

Basic Discipline

The regulations and definitions of the TAMOS Education discipline code are intended for all members of the school community, staff, students and volunteers. It is designed to ensure a safe and optimal learning environment to develop positive relationships between all members of the school community based on the principals of globalism, guidance, equality, diversity and mutual respect.

Homeroom and subject teachers will discuss the class rules and expectations with the students at the beginning of the school year. The teachers and students agree on an exemplary code of conduct and accompanying consequences which will fulfil the classroom rules for the following year.

The homeroom teachers will also review the general school rules detailed here as well as any other rules that are needed for the provision of an effective and safe learning environment.

No handbook or set of rules can cover every eventuality and there are sometimes, for many reasons, breakdowns in behaviour and discipline. In these cases, we feel that it is important to address these in a respectful way, one-on-one if possible. We expect the homeroom and subject teachers to handle and punish misbehaviour (within our guidelines) themselves. If the behaviour persists or accelerates then the teachers have the option of reporting the behaviour to the heads of departments or principals who will deal with the situations, usually involving the parent conferences. In cases of serious misconduct, the student can be referred, by the principal or vice director to the school directors who will review the situation and make recommendations to the homeroom teachers, subject teacher and parents.

The general director and school directors reserve the right to alter or skip steps in the student discipline policy at their discretion depending on the circumstances of the individual disciplinary case.

The disciplinary remits, in situations beyond behaviour that can be dealt with by an immediate reprimand of the teacher, are outlined below.

Teachers Remit

- Talk to the student about the behaviour;
- Explore reasons for behaviour;
- Explain consequences of repeat behaviour;
- Explain teachers and school expectations;
- Student takes consequences (extra work, detention, extra class, litter duty etc.);
- Student and teacher agree on the student's intent to reform behaviour;
- A letter can be written by the students outlining their intent to reform (copy retained for student records);
- Behaviour persists then referral to the principals or vice directors, disciplinary officer or school directors.

Vice directors/principles/head of departments Remit

- Talk to the student to explore reason for behaviour and further consequences;
- A letter can be written by the students outlining their intent to reform (copy retained for student records);
- Student takes further consequences (extra work, detention, extra class, litter duty etc.);
- Parents are informed or called in to discuss the circumstances and possible further consequences;
- Behaviour persists then referral to the school directors.

Student Injustice

If a student or parent believes that an injustice was done by a teacher, that student or parent may request a meeting with the vice-directors or principals to discuss the problem. If there is still no resolution then the students may ask to see the school directors for an informal meeting to try and find

a solution. If a parent does not agree or cannot find a solution in this informal setting and wishes to make a formal complaint, they should use the parental complaints procedure.

School Directors

The school directors should only be called in cases of extreme misconduct where the situation has been referred by the principals or heads of department. School directors will decide on punishments that may involve detention, suspension or the involvement of councillors or psychologists in conference with parents. The school directors have final say on these issues. Recommendations should be based on written indent reports, witness statements and other factual statements all kept on file.

Penalties Recommended by the school director

The school director can recommend the following:

- Written-up warning;
- Detention;
- Probation;
- Suspension (1 to 14 days);
- Expulsion.

While we understand that all students will not be perfect in their attitude and behaviour, we also recognize that discipline is one of the most important lessons that a student needs to learn as they strive to be self-disciplined, ethical individuals who model goodness, generosity, tolerance, and honesty to others. Our discipline procedure is mainly designed to guide the student onto the path of greater goodness which is why suspension or expulsion is only used when all other possibilities have been exhausted.

The records of all procedures are available to the parents and parties concerned. After the proceedings have finished one copy of the paperwork is stored in a secure place, all others are destroyed as per the principals of confidentiality.

Some forms of major misconduct may lead directly to suspensions, bypassing the earlier steps. A student is automatically expelled after three suspensions in a school year. Especially violent or dangerous behaviour may lead directly to expulsion bypassing all earlier steps.

Specific disciplinary rules and regulations

Though we cannot plan for every eventuality there are still some specific rules and areas that can be laid down to ensure that the educational environment is the best we can achieve. The examples below include but are not limited to.

Issues dealt with by the homeroom teacher and subject teacher

- Tardiness;
- Late or missing homework;
- Absence;
- Truancy;
- Rudeness;
- Bad manners;
- Breaking uniform code;
- Cheating;
- Plagiarizing;
- Exams;
- Chewing gum;
- Swearing;
- Displays of romantic affection;
- Brining to school expensive items such as an iPad, iPhone etc.;
- Littering;



- Bullying;
- Disruptive behaviour;
- Inappropriate behaviour.

Issues dealt with by the vice-directors and head of departments:

- Teacher-Student conflicts;
- Referrals from homeroom and subject teachers;
- Fighting;
- Theft;
- Gambling;
- Vandalism;
- Arson;
- Damage to school property;
- Weapons;
- Bringing the name of the school into disrepute;
- Cutting/missing classes.

Issues dealt with by the school directors:

- Using narcotics;
- Violent/dangerous behaviour;
- Bringing weapons to school;
- Threats or intimidation against staff;
- Fighting against staff;
- Pornographic material;
- Destruction of school property;
- Using alcohol;
- Sexual abuse or harassment;
- Bullying,

Suspension

The following shows some but not all possible examples of suspension days for specific behaviours:

- I. 1 Day: Cutting/Missing classes, Dangerous Behaviour;
- II. 2 Days: Bringing dangerous products to school (e.g., fireworks), smoking, playing cards, gambling, pornographic materials;
- III. 3 Days: Verbal abuse, threats, intimidation, abusing or destroying school property;
- IV. 5 Days: Fighting;
- V. 7 Days: Using alcohol or narcotics.

Expulsion

The following are some but not all examples of behaviour that could cause expulsion:

Theft, bringing weapons to school, threats against staff, fighting against staff, selling narcotics, inappropriate sexual behaviour.

Prohibited items

In order to assist in maintaining a safe, healthy and learner friendly environment the following items are prohibited on the school campus.

Items that will be Confiscated and then Destroyed

Cigarettes, matches, lighters, alcohol, narcotics, chewing gum, fireworks, dangerous products, knives or weapons of any kind, pornography, toy weapons.





Items that will be Confiscated and Returned to Parents

Personal stereo systems, electronic games, pupil DVD's, mobile phones, e cigarettes, jewellery considered to be outside the school guidelines, any other object at the discretion of the school administration which is felt to be dangerous or disruptive.

Smoking and Vaping

If a student is caught smoking, using vapes or partaking in any kind of smoking related activities they will receive a severe warning. On the second incident the student will be immediately expelled from the school.

Indemnity

The school will attempt to keep all confiscated items secure but will not be held responsible if an item is lost.

All confiscated items to be returned to the parents will be at a date decided by the school directors on a case-by-case basis.

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