



INTERNATIONAL COMMUNITY SCHOOL

CODE OF CONDUCT

2018-19

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Purpose

The purpose of the ICS Student Code of Conduct and Behavior Contract is as follows:

1. To create a safe environment
2. To maximize learning time
3. To provide information to students and parents about rules and regulations of the school and the plan for consequences for infraction of these rules and regulations
4. To provide uniform disciplinary procedures

IBPYP BEHAVIOR EXPECTATIONS

The goals of the PYP Behavior & Discipline Policy at ICS are to create a safe and orderly environment that is conducive to learning for all students, and to develop in our students an awareness of how their personal actions affect others and the overall school community.

The relationship between rights and responsibilities is pivotal to behavior expectations of our PYP students. In order for each of us to exercise our rights, it is necessary for us to uphold and honor our responsibilities to preserve these rights for everyone.

Classroom rules and procedures are established in alignment with school-wide expectations and support the development of the IB Learner Profiles. Students will receive positive reinforcement as well as clear and consistent consequences that focus on students taking responsibility for their own behavior as appropriate.

Parents and students will be required to sign the Code of Conduct upon enrollment and at the beginning of each school year. Students may not enroll in ICS, unless consequences at a prior school or system have been served. This includes expulsion and alternative school determinations. Students who have been expelled from another school or assigned to an alternative school will not be allowed to enroll at ICS until those consequences expire or are reversed.

IBPYP students will be responsible for complying with these behavioral expectations in the classroom, in the gym, on the playground, in the cafeteria, on the bus, and within the context of all other common spaces and school-related activities. Every specific variation of conduct may not have been included. Each student is held responsible for his or her actions when under the supervision of school personnel. Once students have been dismissed, **parents or guardians are expected to adhere to all policies and procedures in this document while on campus.**

ICS (PYP) teachers and students work together to build classroom community agreements that are consistent and aligned with the IB Learner Profile. Each teacher has the professional discretion to establish and enforce his/her own classroom agreements, which are posted in the classroom, and is responsible for communicating the classroom agreements and consequences to the respective parents. Teachers may implement their own systems for consequences and rewards in their classrooms. Teachers, students, parents and administrators are committed to working together to address disciplinary matters with the aim to help students develop strategies to self-regulate behavior and take responsibility for their chosen actions.

ICS Essential Agreements Matrix

SETTING	ICS Essential Agreements
<i>Classrooms</i>	<ul style="list-style-type: none"> ▪ Adhere to the classroom agreements ▪ Demonstrate acceptable use and care of technology ▪ Store personal items in assigned areas
<i>Hallways</i>	<ul style="list-style-type: none"> ▪ Walk orderly and quietly so that others can learn ▪ Retrieve/return cubby items and change indoor/outdoor shoes in an organized and quiet manner ▪ Refrain from being in hallways before school and during morning and lunch recesses
<i>Mealtimes/ Cafeteria</i>	<ul style="list-style-type: none"> ▪ Wash hands before eating ▪ Walk at all times ▪ Sit down while eating at designated areas when noted; use appropriate table manners ▪ Clean up area when finished eating; carry tray to tray holder, push in chairs, throw away any garbage/trash ▪ Take responsibility for spilled food or other accidents ▪ Talk using indoor voices
<i>Community Venues/Assemblies</i>	<ul style="list-style-type: none"> ▪ Remain seated ▪ Respect speakers, performers and show appreciation in appropriate ways
<i>Bus</i>	<ul style="list-style-type: none"> ▪ Show respect to bus driver and all passengers at all times ▪ Wear seatbelts and stay seated while on the bus ▪ Use inside voices ▪ Be prompt for pick-ups and dismissal ▪ Use kind language ▪ Store all belongings safely ▪ Cross in front of the bus when boarding or exiting the bus
<i>Playground/Recess</i>	<ul style="list-style-type: none"> ▪ Play in designated, supervised areas ▪ Seek adult help if someone is unsafe, or there is a conflict that needs mediation Stay within boundaries ▪ Be respectful of trees and landscaped areas ▪ Use good sportsmanship and fair play

Positive Recognition Strategies

POSITIVE RECOGNITION/INCENTIVES <i>may</i> INCLUDE:
<ul style="list-style-type: none"> • Complimentary notes to the student from students/teachers/ principal • Complimentary notes home to the parents from teachers/principal • Community-wide recognition (Gatherings, Assemblies, Grade Level Meetings, Celebrations, etc.)

