

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 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 principals who will deal with the situations, usually involving the parents. In cases of serious misconduct, the student can be referred, by the principal to the disciplinary committee who will review the situation and make recommendations to the director.

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, disciplinary officer, psychologist or director.

Director/Principles 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 disciplinary officer, psychologist or director.



Student Injustice

If a student or parent believes that an injustice was done by a teacher, that student or parent should first go and talk rationally to the teacher about the concern one-on-one and seek a resolution. If talking about the behaviour does not change the decision or opinion, the teacher must inform the parents and administration of the problem. If the student or parent is unhappy with decisions or results the student and/or parent should inform the administration. If a parent wishes to make a formal complaint, they should use the parental complaints procedure.

THE DISCIPLINARY OFFICER

The disciplinary office should only be called in cases of extreme misconduct where the situation has been referred by the Principals or psychologist. The disciplinary officer can only make recommendations for the solution to the problem directly to the Director of the school who has final say. Recommendations should be based on written indent reports, witness statements and other factual statements all kept on file.

Penalties Recommended by the Disciplinary Officer/Director

The disciplinary committee can recommend the following but the final decision is made by the director:

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

While we hope that all students will 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 too.

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 Principals

- 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 Discipline Officer/Director

- Using narcotics;
- Violent/dangerous behaviour;
- Bringing weapons to school;
- Smoking in the 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.

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 discipline officer on a case by case basis.

Implemented: March 2019

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Орындалды: 2019 жылдың наурыз айы

To be reviewed: March 2020

Подлежит рассмотрению: март 2020

Қайта қарау: 2020 жылдың наурыз айы

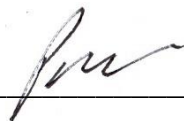


General Director



Lydia Shapovalova

School governor and Cambridge Director



Paul Collier-Woods

