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# Behaviour, Reward and Sanction Policy

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## Revision and Terminology

Please refer to the Policies Review Schedule, or in line with any changes in regulations.

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# Behaviour, Reward and Sanction Policy

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## 1. Introduction

Teikyo School (the School) aims to encourage students to adopt the highest standard of behaviour, principles and moral standards, and to respect the ethos of the School. We believe promoting the emotional well-being of all of our students is a key to their development of self-discipline, self-awareness and respect for others. We believe that this will enhance their awareness of the value of the positive influence that an individual can make to the life of the School and any other community. We consider that good relations, good manners and a secure learning environment play a crucial part in their development as a whole person, and as a responsible citizen, parent or worker in a modern and forever changing society. We develop qualities of team-work and leadership through extra-curricular activities and various roles of responsibility, as well as through life in our boarding community. We understand the necessity of discipline but we believe that praise and encouragement should be at the forefront of all we do.

## 2. Policy Aims

The aims of this policy are:

- to promote good behaviour
- to enable the staff to carry out their responsibilities of maintaining order and good discipline in the School
- to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School, consistent always with the needs of the school community
- to authorise the School Rules, Rules for Students, Boarding Rules and any procedures necessary for implementing them

## 3. School Rules

The School aims to provide a moral framework within which students may develop their own individual skills, whilst becoming courteous and tolerant citizens. We expect the highest values and standards of behaviour inside and outside the classroom and in the

boarding houses, as well as outside the School and in any written or electronic communication concerning the School. We expect students to behave at all times in a manner that reflects the best interests of the whole community.

Our staff are committed to excellence and aim to achieve a spirit of trust and cooperation. We expect students to treat staff and each other with consideration and good manners, and to respond positively to the opportunities and challenges of school life. Students are expected to follow School Rules including the Rules for Students, School's Fundamental Rules and Dormitory Rules, and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour. The School aims to help every student to learn to take responsibility for his/her own actions and to recognise the importance of certain rules designed to protect both the individual and the community – support systems are put in place to support this aim. Everyone has a right to feel secure and to be treated with respect at the School, particularly the vulnerable. School Rules are founded on the principles of consideration for the health and safety, and emotional and physical wellbeing of everyone.

School rules apply to all age groups and at all times when the student is:

- at School
- representing the School or wearing School uniform
- travelling to and from School
- associated with the School at any time

School Rules are given to both students and parents upon entry to the School. Further copies are available on request from the School Office. Students are expected to know and understand the School Rules, and read them through with their parents. Parents who accept a place for their child at the School undertake to uphold the School's policies and regulations, including this Policy when they sign the Acceptance Form and agree to the School's Term and Conditions. Parents and Guardians are expected to support the School's values in matters such as attendance and punctuality, behaviour, uniform and appearance, standards of academic work, extra-curricular activities, homework and community living.

The School Rules will be amended from time to time and consider suggestions from parents and students where appropriate. The School Rules are reinforced at

Homerooms, boarding houses, classrooms, and on other appropriate occasions.

School rules provide support systems for both victim and perpetrator.

#### **4. Rewarding Good Behaviour**

The School Rules are designed to encourage positive behaviour and self-discipline. Our aim is to reward and promote good behaviour. All staff celebrate students' success, promote high standards of effort and behaviour, and encourage students to progress using both written and verbal praise whenever possible. This system extends to extra-curricular and boarding activities where social skills in particular are rewarded. School reports aim to constructively convey all student's achievement to his/her parents.

Excellence in sports and other news (including passing examinations) is posted regularly on our internet which is available to all students, staff and parents. The School Newsletter which is published monthly displays many achievements publically and many other achievements are recognised publically via the Head of School's announcements at the beginning and end of term School Meetings where awards and certificates from external agencies are awarded. After School events such as Sports Day and Cultural Days, students' effort and achievements are publically acknowledged and celebrated by the Head of School. At Graduation Ceremony, School prizes and certificates are awarded in recognition of achievement and effort in academic subjects, sports and music and any other areas.

Achievements, both large and small, are celebrated on a small scale in lessons, tutor group and house meeting regularly.

