

## BEHAVIOUR POLICY

Reviewed July 2025

***"Treat people the way you want to be treated.  
Talk to people the way you want to be talked to.  
Respect is earned, not given."***

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***Hussein Nishah***

As an IB World School, our mission, vision and values are aligned with the IB learner policy, IB Academic policy and Globeducate policies. Any behaviour going against what is stated in those documents will be sanctioned.

At the heart of our behaviour policy is a strong commitment to addressing behavioural challenges through proactive and supportive strategies whenever possible. We prioritise approaches such as positive reinforcement, counselling sessions, coaching, restorative practices, and meaningful community service. These approaches aim to help students reflect on their actions and understand their impact. We believe meaningful change must come from the student's own choices, not just through coercion, encouraging responsibility and long-term improvement.

Any breach of student regulation, even minor ones, including disruptive attitude and, in general, any misbehaviour, will lead to sanctions. Students who break these rules will be strictly dealt with in accordance with the following disciplinary procedure, depending on their age, the gravity of the action and after meeting the appropriate Head and/or the Director of the school. School rules can be breached within the school (classrooms, corridors, play grounds, sport fields, etc) or during external activities such as field trips, excursions, residential activities such as MUN or study trips. Parents will be notified via Managebac and/or by email, and disciplinary action will be taken accordingly.

Any student encouraging the breach of student regulation or being part of a group engaged in these actions will be disciplined as well.

Repetition of misbehaviour will be considered as an aggravating factor.

Some very serious breaches, such as criminal offences, may require a specific and exceptional procedure.

New teachers are inducted to the behaviour policy during their induction days in August. Other staff members are asked to review the behaviour policy at the start of the academic year and when the policy is updated. All staff have access to a behaviour toolkit on the following website :

<https://sites.google.com/isn-nice.com/isn-behaviour-toolkit/>

Students are inducted to the behaviour policy during the first days of class with their homeroom teachers, and can be regularly reminded about it during homeroom sessions, Essentials, or assemblies if needed. A code of conduct containing simplified versions of the academic integrity policy, attendance policy and behaviour policy is given to them at the start of the academic year.

Parents also have access to shorter versions of the policies in the family handbook and are encouraged to check the updates regularly on the ISN website.

## **1. OUR VALUES**

**BELONGING** - We feel valued / needed and accepted by others. We all belong to the inclusive and diverse ISN Community.

**RESPECT** - We communicate and act with courtesy and politeness. We value what we have.

**INTEGRITY** - We act with honesty, fairness and compassion even in the face of challenge.

**COURAGE** - We respond in a way that allows us to act on our values rather than our impulses.

**KINDNESS** - We nurture and care for the physical, emotional and social wellbeing of ourselves and others.

## 2. GENERAL EXPECTATIONS

Students are expected to respect the basic rules of politeness when they are at school or on the bus. It is important to remember those rules are meant to create a positive and inclusive atmosphere and should be communicated clearly to all students. Efforts should be made to reinforce them through positive reinforcement, role modeling, and open communication between students, teachers, and parents.

Lack of respect for other students, teachers, administrative staff or visitors, including on buses and during trips will not be tolerated.

Our general expectations are :

*Kindness and Inclusion* - Students must treat all classmates with kindness and inclusion, regardless of their background, abilities, origin, preferences or interests. They must never exclude or make fun of others. They must cooperate with classmates during group activities and assignments.

*Language & communication* - English is the working language at ISN. Students are expected to communicate in English with their classmates, teachers, and members of staff as much as possible. Students must speak to others using respectful language and tone. They must not use offensive or disrespectful words towards or in front of other members of the ISN community. They should listen attentively when someone is speaking, whether it is a teacher or a peer. They must not interrupt or speak over others.

*Polite Greetings* - Students have to greet teachers, classmates, adults working at school (admin team, canteen ladies, cleaning staff...) with a friendly "good morning," "hello," or other appropriate greeting.

*Apologies and Forgiveness* - Students must apologise sincerely when they have done something wrong or hurtful to someone else.

*Personal Space and Boundaries* - Students must respect personal space and boundaries of others.

