>In all cases where the law has been broken the police will be informed.</p>
<p><b>Sexualised online bullying</b></p>	<p><b>Step 3: Behavior reflection meeting and CPOMS Report</b></p> <p>If the rule infraction involves a possible fixed-term exclusion as a possible consequence, then the student will be required to attend a behavior reflection meeting.</p> <p>The Head of Upper School and the Head of School will be informed.</p> <p>In all cases where the law has been broken the police will be informed.</p>

<p><b>Taking and Sharing of Images:</b> Consensual and non-consensual sharing of nude and semi-nude images and videos. Taking and sharing nude photographs of U18s is a criminal offence.</p>	<p><b>Step 3: Behavior reflection meeting and CPOMS Report</b></p> <p>If the rule infraction involves a possible fixed-term exclusion as a possible consequence, then the student will be required to attend a behavior reflection meeting.</p> <p>The Head of Upper School and the Head of School will be informed.</p> <p>In all cases where the law has been broken the police will be informed.</p>
<p><b>Upskirting:</b> This is a criminal offence and involves taking a picture under a person’s clothing without their permission.</p>	<p><b>Step 3: Behavior reflection meeting and CPOMS Report</b></p> <p>If the rule infraction involves a possible fixed-term exclusion as a possible consequence, then the student will be required to attend a behavior reflection meeting.</p> <p>The Head of Upper School and the Head of School will be informed.</p> <p>In all cases where the law has been broken the police will be informed.</p>
<p><b>Sexual exploitation:</b> coercion and threats</p>	<p><b>Step 3: Behavior reflection meeting and CPOMS Report</b></p> <p>If the rule infraction involves a possible fixed-term exclusion as a possible consequence, then the student will be required to attend a behavior reflection meeting.</p> <p>The Head of Upper School and the Head of School will be informed.</p> <p>In all cases where the law has been broken the police will be informed.</p>
<p><b>Definition of Sexual Violence:</b></p> <p>Any kind of unwanted sexual act or activity that a person did not consent to. Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone can consent only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.</p> <ul style="list-style-type: none"> <li>• Children under the age of 13 are legally deemed incapable of consenting to sexual activity and therefore all incidences of sexual behavior involving children under 13 should be considered as a potential criminal or child protection matter.</li> <li>• The age of consent is 16.</li> <li>• Sexual intercourse without consent is rape.</li> </ul>	
<p><b>Specific Elements of Sexual Violence</b></p>	<p><b>Minimal Behavioral Response:</b></p> <p>The information outlined in the table below represents a guide to the minimal “Step” response to policy infractions; this is not an exhaustive list. TASIS England reserves the right to modify the “Step” response, dependent upon the integrity of the student and the severity and frequency of the policy infraction.</p>

<p><b>Causing someone to engage in sexual activity without consent:</b> A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents. This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.</p>	<p><b>Step 3: Behavior reflection meeting and CPOMS Report</b></p> <p>If the rule infraction involves a possible fixed-term exclusion as a possible consequence, then the student will be required to attend a behavior reflection meeting.</p> <p>The Head of Upper School and the Head of School will be informed.</p> <p>In all cases where the law has been broken the police will be informed.</p>
<p><b>Sexual assault:</b> A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching, and A does not reasonably believe that B consents. Sexual assault covers a very wide range of behavior so a single act of kissing someone without consent or touching someone's bottom/breasts/genitalia without consent can still constitute sexual assault.</p>	<p><b>Step 4: Disciplinary Board Hearing and CPOMS Report</b></p> <p>For offences in which the consequences may involve a permanent exclusion from TASIS, the student will appear before a Disciplinary Board Hearing.</p> <p>In all cases where the law has been broken the police will be informed.</p>
<p><b>Assault by Penetration:</b> A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration, and A does not reasonably believe that B consents.</p>	<p><b>Step 4: Disciplinary Board Hearing and CPOMS Report</b></p> <p>For offences in which the consequences may involve a permanent exclusion from TASIS, the student will appear before a Disciplinary Board Hearing.</p> <p>In all cases where the law has been broken the police will be informed.</p>
<p><b>Rape:</b> A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus, or mouth of another person (B) with his penis, B does not consent to the penetration, and A does not reasonably believe that B consents.</p>	<p><b>Step 4 - Disciplinary Board Hearing and CPOMS Report</b></p> <p>For offences in which the consequences may involve a permanent exclusion from TASIS, the student will appear before a Disciplinary Board Hearing.</p> <p>In all cases where the law has been broken the police will be informed.</p>

## Consequences of Misconduct

TASIS England employs the following penalties, in the following order:

- Warning
- Misconduct points (MPs)
- Friday afternoon detention, 3:30–5 p.m.
- All-day Saturday detention, 9 a.m.–4 p.m.
- Weekend restriction (for boarders only)
- Internal Discipline Day
- Disciplinary probation
- Fixed-term exclusion
- Permanent exclusion
- Student leaders may be suspended from their leadership role and/or be removed from their position in extreme cases.

