



Straits International School Penang Student Conduct Policy

Policy	Student Conduct Policy		
Approval Date:	November 2022	Next review:	November 2023
Review Cycle:	1 Year		
Scope:	Whole Group		
Ownership	Campus Principal and Pastoral Lead	Approved by:	Group Health and Safety Director

10. Student Conduct

RULES, REWARDS AND DISCIPLINE

Students at SIS are expected to demonstrate hard work and effort in all that they do. They are proactive participants rather than passengers. SIS students demonstrate an ethos of community through a caring attitude which shows respect for our school and all those who work within it. They seek to give back to their community through service and leave our school as well-rounded, well-qualified young people prepared for the challenges that await them.

Our Expectations from Students

- To behave appropriately at all times.
- To show respect for people and property.
- To conform to school uniform requirements.
- To arrive to class punctually and prepared.
- To participate actively in learning.
- To complete homework on time and to a good standard.
- To have a positive attitude.
- To be responsible and honest.
- To strive for school unity.
- To use appropriate language speaking English at all times.
- To lead by example.

Our Expectation of Parents

- Support the school but reinforcing the message.
- Ensure their child has enough sleep.
- Ensure their child meets school deadlines.
- Attend any behavioural meetings that the school requests them to attend.

What Students can expect from us

- A professional teaching staff who set a good example in terms of professional knowledge, general behaviour and standards of dress.
- School policies and procedures will be applied fairly and consistently.
- Staff are available to listen, counsel or provide information on academic or pastoral matters at any time.

Praise and Encouragement
Positive behaviour policy

Reward	Awarded for	Recognition	Time frame
House points	<ul style="list-style-type: none"> • Homework excellence. • Classwork excellence. • Social acts worthy of recognition. 	House points to be published weekly in a league table and counted towards pastoral awards.	Ongoing
Pastoral awards	<ul style="list-style-type: none"> • Top placing in house point table. • Outstanding achiever. • Most improved. • Star of the Week. 	Recognised during prize assemblies. Certificate given out.	Termly
Academic awards	Excellent student award in each subject department.	Recognised during prize assemblies. Certificates given out.	Termly
Positive emails (Primary and Secondary)	Children who have exceeded expectations in any area.	Email home to parents to recognise the achievement.	As required

Inappropriate Behaviour and Sanctions

Our school's code of conduct aims to achieve a positive atmosphere in which more time is spent on learning. We recognise that the school has a critical role to play in developing self-discipline in students. We aim to establish acceptable patterns of behaviour and to encourage students to develop a sense of responsibility, self-respect, and a respect for other people, property and the environment. It is essential for parents and school to work in partnership so that the values encouraged by home and school are mutually reinforced.

Inappropriate behaviour and consequences

Each incident will be dealt with on an individual basis. The following table is not exhaustive, but serves as a useful indication of the types of behaviour considered inappropriate, and the possible consequences.

Three 'level one' incidents within a half term will result in an after school detention on a Thursday in our Secondary School and during activity time in our Primary School. This is repeated if another 3 incidents occur in the same term. Level two incidents and their consequences are at the discretion of the Pastoral lead, Vice Principal and Campus Principal. The consequences for level three incidents are detailed in the table below.

All level 3 incidents will be noted on the student's permanent file which will be passed onto future schools, colleges and employers.

	Behaviour	Consequence
Level One	Homework failure after 24 hour grace period	Break time detention with class teacher and parents contacted by class teacher.
	Low level or silly behaviour	Detention with class teacher and parents contacted by class teacher.
	Lack of effort in class	Detention with class teacher and parents contacted by class teacher.
	Level 1 chromebook offence (see list below)	Detention with class teacher and parents contacted by class teacher.
	Dishonesty to member of staff	Detention with class teacher and parents contacted by class teacher.
	Repeated uniform offences	Form tutor contact with parents.

	Behaviour	Consequence
Level Two	Repeated level one behaviours	Pastoral team informed. Parents contacted. Thursday after school detention
	Bus misconduct	Pastoral team informed. Parents contacted. Detention with the Campus Principal.
	Inappropriate language such as swearing	Pastoral team informed. Parents contacted. Thursday after school detention
	Level 2 Chromebook offence (see list below)	Pastoral team informed. Parents contacted. Thursday after school detention.

	Behaviour	Consequence
Level Three	Repeated level two behaviours	Parents asked to come to school. Campus Principal informed. Contract made.
	Falsifying a parental note	In school suspension.
	Copying work, plagiarism or cheating	Zero score. Detention and parents to come to school. Minimum one day in school suspension.
	Severe disrespect towards a teacher	External exclusion for minimum of one day depending on severity.
	Smoking or possessing tobacco	External exclusion for minimum of one day.

	Possessing alcohol or drugs	Expulsion.
	Stealing	In school suspension, and parents to come to school.
	Vandalism	Payment for repairs or replacement and in school suspension. Parents to come to school.
	Truancy	Campus Principal and Parents informed. In school suspension
	Bullying or fighting	Minimum one day external exclusion depending on severity. Parents to come to school.
	Racism	In school suspension. Parents to come to school.
	Level 3 Chromebook offence	In school suspension.

- Consequences are dependent on all case details.

Explanation of levels of detentions

Consequence	Work set
Step 1: Break time detention (Supervised by class teacher)	Completing task from lesson or homework
Step 2: After school detention (1 hour supervised by Head of Pastoral Care)	Reflection essay and homework
Step 3: Internal suspension (Whole day in Senior Leader's office)	Reflection essay and work set by subject teachers
Step 4: External exclusion	Reflection essay and work set by subject teachers
Step 5: Permanent expulsion	

Discipline issues are at the discretion of the Campus Principal, as stated in the Admissions Agreement. All level three sanctions involve the Campus Principal. If a student receives an internal suspension, the next step is an external exclusion. If a student receives an external exclusion, then they must return to school on an Attitudes to Learning report card. If a student receives more than three external exclusions within an academic year they will be permanently excluded from the school.

Chromebook misuse

Level 1

- Use of non-educational sites during lessons when not permitted by a teacher (Games/Youtube/Message boards)
- Unauthorised use of prohibited sites for instant messaging or social networking

Chromebook access will be stopped for the day and the Chromebook confiscated and passed to the Heads of Pastoral Care.

Level 2

- Continued use of non-educational sites during lessons
- Continued use of prohibited sites
- Accidentally accessing offensive material without notifying a teacher

Chromebook access will be stopped for one week after discussion with the parents/guardians of the student in question. Chromebooks will be held by the Heads of Pastoral Care/vice Principal/Campus Principal.

Level 3

- Deliberately bypassing security blocked sites
- Deliberately corrupting or destroying other people's data/work or violating others' privacy
- Cyber bullying
- Deliberately accessing, sending or distributing offensive or pornographic material
- Purchasing or ordering items over the internet in school
- Deliberately accessing, downloading or disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent

Chromebook access will be stopped for an agreed period after discussions with the Campus Principal and parent/guardian.