



المدرسة الكندية الدولية

**Behaviour Policy**  
**2021/2022**

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## **Mission Statement of the International Baccalaureate**

The International Baccalaureate Organisation aims to develop inquiring, knowledgeable and caring young people to help create a better, more peaceful world through intercultural understanding and respect. To this end, it works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment. These programmes encourage learners across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## **Mission of Canadian International School**

CIS is committed to providing quality education by creating a stimulating learning environment that supports learners to meet high international standards. We have adopted a rigorous curriculum and we are committed to ensuring that all learners are provided access and support through differentiated instruction. We advocate a learner-centred approach inside our classrooms and place emphasis on active and cooperative learning strategies.

Our focus on life skills ensures that our learners practice ethical behaviour, think critically to solve problems, and appreciate and respect varied perspectives on any issue by engaging them in inquiry-based, real-life learning experiences.

At CIS, we foster family-school partnerships by giving voice and choice to each community member to make valuable contributions

## **Vision of Canadian International School**

At the Canadian International School – Amman, our goal is to graduate life-long learners and responsible global citizens who take pride in their heritage and aim to play an integral role in promoting peace and advancing their communities and the world. We aim to nurture learners as principled, knowledgeable, lifelong learners with agile minds who communicate effectively with others and are caring and open minded. Our graduates will be focused on problem solving and look to the future in this complex, interconnected and fast-paced world.

## **Aims**

This policy aims to:

- Protect all school members well-being and encourage the cooperation of parents to create a safe healthy environment for all.
- Provide a consistent approach to behaviour management.
- Define what we at CIS consider to be unacceptable behaviour, and misconduct.
- Outline how learners are expected to behave within school premises and prevent any probable vandalism to school property.
- Summarize the roles and responsibilities of different staff members with regards to behaviour management.
- Outline the reward and disciplinary action system.

## **Definitions**

**Misconduct at CIS is defined as:**

- Disruption of lesson progress.
- Late arrival to class.
- Wasting lesson time.
- Non-completion/copying of classwork or homework.
- Not adhering to school uniform.
- Late arrival at school.
- Entering prohibited areas.
- Using mobile phones inside school premises without permission.
- Ungranted access to official documents, school official stamps and online staff accounts.
- Act of fraud for any official documents.
- Cheating and or any act of plagiarism.
- Use of abusive language/ inappropriate language and or being disrespectful/ rude with peers or staff.
- Inappropriate physical interaction; any threatening behaviour with any of their peers or staff.
- Refusing to abide to teachers' instructions and school rules.
- Any violation of school policies, rules, regulations and or instructions.

**Misbehaviour is defined as:**

- Repeated instances of misconduct.
- Any form of bullying, (including, but not limited to, physical, emotional and cyber bullying).
- Sexual gesture, which encompasses any unwanted sexual behaviour that may cause humiliation, pain, fear or intimidation.
- Vandalism of school property or other learners' belongings.

- Theft.
- Borrowing school properties or other learners/ staff properties without their permission.
- Smoking or vaping.
- Possession of any prohibited items. These are:
  - Knives or weapons.
  - Stolen items.
  - Tobacco and cigarette papers.
  - E-cigarettes, vapes or anything similar.
  - Fireworks.
  - Pornographic images.
  - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the learners).

## **Bullying**

Bullying is defined as the repetitive, intentional harming of a person or group by another person or group where the relationship involves an imbalance of power. Bullying is therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

<b>Types of bullying</b>	<b>Definition</b>
<b>Emotional</b>	Being unfriendly, excluding, tormenting.
<b>Physical</b>	Hitting, kicking, pushing, taking another's belongings, any use of violence related to the body.
<b>Racial</b>	Racial remarks, graffiti or drawing, and gestures, answering back to peers and or teachers, acting rudely
<b>Sexual</b>	Explicit sexual remarks, display of sexual material, comments about sexual reputation, inappropriate touching.
<b>Direct or indirect verbal</b>	Name-calling, sarcasm, spreading rumours, teasing.