## Definitions of Disciplinary Consequences

**Warning:** A warning may be applied when a teacher or administrator feels that an infraction was the result of a student not knowing, or incorrectly interpreting, a school rule.

**Misconduct Points:** A misconduct point (MP) may be given to a student by any member of the TASIS England faculty for any Step 1 or Step 2 infraction, as outlined in the table above. These include but are not limited to:

<u>Points</u>	<u>Infraction</u>
2	Unexcused absence to class
2	Excessive lateness to class (4x)
1	No TASIS ID badge
1	Being in an out-of-bounds area
1	Library or classroom misconduct
1	Rudeness/disrespect
1	Dress code violation
1	Cell phone violation

## The System for Misconduct Points

- Students, their advisor, and House Parent (in the case of boarders) will receive a copy of student misconduct points in their email accounts.
- Students will not have a detention assigned until four misconduct points within a semester have been accumulated. As soon as a fourth misconduct point is given within this period, students, parents, and their advisors will be notified of the penalty in their email accounts.
- Two detentions in a semester may result in a meeting with the Dean of Student Life (Day Students), the Head of Upper School, and the student. Subsequent detentions in the quarter will result in all day Saturday detention being assigned.
- A new cycle begins whenever the next misconduct point is turned in.
- Students begin a new record at the start of each semester.
- Students must check their email accounts frequently and keep track of their misconduct points.

## Friday Detention

- Detentions are held from 3:30–5 p.m. on Friday afternoon.
- Detentions must be served the Friday after they are received.
- Boarding students are required to attend detention, even if they have signed out for the weekend.
- If a student skips a detention, the penalty doubles; the student must serve two detentions and face the possibility of being placed upon disciplinary probation.
- The School will automatically defer detention for students participating in once-a-year events such as ISSTs and school plays.
- The School will not defer detention for regular athletic competitions or other school-sponsored events.

- One time per semester, students will be able to postpone detention for one week only. Students MUST seek PRIOR permission from the Dean of Student Life (Day Students) to postpone detention.
- Students will wear the regular school uniform and will sit in silence.
- Students may not rest their heads on the desks or sleep.
- Students can elect to read or complete written academic assignments.
- Students may not bring food or drink into the detention room.
- Any form of misbehavior, including tardiness and inappropriate dress or behavior, may result in students being assigned additional misconduct points.

### **Full-Day Saturday Detention**

Saturday detentions may be assigned for major infractions of the Behavioral Policies and Guidelines, repetitive minor infractions, and for instances in which a student may have transgressed in one or more areas of the guidelines.

Full-day Saturday detentions are held from 9 a.m.–4 p.m. Detentions must be served the weekend after they are received.

#### **Full-day Saturday detention regulations:**

- Students will wear the regular school uniform.
- Students will be required to sit in silence and engage in an academic assignment.
- Students may not talk, rest their heads on the desks, or sleep.
- Students may not bring food or drink into the detention room.
- Any form of misbehavior, including tardiness and inappropriate dress or behavior, may result in the student's being assigned additional misconduct points.

**Please Note:** Fees for hiring a proctor will be charged, the cost of which will be £50 per student. TASIS England actively encourages parents to have their son/daughter pay these fees. Students who do not pay the relevant fee will have until the following Monday morning by 8:10 a.m. to do so. If, after this time, they have not paid, students will be required to attend detention the following week.

### **Saturday School**

Saturday School may also be assigned to provide students with academic support. Students may volunteer to attend Saturday School by joining a detention or may do so at the request of faculty and/or parents.

### **Disciplinary Probation**

A student may be placed on Disciplinary Probation in addition to receiving a disciplinary consequence. The Behavior Reflection Meeting will determine the amount of time a student will remain on Disciplinary Probation. Any further violation of a major school rule or repeated misconduct by a student on Disciplinary Probation may lead directly to a meeting with the Behavior Reflection Meeting or, in extreme cases, a meeting with the Disciplinary Board of TASIS England.

Disciplinary Probation may be assigned after a period of suspension, and occurs automatically after a suspension of one week or more. In addition, a student who has been placed on Disciplinary Probation at any time during the school year will have his/her re-enrollment reviewed at the end of the school year. Students on Disciplinary Probation are not eligible to serve as dormitory prefects, student leaders, class officers, or student council members. A student placed on Disciplinary Probation may select a Faculty Advisor who will monitor the student's progress and with whom the student will be expected to discuss his or her progress. Failure to meet with the Faculty Advisor may lead to further disciplinary sanctions.