#### **5. Teaching and Learning**

The School aims to praise and support the aspiration of all its students and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Students are encouraged to take responsibility for their own learning and are encouraged to make the most of the wide ranging learning opportunities made available. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our house and teaching staff offer every student a high level of individual attention, together with consistent and helpful

advice. In return, we expect every student to cooperate and to work productively.

## **6. Involvement of Students**

We believe that the ethos of and respect for the School is enhanced by listening to our students and by encouraging constructive suggestions from them in boarding houses, tutor meetings and lessons, and also via the suggestion book and the School Council.

## **7. Breaches of School Rules**

We believe sanctions help us to set boundaries and to manage challenging behaviour. By signing the Parent Contract, parents undertake to support the authority of the Head of School in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

The Head of School for his part undertakes to apply any sanctions fairly, in accordance with the procedures of natural justice, and, where appropriate, after due investigation action has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity.

### **7.1 Sanctions**

#### **7.1.1 Expulsion (退学)**

A student is liable to expulsion for a grave breach of School discipline, for example, a serious criminal offence or some wilful act calculated to cause serious damage to the School, its community or any of its members. Formal expulsion implies that the student's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable and any deposit shall be retained by the School.

The Head of School is required to act fairly and in accordance with the principles of natural justice. He will make a decision on a case-by-case basis, will expel a pupil from the School only as a last resort and will not expel a pupil other than in grave circumstances.

#### 7.1.2 Requirement to Leave

For a serious breach of School discipline falling short of one for which expulsion is necessary, but such that the student cannot expect to remain a member of the School community, the student may be required to leave permanently. The student will be given reasonable assistance in making a fresh start at another school.

#### 7.1.3 Internal Suspension & Suspension

A student may be placed under either internal suspension (謹慎) or suspension (停学) while a complaint is investigated or as a sanction in its own right. These sanctions will form part of the student's permanent disciplinary record.

#### 7.1.4 Change of Boarding Status

A boarder may be required to leave boarding without necessarily being required to leave the School.

#### 7.1.5 Rustication

A student may be released home for a specified period of time, usually a weekend, but without further disciplinary consequences.

#### 7.1.6 Gating

A student may be 'gated' when sanction is a reasonable response to a breach of school discipline.

#### 7.1.7 Other Sanctions

The Head of School may prescribe and authorise the use of such other sanctions as comply with good education practice and tend to promote compliance with the School Rules. Every teacher also makes clear their own rules on rewards and sanctions in terms of late prep and behaviour during their lessons. In boarding houses, lack of co-operation, disruption of others' study or sleep or otherwise putting at risk her own or others' health

and safety is likewise managed with as much consistency as possible, taking into account both the needs of the individual and those of the community.

Examples of other sanctions include:

- confiscation of property that is being used inappropriately or without consideration
- community service (e.g. litter picking, morning greeting duty)
- withdrawal from a lesson or a school trip

## **8. Behaviour Related to a Disability**

The School will make reasonable adjustments for managing behaviour which is related to a student's disability. This will include identifying access problems, timeliness, providing extra pastoral care, providing a dedicated support worker, absence from School for therapy, extra time for completing exams, taking exams in a separate room, and assistive technology for learning.

## **9. Application of Sanctions**

The School aims to maintain a secure learning environment for all students. Various breaches of school discipline, and behaviours that disrupt learning of others and lower morals will result in sanctions: minor misdemeanours (Levels 1-2) will usually result in warnings given by the tutor, the Head of Boarding and Pastoral Care or the Deputy Head; and more serious offences (Levels 3-6) will be dealt with by the Head of School. Depending on the seriousness and the repetition of the offence, the sanction may include an official warning by the Head of School, suspension and expulsion. No refund of school and boarding fees will be given as a result of suspension or expulsion. The School aims that disciplinary measures are seen by everyone as a deterrent and above all that any sanctions are applied fairly, consistently and are appropriate to the seriousness of the offence. Therefore, there is a clear scale of sanctions and a staged process of progressing through them.

### Level 1 – Minor Warning and Sanction (軽注意)

Minor misdemeanours such as lateness, casual rudeness in class, late/poorly completed



work, not carrying out his/her community responsibilities are dealt with informally usually from the house staff, tutor or member of the teaching staff immediately concerned. The student is made aware of where his/her behaviour has gone wrong and in what way s/he should modify his/her future behaviour. The aim is to educate and ensure awareness of the implications of actions. A record will be kept in the Student Monitoring spreadsheet (生徒状況表) explaining the nature of the concern and any improvement or action required.