*Positive Conflict Resolution* - If students have a disagreement or conflict, they must address it respectfully. They must not escalate conflicts through aggressive language or behavior. They must talk to an adult if they need support.

*Respect for Property* - Students must treat school property and others' property, such as textbooks and equipment with care and respect. They must not vandalise, steal or damage school or students' property.

*Use of bathroom facilities* - Students are expected to respect the bathroom facilities and leave them in the state they found it. They have to organise their toilet breaks outside of classroom time as much as possible. They can't be more than one in the same cubicle. Students caught together in the same cubicle will systematically face consequences.

*Reporting Concerns* - As any member of our community, students are expected to report any instances of bullying, harassment, or inappropriate behaviour to a teacher, staff member, or member of their family.

*Table Manners* - Students must use appropriate table manners during meals in the cafeteria or outside. They must leave their table clean and respect the cafeteria rules.

We expect our students to embrace the IB philosophy, in particular when it comes to respecting people from different origins, with different preferences and people who make different choices. Our historic mission emphasises our shared humanity and the bonds that tie us together in one global community. Our resolution to continuously improve to create a better and more peaceful world through education that builds intercultural understanding and respect must always reflect current thinking and changing expectations around the globe with respect to diversity, equity and inclusion. For all those reasons :

Any incident based on the origin, the race, the sexuality, the background, the sex, the gender, the abilities, the opinions or personal choices of a student will never be tolerated and will lead to serious consequences for the student breaching this rule.

We commit to promoting human rights and the idea of one shared humanity and we expect our students to do so. We work to promote the voices, identities, and leadership of marginalized people in our work and expect our students to do so.

### **3. CLASSROOM ETIQUETTE**

Students must:

- Arrive on time for their classes
- Politely greet the teacher when entering the class
- Enter the class quietly and get ready to work as soon as possible
- Raise their hand to ask or answer questions, rather than shouting out or interrupting the teacher or their peers
- If the teacher is late, stay quiet, disciplined and immediately alert a nearby adult
- Follow the teacher's instructions promptly and attentively
- Not chew gum or eat in class
- Not wear hats
- Demonstrate a high level of respect to the teacher
- Not discuss teachers' instructions. If the student feels like a teacher's decision can be unfair, they are encouraged to discuss that with the Head of Section or Director of student life & safeguarding after the lesson
- Push chairs under the tables on leaving the room
- At the end of the day, place chairs safely on the tables

### **4. DRESS CODE**

Students must adhere to the school's dress code, ensuring that clothing is appropriate, respectful, and not distracting to others. Students can't wear hats inside the school.

Students are expected to wear the school uniform until Grade 10. Grade 11 and 12 students have to dress formally - smart-casual or business-casual.

Wearing clothes, jewellery or accessories that can be considered offensive or that are promoting values that are against ours will be sanctioned. Students are not allowed to wear clothing or accessories that promote political messages. ISN being a secular school, religious signs must not be visible.

This policy is in place to maintain a neutral and respectful environment for all students, ensuring that the school remains focused on education and inclusivity, without the influence of religious or political opinions. The goal is to create a space where everyone feels comfortable, free from external pressures or potential conflicts related to political issues.

## 5. UNACCEPTABLE BEHAVIOUR

Here is a non-exhaustive list of behaviours that will systematically be sanctioned as stated in this behaviour policy.

<b>Physical aggression</b>	Hitting, punching, kicking, pushing students or staff members
<b>Verbal abuse</b>	Name-calling, threats, or using offensive language aimed at others
<b>Bullying</b>	Repeated aggressive behaviour, including physical, verbal, or social harm, often targeting a specific individual
<b>Cyberbullying</b>	Using social media, texting, or online platforms to harass, threaten, or demean others / to spread rumours about other students or staff members
<b>Vandalism</b>	Damaging school property, such as breaking windows, graffiti, or destroying furniture
<b>Fighting</b>	Engaging in physical altercations with peers.
<b>Threatening</b>	Intimidating others with gestures, words, or actions that cause fear or harm
<b>Throwing objects</b>	Throwing items, such as books, stones, or furniture, to cause harm or disruption
<b>Sexual harassment</b>	Inappropriate touching, comments, or advances toward other students or staff
<b>Weapon use</b>	Bringing or using weapons, such as knives or other dangerous objects, at school

## 6. USE AND POSSESSION OF SUBSTANCES

This following rule applies to the times when students are at school, on the school bus, or at any school-sponsored activity outside school, including school trips. Any infraction of this rule will result in an immediate suspension. There will be no exceptions and no second chances.