### **Internal Discipline Day**

A student assigned to an Internal Discipline Day will be required to be at school for the duration of the school day, 8:15 a.m.–5 p.m. The student will not attend classes, participate in any school activity, or be allowed to go to the dining hall on the actual day of the sanction. Prior to an Internal Discipline Day, the student will receive a form for all subject teachers to sign and on which to record assignments. Daily fees for hiring a supervisor will be charged at £50 per day. TASIS actively encourages parents to have their son/daughter pay these fees.

### **Fixed-term Exclusion**

Suspension is the temporary separation of a student from the community for a specific number of days. In the most serious of disciplinary infractions or persistent rules infractions, the School reserves the right to remove a student from the school community. In such cases students must return to the parent's home and be under direct supervision of the parents. All costs for travel incurred as a result of the out-of-school suspension are the responsibility of the parent.

Upon his/her return to the TASIS community the student and, where possible, their parents may be required to meet with the Dean of Student Life (Day Students) to implement the best course of action for future behavioral success at TASIS England.

During the period of fixed-term exclusion and suspension a student may not take part in any TASIS-sponsored activities.

### **Permanent Exclusion**

The Disciplinary Board may decide to permanently exclude a student based on the seriousness of a major school rule infraction, or when a student's behavior or disciplinary history compromises the good of the school community and is out of sympathy with the mission of the School.

## **Definitions of Disciplinary Procedure**

### **Due Process**

TASIS England will protect the rights of the individual by providing students with appropriate Due Process protection. Prior to any disciplinary action, unless a student's continued presence may endanger persons or property or threaten to disrupt the academic process, the student will be informed of the charges against him/her. The student will have the opportunity to present his/her version of the incident.

## Process of Appeal

Students have the right to appeal decisions made by the Behavior Reflection Meeting (BRM) and the Disciplinary Board. All appeals made following a BRM are heard by the Head of School. All appeals made following a Disciplinary Board meeting are heard by the Chairman of the Board of Directors. The appeals process is as follows:

- The student and/or family may present his/her position.
- The Dean of Student Life (Day Students) will present the BRM's decision to the Head of School in the case of a BRM level infraction, and to the Chairman of the Board in the case of Disciplinary Board level infractions.
- The Head of School and Chairman of the Board's decision are final and cannot be appealed.

## Behavior Reflection Meeting

Once it is determined that a major rule violation has occurred the student(s) involved will be required to attend a Behavior Reflection Meeting with their advisor or house parent (for boarding students) and student representative (optional). The following people will also attend:

- The Dean of Student Life (for cases involving day students) or Head of Boarding (for cases involving boarding students)
- Head of Upper School
- Grade-level Advisor

Prior to the meeting, the student will be informed of the rule violation(s) under consideration and asked to give an account to the Head of Boarding and/or the

Dean of Student Life (day students). Dishonesty by a student, even if discovered at a later date, will lead to a recommendation for disciplinary action.

The student will be asked to prepare for the reflection meeting through discussing the incident with their advisor/house parent and to complete a reflection document about the event.

The purpose of the meeting will be for the student(s) to reflect upon their actions and to consider what they have learned from the experience. The conclusion of the meeting will result in a balanced disciplinary and pastoral response from the School.

Upon the completion of the reflection meeting, the outcome will be reported to the TASIS England Head of School.

## Disciplinary Board Hearing

If it is determined that a major rule violation has occurred and that dismissal may be a possible consequence, a Disciplinary Board Hearing will be convened to recommend an appropriate response. Prior to the meeting, the student will be informed of the rule violation(s) under consideration and asked to give a full written and oral account to the Dean of Student Life (day students) or Head of Boarding (boarding students). Dishonesty by a student during a Disciplinary Board Hearing, even if discovered at a later date, will lead to a recommendation for further disciplinary action.

The student meeting with the Disciplinary Board Hearing will be represented by his/her advisor and House Parent, if applicable. A student may request that a faculty member make a presentation on his or her behalf to members of the hearing. TASIS England is responsible for scheduling the date and time of the Disciplinary Board Hearing as soon after the disciplinary infraction as possible. If parents can meet at this time they may attend the Disciplinary Board Hearing to support their son/daughter.

The Disciplinary Board Hearing will involve the following persons:

- Member of the Board
- Head of School
- Head of Upper School
- Student's Advisor
- The Dean of Student Life (in cases involving day students)
- Head of Boarding (in cases involving boarding students)
- Student's House Parent (in cases involving boarding students)