#### Level 2 – Major Warning and Sanction (重注意)

If the misdemeanour is slightly more serious (e.g. inappropriate public display of affection) or if the previous misdemeanours at Level 1 continue to occur the sanction will escalate to Level 2. The teacher concerned or the Head of Boarding and Pastoral Care or the Deputy Head will again speak to the student concerned and student may be gated. Parents will be contacted at this stage for their information. A record will be kept in the Student Monitoring spreadsheet (生徒状況表) explaining the nature of the concern and any improvement or action required.

#### Level 3 – School Level Sanctions (訓告)

If a serious misdemeanour occurs or if the previous misdemeanours at Level 2 continue to occur the sanction will escalate to Level 3. Withdrawal of privileges (such as gating) and Community Service may occur for a specified time. Students will be required to write a Statement of Regret (反省文). It will be made clear that, unless matters improve, we shall need to move to the next stage (internal suspension). A record will be kept in the Student Monitoring spreadsheet (生徒状況表) explaining the nature of the concern and any improvement or action required. Parents will be contacted at this stage for their information.

#### Level 4 – Internal Suspension (謹慎)

If a more serious misdemeanour (e.g. bullying, drinking, smoking, inappropriate public display of affection such as kissing and hugging) occurs or poor work/behaviour/attitude continue, the student will be internally suspended for a period (usually between one and two weeks). Usually, they may remain in boarding but face withdrawal of privileges. During internal suspension, the student will not be allowed to attend lessons or take

exams. Instead, the student will be required to write a Statement of Regret and additional educational work may be set to address the nature of the misdemeanour. It may be appropriate to agree a formal contract of behaviour to be signed by the student. It will also be made clear that, should there be further concerns, students will be suspended (Level 5). Parents will be formally informed and record is kept in the Student Monitoring spreadsheet (生徒状況表). The sanction will not be recorded in the Student Record (学籍簿) but it will be recorded as absent on the school register.

### Level 5 – Suspension (停学)

There are two levels of suspension: indefinite and definite. During suspension, the student is required to stay at home and will not be able to attend lessons or exams. They are not usually permitted to board during the period.

The definite suspension will end when agreed period expires. However, the expiration of indefinite suspension will depend on the assessment made by the Head of School.

If a most serious misdemeanour occurs or the student has not responded to guidance and/or there are further complaints, the student will be suspended. It will be made clear to the student that multiple suspensions may result in expulsion. The parents will be informed of the sanction, and it will be recorded in the Student Monitoring spreadsheet (生徒状況表) and in the Student Record (学籍簿).

If the behaviour is so serious that the School cannot allow it to happen again, the Head of School may judge that the student is suspended without having progressed through Levels 1-4.

### Level 6 – Expulsion (退学)

If an extremely serious misdemeanour occurs or there are further complaints about the student's conduct and the student is not responding to any of the above efforts to change her behaviour, or in cases of gross misconduct, the School may be forced to exclude the student permanently. According Japanese Education Act 1947, Article 11 the student may be expelled if s/he has 'no prospect of improving character and conduct', 'no prospect of achieving academically', 'repeated unauthorised absence' and 'not fulfilled their duty as a student and displayed disorderly conduct in school'.

When there is a reason to expel a student, the School will contact/meet with the student and his/her parents, and in some cases it may encourage voluntary withdrawal. In the case of voluntary withdrawal, the School will assist to find a new school.

This policy outlines disciplinary actions in relation to students' behaviour. However, it is important to note that it is only a guideline and the final decision on the sanction will depend on the individual situation.

Students are also expected to behave in a responsible manner outside the School. Most of us are visitors to the United Kingdom. Irresponsible behaviour will not only lead the student and the School into disrepute, but could also have a negative impact on the foreign community in general. Students need to be aware of the situation. Actions which leads to damaging the School's and the foreign community's reputation may result in sanctions.

