

# The American School in London

## Behavior Policy: Middle & High Schools

*The current version of any policy, procedure, protocol or guideline is the version held on the ASL website. It is the responsibility of all employees to ensure that they are following the most up-to-date version.*

<b>Responsible parties</b>	Middle & High School Principals
<b>Approved by</b>	Board of Trustees
<b>Approval date</b>	October 2024
<b>Next review date</b>	October 2026

### High School and Middle School Student Code of Conduct

The High School and Middle School's Code of Conduct is based on the school's mission, ASL Portrait of a Learner, and our DEI statement, and reflects our core values and all applicable UK laws and regulations. As an ASL community member, you have the right to an excellent education that excites and challenges you in a safe learning environment, to engage actively and constructively in school-sponsored events and activities with other members of the community, to feel cared for and valued as an individual, and to express respectfully your beliefs and opinions. As a member of the community, you contribute to the learning and social environment and also have the responsibility of upholding ASL's values. ASL's expectations for all community members are outlined below.

## Expectations

It is vital that all members of our community understand behavioral expectations and the school's Code of Conduct. If a student violates school policy or rules or acts in a way that is in conflict with our core values, appropriate disciplinary measures will be taken by the School. All members of the school community share the responsibilities that come with the privilege of being part of our community. To that end, we expect parents/guardians to help their students, and other ASL students in their care, to make positive and healthy choices.

Please note that ASL's expectations of student behavior apply to all school-sponsored events, whether on or off campus. The School acknowledges UK laws regarding alcohol and tobacco use. On trips outside of the UK, both the laws of the host nation and the Code of Conduct apply. Furthermore, in accordance with the Education Act 1996 and with the guidance outlined in [Searching, screening and confiscation](#), ASL reserves the right to intervene or take disciplinary action for serious breaches of the Code of Conduct that take place outside of school and/or at events not affiliated with the school, if the School felt the breaches resulted in risks to health and safety and/or could be damaging to other students, our greater community or the reputation of the student or the School. In such cases, the School may use the same disciplinary process as described below.

## Overview of the disciplinary process

Most student infractions are addressed in the moment, by a faculty or staff member, when and where they occur. In responding to behavioral infractions, other adults, including advisors, administrators, and/or parents/guardians may be included in the process as appropriate.

When more serious behavioral infractions occur, the School will use the following process to investigate and determine the next steps.

First, there will be an initial assessment to determine the nature of the allegation(s), what information is available and what further information is needed, who might be at risk, and who should lead the investigation.

Second, the information gathering stage will take place, which could include interviewing and/or taking statements from students and/or adults as appropriate. Parents/guardians will be notified in due course as appropriate. The School reserves the right to interview students prior to notifying parents of disciplinary incidents. For the most serious infractions, which may result in a suspension or expulsion, students will be

supported during an interview by the presence of a teacher, advisor or counselor who will serve as an advocate for the student. Under some circumstances, students may be asked to remain out of school during an investigatory process.

Third, the consequence(s) for the infraction will be determined. In the Middle School, the divisional principal will make a decision about the outcome and consequences related to an investigation. In the High School, the Student Faculty Advisory Board (SFAB) will in most cases hold a hearing with students who have been found guilty of a violation after the administration has conducted an investigation. The SFAB does not itself conduct investigations or determine guilt or innocence. The SFAB makes recommendations to the high school administration as to appropriate consequences, following which the high school administration makes the final decision. Parents will be notified if a student is asked to appear before the SFAB. Please see the ASL website for more information on the purpose and work of the SFAB.

For the most serious discipline infractions, which could result in a student being required to leave the School, a hearing will take place with the student and their parents/guardians and the relevant school administrator(s), including the Head of School. Prior to the hearing, the family will be made aware of the allegations and receive a written copy of the school's evidence and be given time to respond. During the hearing, the Head of School will review the disciplinary process, findings and possible consequences, and invite the student and their parents/guardians to give additional input or feedback. Following the hearing, the Head of School will make a decision about the appropriate sanction(s) for the student, which may include permanent expulsion. Following the Head of School's decision, the family has the right to request an appeal in accordance with the guidelines of the 2014 Education Regulations for Independent School Standards. Full details of the Parental Complaints Policy can be found on the ASL website in our policies section.

### **Involvement of outside authorities**

ASL will report to the police activity that it believes may amount to criminal activity that takes place either within the school grounds or outside of its grounds. Drugs and weapons found at school will be confiscated immediately and held for the police as potential evidence.

Sexual offenses, including cases where a student is suspected or alleged to have committed such an offense, will be reported to the police in line with statutory guidance provided the appropriate evidence is available. In addition, the alleged victim's carers will usually be informed of the incident and told that the police have been notified.