The possession and/or use of illegal drugs and controlled substances at school is strictly forbidden. Any student who is found in possession of illegal drugs, caught engaging in the use of illegal drugs, or discovered to be under the influence of illegal drugs will be expelled.

The possession and/or consumption of alcohol is strictly forbidden. Energy drinks are not tolerated.

The possession and/or consumption of cigarettes, e-cigarettes, vapes or any products/material linked to these practices or containing nicotine is strictly forbidden.

Selling, buying, sharing, promoting or keeping any of the above-mentioned products is strictly forbidden and will be severely sanctioned, as well as promoting or encouraging the consumption of these products.

## **7. ACADEMIC INTEGRITY AND WORK ETHIC**

Depending on the cases, academic integrity issues can result in disciplinary sanctions in addition to consequences that are already stated in the school Academic Integrity policy. This includes :

- Negative attitude towards studies or teachers.
- Cheating, plagiarism, or fraud in any form.
- Skipping classes or frequent tardiness/absences.
- Failing to credit sources or original ideas, including AI-generated content.
- Fabricating or altering data and sources.
- Lying for extensions or favorable circumstances.
- Lying to investigators or obstructing investigations.
- Theft of property, including tests or student work.
- Downloading or copying unauthorised materials.
- Bringing unauthorised materials into exams or disrupting exams.
- Accessing online resources during prohibited exams or using unauthorised aids or materials in closed-book exams.
- Submitting another person's work as one's own.
- Assisting others in dishonest practices.

## **8. E-LEARNING AND ETHICAL USE OF TECHNOLOGIES**

In accordance with the most recent laws in force in France, ISN enforces a no phone policy. Students must keep their phones in their bag or lockers at all times, unless a teacher allows them to use it for a project or an activity.

If a student is seen using a phone, or if the phone is easily accessible to the student (eg. on the table or in the pocket) the device will be confiscated by a staff member and will be put in a safe box. The student may have to put his/her phone in the safe box every morning before lessons start for a determined period of time. Parents will receive a notification.

If, after a first incident, a student is again caught using a phone or having one accessible, they will either be sent home or spend the rest of the day in the office of their Head of Section or the Director of Student Life for an in-house suspension.

When the computers and electronic media devices are used contrary to the moral, legal and ethical values of the school, of the the IB learner profile and broader community such as visiting, saving or watching disturbing material from internet sites that include racist, anti-semitic, xenophobic, homophobic, pornographic, gore material, violence, any illegal content or content that could be considered offensive and against the values of the school.

The following list is non-exhaustive and contains examples of what will be considered as an inappropriate use of technologies :

- Cyberbullying other students or staff members
- Tarnish the reputation of other students or staff members
- Intimidating, harassing, threatening or blackmailing other students and staff members
- Requesting or sharing inappropriate pictures with another student
- Logging on internet platforms that are rated 18+ or with inappropriate, offensive or illegal content
- Taking pictures/screenshots or film the classes, school members, or school premises unless it is an activity authorised by the teacher with full consent from all parts is forbidden. Teachers and connected students have a right to image that must be respected by all.
- Sharing pictures or videos of students, staff members and school premises on social media, either on a public or private platform or messaging app

ISN refers to the Globeducate “ICT Acceptable use”, as found on the following website : <https://www.globeducate.com/footers/globeducate-policies>

## **9. SECURITY**

Students, staff and visitors must feel safe and stay safe at any time when at school. This is a non-exhaustive list of actions that will be considered as threats for the school security :