<b>Cyber-bullying</b>	Bullying that takes place online, through social networking sites, messaging apps or gaming sites.
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## Roles and Responsibilities

### The principal

- The principal is responsible for reviewing this behaviour policy yearly with the leadership, and pedagogical teams.
- The principal will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour and will monitor how staff implement this policy to ensure reward and disciplinary action is applied consistently.

### Staff

CIS Staff are responsible for:

- Implementing the behaviour policy consistently.
- Report any unusual incident immediately to the school's leadership team.
- Modelling positive behaviour by, being supportive of learners and colleagues. And demonstrate good team spirit, reflecting professionalism at all times.
- Providing a personalised approach to the specific behavioural needs of learners.
- Ensure a safe environment in which learners can learn and progress.
- Treat all learners firmly but fairly.
- Staff are responsible for the safety of learners at all times, if for any reason, an incident of physical act was seen or observed by any of the staff, they are allowed to use any means of physical restraint at any time as per the rules sent by the ministry of education MOE to avoid any physical altercation.
- Teaching and/or support staff are responsible for setting the tone and context for positive behaviour within the classroom (creating an essential agreement for all grades at the beginning of the year).

CIS staff will:

- Create and maintain a stimulating environment that encourages learners to be:
  - Engaged.
  - Free to experience failure as an opportunity to learn rather than an occasion for punishment.
  - Able to enjoy friendly, supportive peer-evaluation standards and strategies.
  - Assured of the significance of their efforts and accomplishments.
  - Encouraged to see and develop multiple affiliations.
  - Confident of their own agency in significant control over their own destiny.

- Display the essential agreement in a clear manner.
- Develop a positive relationship with learners.
  - **The leadership team will support staff in responding to behavioural incidents.**

## Parents

Parents are expected to:

- Support their children to abide the learners' Rules and Regulations found in parents' handbook and the proper implementation of this Behavioural Policy.
- Inform the school of any changes in circumstances that may affect their learner's behaviour.
- Discuss any behavioural concerns with the homeroom/subject teachers promptly.
- Fully collaborate with the school in the implementation of disciplinary consequence.

## Learners

Learners are expected to:

- Behave in an orderly and well-behaved manner.
- Show respect to members of staff and each other.
- Not disrupting the progress of the lesson, or any school-sponsored activity or extracurricular activity.
- Keep their voices at a reasonable volume when in class or corridors.
- Treat the school buildings property and belongings with respect.
- Adhere to school uniform.
- Accept disciplinary actions when implemented.
- Refrain from behaving in a way that is disreputable to the school, including when outside school.
- Adhere to school hours and lessons.
- Hand in assigned work on time.
- Stay out of prohibited areas.
- Comply with all school policies, rules, regulations, and instructions.

## Procedures and Consequences

### General Disciplinary measures

Any violation of the above mentioned will have the following consequences:

- Learners will be given a verbal warning and parents will be contacted; the incident will be documented in their files.
- If the incident is repeated, a written warning will be sent via email to parents, the incident will be recorded in their files.

- Learner will be assigned certain hours for detention if same incident reoccurs, in coordination with the parents to take the proper action, the incident will be recorded in learner's file.
- As a final step a committee will be formed including at least three members of the leadership team, including but not limited to heads of departments, school principal, and counsellor to investigate each case individually if the incident is repeated, in coordination with the parents to take the proper action, the incident will be recorded in learner's file.

➤ ***Each incident will be dealt with individually by referring to CIS policies.***

## **Homework Policy**

To have an effective homework follow up system, kindly note that the below listed measures will be taken with learners who miss to submit in their homework on time.

### **Junior school (Grades 1-5)**

**The learners are expected to submit their homework on time, if not, the following procedures will be applied:**

1. Not submitting homework for the first time will result in learners receiving a verbal warning.
2. If the learner does not submit the homework for the second time, this will result in learners receiving a verbal warning; the teacher will record the negligence. Parents will be notified by the subject teacher (via email) to follow up with their children.
3. If the learner does not submit the homework for a third time, a written warning will be sent home in the learner's agenda to be signed and returned, the Program Coordinator will be notified to arrange a phone call with the parents to inform them. The call will be documented on a MOM form, to be placed in the learner's file.