## Consequences

As a school, we try to respond to infractions in a way that is instructive, restorative, and equitable. We try to do what is best for each student and the community at large, and in doing so, the full circumstances of each situation will be considered. In dealing with disciplinary incidents, ASL considers a variety of factors including precedent, a student's age, past record and standing at ASL, and any and all other circumstances related to the incident or individual of which we are aware and deem relevant. ASL takes into consideration the safety of the wider community and the core values of the School. The needs of an individual must therefore be reasonably balanced with the school's responsibility to the community.

Student behavioral problems vary in frequency and degree of seriousness, and the corrective action must be a matter of judgment by the appropriate teacher or administrator. The tables below serve as a guide to ASL's general levels of behavioral infractions and possible consequences. For most lower-level behavioral infractions the philosophy of discipline at ASL is to foster the notion of "learning from mistakes," while more serious or repeated behavioral infractions would also result in more significant consequences. The list below gives examples and is not exhaustive.

<b>Level I Behavioral Infractions</b>	
<ul style="list-style-type: none"><li>● Chewing gum (Lower and Middle school only)</li><li>● Disrupting others' ability to learn or the school environment</li><li>● <a href="#">Attire Policy</a> violation</li><li>● Inappropriate, profane or derogatory language (this may also fall into the more serious category of harassment)</li><li>● Littering and/or not cleaning up after yourself</li><li>● Not using a school ID card properly</li><li>● Being present in an unsupervised or prohibited location in the School</li><li>● Roughhousing, pushing or shoving</li><li>● Excessive tardiness</li></ul>	<p>Level I infractions are usually handled in the moment through a conversation or redirection by ASL employees.</p> <p>Consequences for minor infractions could include loss of privileges, assigned duties, a written reflection from the student, and/or parental/guardian notification. Students will make amends for their behavioral choices as appropriate.</p>

<ul style="list-style-type: none"> <li>● Violation of classroom rules or other disruptive behavior</li> </ul>	
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<b>Level II Behavioral Infractions</b>	
<ul style="list-style-type: none"> <li>● Repeated behavior or extreme violation of level I behavioral infractions</li> <li>● Breach of academic integrity</li> <li>● Destruction of school or personal property</li> <li>● Disrespect, disobedience or defiance to any ASL employee</li> <li>● Forgery</li> <li>● Lying or other matters of honesty</li> <li>● Technology policy violations</li> <li>● Truancy</li> </ul>	<p>Level II infractions usually begin with a referral to an administrator and an investigation into the circumstances of the incident. Consequences for level II infractions could include but are not limited to those listed for level I infractions, formal written warnings, lunch or after-school detention, exclusion from extracurricular activities and trips, in- or out-of-school suspension, and/or a meeting with parents/guardians. Students will make amends for their behavioral choices as appropriate.</p>

<b>Level III Behavioral Infractions</b>	
<ul style="list-style-type: none"> <li>● Repeated behavior or extreme violation of level I or level II behavioral infractions</li> <li>● Sexual misconduct, including any kind of solicitation or sending of inappropriate photos, materials, messaging or social media content</li> <li>● Endangering the welfare of other students</li> <li>● Physical assault, including fighting, hitting, kicking, etc.</li> <li>● Verbal abuse/threatening behavior against students or adults</li> <li>● Malicious accusations against ASL employees</li> </ul>	<p>Level III infractions begin with a referral to an administrator and an investigation into the circumstances of the incident. Decisions about the consequences for these most serious infractions are made by the divisional principal in consultation with the Head of School. Level III behavioral infractions will most often result in suspension or expulsion from the School. Students will make amends for their behavioral choices as appropriate.</p>

- Harassment, bullying (including through social media and other forms of cyber-bullying) and hazing
- Use of racist language or any form of racism no matter the stated intent
- Hate speech
- On-campus possession, use or being under the influence of any illegal drug or banned substance, alcoholic beverage, e-cigarette, paraphernalia or intoxicant of any kind
- Transmission of any illegal drug or banned substance, alcoholic beverage, e-cigarette, paraphernalia or intoxicant of any kind
- On campus possession of a facsimile of any illegal drug or banned substance, alcoholic beverage, e-cigarette or paraphernalia
- Transmission of a facsimile of any illegal drug or banned substance, alcoholic beverage, e-cigarette or paraphernalia
- Possession or transmission of a firearm, knife or dangerous instrument or weapon of any kind, regardless of intention for use, including replica (fake) weapons
- Theft
- Violation of UK law