

## The CODE of CONDUCT & DISCIPLINARY POLICY

ICS Paris has adopted the following Code of Conduct for Students, Whole School teaching and non-teaching staff and Management Team, :

*On my honour, I shall respect other people, respect their property, respect our differences, and respect the diverse community which brings us together to learn and teach.*

All students and staff at ICS Paris, regardless of age, are expected to adhere to the school's Code of Conduct.

### 1 Purposes

The Code of Conduct serves as a pedagogical tool, which affirms a set of fundamental rights for students, with a view towards creating the social conditions necessary for the collective pursuit of learning.

ICS Paris takes a benevolent, pedagogical, rights-based approach to building student discipline and well-being. As students grow, they progressively acquire the knowledge and skills necessary to act upon their own rights, to recognise the rights of others, and to participate in the community responsibly as autonomous actors. The level of acquisition of these skills varies from one student to the next. Consequently, the school strives to treat offences against the honour code as learning opportunities, whereby students and school staff develop empathy while also gaining a better understanding of the larger social reasons for which rules exist.

#### 1.1 Use as a pedagogical tool

The Code of Conduct serves as a pedagogical framework for preparing students and school staff – regardless of age – to become mindful of their responsibilities as citizens of a global community, and of the importance of respect and tolerance for effective cooperation and community-building. ICS Paris strives to develop student appreciation for the rich diversity of opinions, beliefs and convictions – both personal and cultural – which underpins its international environment.

#### 1.2 Affirmation of a set of fundamental rights for students and School Staff

The commitments contained within the Code of Conduct affirm a set of fundamental rights,

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including (1) a fundamental right to personal integrity, (2) a fundamental right to the peaceful enjoyment of personal property, and (3) a fundamental right to participate in a school community dedicated to learning.

## **2 Fundamental Rights**

### **2.1 A right to personal integrity**

All members of the school community have the right to be respected as people. An offence against a person involves an act or omission resulting in damage, whether physical injury or psychological distress, suffered by another person.

*COMMENTARY: Examples of an offence against a person include assault, bullying or harassment, defamation, discrimination (as well as racial, ethnic, and religious offences), sexual offences, and threatening communications, even when such behaviour is allegedly engaged in playfully or without harmful intent.*

### **2.2 A right to peaceful enjoyment of property**

All members of school community have the right to keep and to make appropriate use of their property. An offence against property involves an act or omission resulting in the damage, abuse or loss of another person's property.

*COMMENTARY: Examples of an offence against property include extortion, plagiarism, theft, or vandalism, even when such behaviour is allegedly engaged in playfully or without harmful intent. Students should note that their use of their property must not disrupt the school's learning environment. In other words, the school's right to regulate the learning community may limit student enjoyment of personal property. For example, school rules may authorise school personnel to confiscate certain items which students bring to school (see for example the school's mobile phone policy). Such instances of confiscation are temporary and are not considered an offence against student property rights.*

### **2.3 A right to participate in a school community dedicated to learning**

All members of the school community have the right to participate in a community dedicated to learning. By extension, all students have a right to learn in an environment where public order is maintained and respected. An offence against the community involves an act or omission resulting in disruption of the public order maintained by the school.

COMMENTARY: *Examples of an offence against the community include disrespect for school policies and protocols, whether they relate to attendance, uniform, academic honesty, technology use, building access (including use of restricted exits or hallways) or classroom conduct. Furthermore, incidents involving fraud, pollution of the school environment (e. g., by smoking or by not disposing of waste correctly), the possession, consumption, sale or distribution of illegal drugs, alcohol, and cigarettes (electronic cigarettes included), or the possession of a weapon or of a mock weapon, are treated as offences against the school community. Any behaviour which effectively undermines the school in its efforts to pursue its educational purpose shall be considered to be an offence against the community, even when the student alleges that his or her conduct was playful or lacked harmful intent.*

Policy may also be expressed for example by the school administration through its communications with families, or at a classroom level by teachers when they establish class rules.