- Bringing knives, brass knuckles, weapons, fake weapons and toy guns, fireworks, firecrackers or any object that can be considered dangerous
- Adopting aggressive behaviour : punching the walls, slamming the doors, refusing to calm down when asked by the teacher, shouting or raising the voice in front of an adult
- Going to unsupervised areas, such as classrooms, during break times or taking advantage of private areas such as bathroom cubicles
- Adopting violent behaviour : punching, pushing, hitting, kicking school members
- Helping in introducing suspicious packages or deliveries to school - Private deliveries are not allowed
- Threatening or intimidating students or members of staff, physically or verbally
- Creating panic, for example by screaming or spreading rumours
- Playing with fire or bringing material that allows to light a fire (lighters, matches...)
- Helping outside people to access the school premises without authorisation
- Tampering with fire protection or safety material
- Sharing information about the school security with people who are not part of our community of learners, teachers or parents - this includes sharing pictures taken inside the school.

## **10. EDUCATIONAL MEASURES**

We prioritise educational measures in response to misbehaviour whenever possible, focusing on guidance and support rather than punishment. This includes coaching sessions with the head of section, where students can reflect on their actions and work on improving their behaviour. We also provide sessions with the school counsellor to address any emotional or psychological factors that may be influencing the student's conduct. Additionally, we collaborate with the director of inclusion at the Reach Center to explore potential underlying causes, such as ADHD, giftedness, or other learning differences.

From these meetings, we adapt our strategies to better support the student's individual needs and aim for individual progress.

Other measures include guiding the families to external professionals, such as neuropsychologists, arranging one-on-one class support or specialised sessions with a support teacher from the Reach Center.

## 11. RANGE OF SANCTIONS

Teachers are primarily responsible for managing behaviour within their classrooms and will address issues as they arise. When necessary, or as a second step, they will receive support from the homeroom teacher, the head of section, or the Designated Safeguarding Lead for behaviours that could be linked to safeguarding. The Director of the school may be involved in the resolution of the most serious behaviour cases.

We will systematically communicate any incidents of misbehaviour to parents through various channels, including phone calls, emails, and / or behaviour notes posted on Managebac.

It is important to note that repeated misbehaviour will automatically result in sanctions being escalated to the next level, ensuring that we address ongoing issues promptly and fairly. Positive behaviour will be reinforced in different ways.

### *Disciplinary ladder*

<b>Reinforcement of positive behaviour</b>	<ul style="list-style-type: none"> <li>- Verbal praise from the teacher</li> <li>- Written commendation sent via Managebac and / or email (secondary school)</li> <li>- Certificate given during the weekly assembly (primary)</li> <li>- House points given to the student</li> <li>- Student is invited to participate to specific events, such as workshops, day trips or meeting officials .</li> </ul>
<b>Level 1</b>	<ul style="list-style-type: none"> <li>- Conversation with the teacher, call to order</li> <li>- An offer of genuine apology, either verbally or in writing, by the aggressor and its acceptance by the affected party</li> <li>- Attending reflective practice sessions with the counsellor or director of student life &amp; safeguarding to reinforce that the behaviour is unacceptable and / or to support the student in getting educated</li> <li>- Staying in the principal's office for the rest of the day and / or during break times</li> <li>- Sending a behaviour note via Managebac for secondary students, and an email to parents for primary students</li> </ul>

<b>Level 2</b>	<ul style="list-style-type: none"> <li>- Sending the student to the head of section's office</li> <li>- Intervention with parents in order to set objectives</li> <li>- Setting of a behaviour contract, which would be a last step and a probation before a council of discipline</li> <li>- In house suspension : students are working from the principal office</li> <li>- Regular suspension : students are working from home</li> <li>- Doing community service as a restorative practice</li> <li>- Losing the privilege to go on school trips</li> </ul>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>- Council of discipline with the Disciplinary Board</li> <li>- Expulsion from the school</li> </ul>

## 12. DISCIPLINARY BOARD

The Disciplinary Board is composed of the Director (or his/her representative), the Section Head concerned, and at least one faculty member.