If the learner did not commit to submitting the homework after the above-mentioned measures were taken, the "Improve IT" policy will be applied.

The "Improve it" policy is a way to approach learners and help them become more involved and committed to their responsibilities.

**The appropriate measure from the "Improve it" policy will be chosen by the Homeroom teacher based on the learner's situation. The different measures are listed below:**

- The learner will be asked to search a topic relating to a skill the teacher believes that the learner needs to develop, the learner will read about the assigned topic, collect data, and present it to their classmates.
- Help in the art room.
- Help in the library.
- Help in the gym.
- Help in the classrooms.

\* The above-mentioned measures will take place during recess and after school hours on Tuesdays (If needed). Learners who are kept late at school will have to be picked up by the parents/guardian, no bus services will be offered.

\*In all situations the learners are expected to turn in the homework the following school day.

### **Middle School (Grades 6-8)**

**For Middle school learners, the following procedures will be applied,**

1. Not submitting homework for the first time will result in learners receiving a verbal warning.
2. If the learner does not submit the homework for the second time, the school will contact the parents to notify them, and a written warning will be sent home the same day to be signed and returned. The Program Coordinator will be notified by the teacher to arrange the phone call with the parents to inform them. The call will be documented on a MOM form, to be placed in the learner's file.



3. If the learner does not submit the homework for a third time, the learner will be kept at school to work on the missed assignment. Noting that bus service will not be provided. The details of the detention will be shared with the parents at due time.

If the negligence of homework persisted after the above-mentioned measures were taken, the “Improve IT” policy will be applied.

The “Improve it” policy is a way to approach learners and help them become more involved and committed to their responsibilities.

**The appropriate measure from the “Improve it” policy will be chosen by the teacher based on the learner’s situation.**

#### **The different measures are:**

- The learner will be asked to search a topic relating to a skill the teacher believes that the learner needs to develop, the learner will read about the assigned topic, collect data, and present it to their classmates.
- Help in the art room.
- Help in the library.
- Help in the gym.
- Help in the classrooms.

\* The mentioned above will take place during recess and after school hours (if needed). Learners who are kept late at school will have to be picked up by the parents/guardian, no bus services will be offered

#### **Middle school and DP (Grades 9-12)**

**For Middle and DP school learners, the following procedures will be applied,**

1. Not submitting homework for the first time will result in learners receiving a verbal warning.
2. Not submitting homework for the second time will result in notifying the parents (via email) about homework negligence.
3. Not submitting homework for the third time will result in a written warning to be signed by the parents and returned. The teacher will notify the Program Coordinator to arrange a phone call with the parents to inform them. The call will be documented on a MOM form, to be placed in the learner’s file.

***\*In all situations the learners are expected to turn in the homework the following school day.***

Copying homework is considered an act of plagiarism; the school will act regarding that by referring to the Academic Honesty Policy.

**\* For defiant cases in all three programs a call for a reflection meeting will be held to discuss the learner’s recurrent negligence, and the consequences she/he would endure if she/he continued not to abide by the homework policy. The meeting will be held within a group that includes the counselor, the parent/guardian, the learner, and the teachers, alongside the head of the counseling department. A copy of ‘the Minutes of Meeting’ is to be placed in the learner’s file.**

#### **Confiscation**

- Any prohibited items found in a learner’s possession will be confiscated. The school will also confiscate any item which is harmful or detrimental to school discipline. These items may be returned to the learner after discussion with senior leaders and parents, if appropriate.

- School has the authority to delete any inappropriate images, files, videos, apps on electronic devices including mobile phones. The school uses this power under the specific authority of the leadership team only and where there is a good reason to do so. i.e that it could be used to harm learners, disrupt teaching or breaking school rules.
- To avoid any form of cyber-bullying, the school has the authority to access learners' school emails in order to investigate any inappropriate incident that might occur.
- The school has the authority to control any published posts related directly and or indirectly to the school on any of the social media platforms.