### 3 Student Disciplinary offences

The Code of Conduct and Disciplinary Policy differentiate between minor transgressions, serious misconduct and very serious misconduct.

Every matter shall be dealt with on its own merits :

- \* **Minor transgressions** are offences that may not lead to expulsion from the school when the offence is committed for the first time. Session(s) with the child's Homeroom/ Classroom Teacher will be required. If a number of minor transgressions are committed at the same time and/or over a period of time, it is at the total discretion of the school to determine whether these should be treated as separate transgressions and therefore lead to the progression of the next step of disciplinary measures.
- \* **Serious misconduct** refers to offences that generally warrant on the first offence meeting with the child's Homeroom/Classroom Teacher, a written warning and parental contact. On the second offence a disciplinary investigation by Disciplinary Committee may take place that could lead to suspension or expulsion or an alternative sanction being imposed.
- \* **Very serious misconduct** will result in a disciplinary investigation that could lead to immediate suspension (minimum of three days) and counselling with the Head of Student Support or expulsion or an alternative sanction being imposed even if it is the first time such an offence is committed.

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Aggravating factors, such as the following, may be taken into account:

1. Substantial damage incurred
2. Leadership role in an offending group
3. Attempt to hide facts
4. Refusal to acknowledge responsibility
5. Repeated offences
6. Vulnerable victim
7. On probation at the time of the offence

The status of a student as an autonomous actor is problematic, particularly because students are minors who are still learning about healthy and productive social interactions. To address this issue in a pedagogical way, the school assimilates it with the question of student intent. The question of what a student meant to do when committing an offence is important, both pedagogically and for the purpose of discerning an offending student's level of responsibility.

#### **4 Student Disciplinary Measures**

Various forms of informal and formal disciplinary measures may be initiated by the school. The severity of the action taken by the school will depend on the circumstances, the seriousness of the offence, the student's intent and any other relevant factors.

Disciplinary measures may include:

- Warning (written or verbal)
- Parental contact
- Interview with parents
- Written apology
- Community service or Responsibility-building activities

The following disciplinary measures will therefore generally require the Disciplinary Committee to investigate and exercise judgement in deciding on the appropriate and fair action to be taken:

- Formal Reprimand (Students who receive a formal reprimand shall not be eligible for honours)
- Disciplinary Hearing

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- Temporary Exclusion from Class
- Temporary Exclusion from the School
- Definitive Exclusion from the School

### **SPECIAL PROCEDURES FOR THE PRIMARY SCHOOL**

Primary teachers establish classroom rules and treat most disciplinary incidents on a day-to-day basis and must report recurrent incidents or severe incidents to the Head of the Primary School.

The Head of the Primary School may counsel the student, recalling the school's Code of Conduct. Finally, the Head of the Primary School may refer disciplinary incidents for treatment under regular procedures.

### **REGULAR PROCEDURES**

Secondary teachers and staff must report incidents on ManageBac (Discipline Section) and to the Disciplinary Committee in writing (with – if/when possible – supporting documents). Primary teachers and staff must report incidents to the Disciplinary Committee in writing (with – if/when possible – supporting documents).

In certain cases the Head of Student Support may also be asked to intervene.

All transgressions requiring disciplinary action will be recorded on the school database (My Concern)

DISCIPLINARY COMMITTEE MEMBERS could include :

- the Head of School
- the Section Principal
- the Homeroom/Classroom teacher
- the Head of Student Support
- a Senior member of staff

Last reviewed July 2023

Next review July 2026

I have read and understood the contents of the Code of Conduct and Disciplinary Policy and I undertake to comply with them.

Student's name :

Student's signature :

I/we, parent(s) or guardian(s), of the above student, have read the contents of the Code of Conduct and Disciplinary Policy and undertake to ensure that my/our child follows the above policy. I/we agree that should my/our child commit any of the above transgressions, the school will have the right to follow disciplinary procedure. I understand that this policy cannot cover all eventualities and that certain situations, not mentioned in it, may require disciplinary action. I/we therefore agree that my/our child and I/we will comply with the imposed sanction(s).

Parents' signature :

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