The Disciplinary Board will be consulted on request of the Director who may be able to give up to a week of suspension in order to give time for the committee to be convened. Time constraints may allow for more than a week of suspension with a written agreement between the parents and the school. The student concerned, with her/his parent or legal guardian, will be convened by Registered Letter with Acknowledgement of Delivery at least 8 days before the meeting of the Disciplinary Board. The notification will specify the breach of regulations, the means at the disposal of the student to present his or her defence (by oral or written presentation or by any person of his or her choice), and his or her right to consult his or her file. The parent or legal guardian of the student in question will be able, if the student is a minor, to be heard upon the request of the Director of the School and the Disciplinary Board.

The day of the meeting, the student will be invited to explain himself or herself. On the basis of these explanations, or those of the parent or legal guardian, the Disciplinary Board will take the necessary decisions which it considers justified. The student or his/her legal guardian will be notified of the panel's decision within 7 working days, specifying the procedure for appeal if so desired. The student, and if necessary, his or legal guardian, will have 7 days from receiving notification to appeal. These delays may be adapted as holidays may interfere in the process. In the case of a student being expelled, this decision is definitive and readmission will not be considered. The Director has the final say in matters of re-enrollment of a student.

### **13. BEHAVIOUR TRACKING AND COMMUNICATION WITH FAMILIES**

The school uses Managebac to track behavioural data. Consequences of incidents, such as suspensions or exclusions, are recorded and may be included in the documents shared with other schools as part of the student's academic record.

Teachers will log a behaviour note on ManageBac to inform parents whenever a behaviour incident occurs. This note will include details of the incident, and parents will receive a notification both via ManageBac and by email. Behaviour notes are categorised into three levels: Level 1 (Minor Offences), Level 2 (Repeated and/or Moderate Offences), and Level 3 (Major Offences). Please refer to the chart below for more information.

The school may request a meeting with families to agree on a support strategy, set goals, or gather more information when behaviour concerns arise. Parents are always welcome to contact the Principal or the Director of Student Life & Safeguarding to discuss any incident further.

### ***Classification of behaviour incidents***

<p><b>Level 1</b></p>	<p>Minor Offences include first-time or less serious breaches that disrupt the learning environment or community respect but can be addressed through education and reflection. Examples are disruptive attitude or talking out of turn, using a phone without permission, not following classroom etiquette such as chewing gum or not greeting politely, minor disrespectful language or tone, failure to follow dress code, misuse of bathroom facilities such as multiple students in one cubicle, minor vandalism like littering or careless damage, negative attitude towards studies or teachers, frequent tardiness, and minor inappropriate use of technology such as using a phone without permission for the first time.</p>
<p><b>Level 2</b></p>	<p>Moderate Offences include repeated Level 1 behaviours or moderately serious breaches that affect safety, wellbeing, or learning, requiring intervention and possible sanctions such as suspension or behaviour contracts. Examples include repeated disruptive behaviour or disrespect, verbal abuse or name-calling, bullying including social exclusion or repeated incidents, repeated inappropriate use of technology including cyberbullying or sharing inappropriate content, moderate vandalism or property damage, skipping multiple classes or truancy, repeated failure to comply with dress code or school rules, threatening or intimidating others without physical aggression, minor physical aggression such as pushing or shoving, use or possession of prohibited items like energy drinks, cigarettes, vaping products, and dishonesty related to academic integrity such as cheating or plagiarism.</p>
<p><b>Level 3</b></p>	<p>Serious Offences include repeated Level 2 behaviours or serious breaches that threaten safety, dignity, or legal standards, often requiring disciplinary board involvement and possibly expulsion. Examples are physical aggression causing harm such as hitting, punching, or kicking, sexual harassment or assault, possession, use, or distribution of illegal drugs or alcohol, bringing weapons or dangerous objects to school, serious threats or intimidation including violent behaviour, major vandalism or theft, repeated or severe bullying or cyberbullying, promoting or participating in discriminatory behaviour based on race, gender, sexuality, or other identities, severe breaches of academic integrity such as fraud or falsification, serious violations of technology use policies such as sharing explicit material or recording without consent, and any criminal offence committed on school premises or during school activities.</p>