Student Misconduct and Consequences

Offenses are classified into four categories determined by severity of the offense. The categories and examples of types of behaviors are outlined in the chart below, as well as consequences for those infractions Referrals are to be (can be) completed and submitted by Teachers, Teacher Assistants, Paraprofessionals, and Administrators (Students receiving In School Suspension, will not be able to participate in extracurricular activities, field trips, assemblies, or special class/school events on the same days):

	Level 1- Incidental Violations	Level 2- Minor violations	Level 3- Major violations	Level 4- Illegal Violations
Behavior	<ul style="list-style-type: none"> - Running - Loud noise/yelling - Off-task behavior - Noise making - Out of seat - Inappropriate behavior - Chewing gum, candy without permission - Uniform policy violation - Name calling 	<ul style="list-style-type: none"> - Disrespect to authority - Direct inappropriate language/gestures or profanity - Lying/cheating - Throwing small objects - Not following playground/cafeteria rules - Disrupting the class - Electronic devices - Not keeping hands to themselves - Unkind words to others 	<ul style="list-style-type: none"> - Fighting/physical aggression to cause harm - Spitting, biting, throwing large objects - Repeated refusal to follow adult directions - Property destruction/misuse - Harassment/Bullying - Cyberbullying - Forgery/theft - Repeatedly leaving the classroom without permission - Truancy - Fourth level 2 offense 	<ul style="list-style-type: none"> - Drug use/possession - Weapon use/possession - Bomb threat - Combustibles - Extreme property damage/vandalism - Terroristic Threats (verbal)
Response to Behavior	<p>Teacher Handled</p> <p>The teacher addresses the behavior using classroom management strategies</p>	<p>Teacher Handled</p> <p>The teacher addresses the behavior using logical consequences</p> <p>*Three incidences of a Level 2 behavior also warrant an office referral*</p>	<p>Office Referral- Administration Handled</p> <p>The discipline designee will investigate the facts of the incident and determine appropriate consequences and actions to be taken.</p>	<p>Office Referral- Administration Handled</p> <p>The discipline designee will immediately investigate the facts of the incident and determine appropriate consequences and actions to be taken.</p>

Progressive Discipline

In the event that a Level 3 or 4 behavior occurs, the administrative team will use progressive discipline to resolve the issue. ICS will use restorative practices and supports in conjunction with these consequences to decrease the likelihood of the behavior happening again. Parents will be notified by an administrator if a level 3 or 4 behavior has occurred.

1. ½ day In-school Suspension
2. 1 day in-school Suspension
3. 1-3 days in-school Suspension
4. 1 day Out of School Suspension
5. 1-5 days out of school suspension

*****Important Note: Urging others to disregard the Code of Conduct may result in a referral equal to the level of the actual offense invoked.**

The school administrator(s), teachers, Mediation Committee, and Governing Board have broad discretion to determine consequences for student misconduct. Because behavior is situational, professional judgment must be utilized. Every effort to make fair and impartial decisions will be made.

BUS RULES AND CONSEQUENCES

School bus discipline and school bus safety are intertwined and inseparable. Students must properly ride the bus to ensure everyone's safety. Conduct that is disruptive or distracting will not be tolerated. All bus safety rules apply to regular bus routes, field trips, and athletic trips.

Transportation to and from International Community School is a **privilege** afforded to the students and parents/guardians. It is the responsibility of the school to transport students/passengers safely.

Regular Bus Rules:

1. Follow the bus driver's direction the first time they are given.
2. Take your seat when you board the bus and remain there with your legs and feet out of the aisle, seated with buttocks on the seat, back against the seat back, facing the front of the bus until you have permission to move.
3. Keep your hands and feet and your personal belongings to yourself and inside the bus at all times.
4. Speak softly when talking to others.
5. Be silent at railroad crossings.
6. Remain in your seat until the bus comes to a complete stop.
7. Do not use electronic devices (*cell phones, video/flash cameras, gaming devices, lasers, etc.*) that will interfere with bus driver and/or safety of other students.

Driver will warn a student verbally the first time (s) when breaking a regular bus rule before sending a referral to the office. **When a referral is sent to the office for a student for breaking a regular bus rule, the consequence may include but not be limited to:**

- 1st offense – warning by the administrator and possible reassignment of seat.
- 2nd offense – one to three day loss of bus riding privileges
- 3rd offense – three to five day loss of bus riding privileges
- 4th offense - ten day loss of bus riding privileges
- 5th offense – permanent bus suspension