Level	Breach of discipline	Sanction
1 <u>Minor Warning</u> (軽注意)	<ul style="list-style-type: none"> <li>- First instance in a term of late/poor quality work</li> <li>- First and minor infringement of boarding and school rules (e.g. missing breakfast, not handing in keys)</li> <li>- Using a mobile in class</li> <li>- First few instances of low level disruption/impoliteness/lack of regard for others</li> <li>- Uniform infringement</li> </ul>	<ul style="list-style-type: none"> <li>- Re-submit work on a tight deadline</li> <li>- Temporary confiscation of the phone</li> <li>- Warning of further possible sanction if repeated (e.g. given crosses)</li> <li>- Talk with teacher/tutor/house staff</li> <li>- Remove student from class/Dining Hall/Theatre, etc.</li> </ul>
2 <u>Major Warning</u> (重注意)	<ul style="list-style-type: none"> <li>- Repeated instance of late/poor quality work</li> <li>- Repeated minor infringement of school and boarding rules</li> <li>- Repeated low level disruption/ impoliteness/lack of regard for others</li> <li>- More serious rudeness/disruption</li> <li>- Inappropriate display of affection</li> </ul>	<ul style="list-style-type: none"> <li>- Re-submit work on a tight deadline</li> <li>- Warning of further possible sanction if repeated</li> <li>- Talk with teacher/tutor/house staff/Head of Boarding and Pastoral Care/Deputy Head</li> <li>- Possible Gating</li> <li>- Some form of withdrawal of privileges</li> <li>- Inform parents</li> </ul>
3 <u>School Level Sanctions</u> (訓告)	<ul style="list-style-type: none"> <li>- Escalation of rudeness/behaviour mentioned in Levels 1 and 2</li> <li>- Inappropriate display of affection</li> </ul>	<ul style="list-style-type: none"> <li>- Write Statement of Regret</li> <li>- Withdrawal of privileges</li> <li>- Community Service</li> <li>- Warning of further possible sanction if repeated</li> <li>- Talk with tutor/Head of Boarding and Pastoral Care/Deputy Head</li> <li>- Inform parents</li> <li>-</li> </ul>

4 <u>Internal Suspension</u> (謹慎)	<ul style="list-style-type: none"> <li>- Escalation of rudeness/behaviour mentioned in Levels 1 to 3.</li> <li>- In case of more serious misdemeanour (e.g. bullying)</li> <li>- In case of a serious misdemeanour (e.g. drinking, smoking, drugs)</li> </ul>	<ul style="list-style-type: none"> <li>- Internal suspension for a period of usually between one and two weeks (in isolation, not attending classes)</li> <li>- Treated as absent in the school register</li> <li>- Withdrawal of privileges</li> <li>- Write Statement of Regret</li> <li>- Additional educational work may be set to address the nature of the misdemeanour</li> <li>- Warning of further possible sanction if repeated</li> <li>- Talk with tutor/Head of Boarding and Pastoral Care/Deputy Head/Head of School</li> <li>- Inform parents</li> </ul>
5 <u>Suspension</u> (停学)	<ul style="list-style-type: none"> <li>- Escalation of rudeness/behaviour mentioned in Levels 1 to 4.</li> <li>- Serious misconduct (including sexual misconduct)</li> <li>- Putting at risk his/her own and other's health and safety</li> </ul>	<ul style="list-style-type: none"> <li>- Suspension for a period of usually between one and two weeks</li> <li>- Write Statement of Regret</li> <li>- Additional educational work may be set to address the nature of the misdemeanour</li> <li>- Warning of further possible sanction if repeated</li> <li>- Talk with tutor/Head of Boarding and Pastoral Care/Deputy Head/Head of School</li> <li>- Inform parents</li> <li>- Recorded in the School Record (学籍簿)</li> </ul>
6 <u>Expulsion</u> (退学)	<ul style="list-style-type: none"> <li>- Continuation of poor behaviour after suspension(s)</li> <li>- Extreme breach of rules/law (such as involvement with drugs)</li> </ul>	<ul style="list-style-type: none"> <li>- Expulsion</li> </ul>

## **10. Records of Sanctions and Rewards**

All sanctions and rewards are recorded in the Student Monitoring spreadsheet (生徒状況表). It contains the name of the student concerned, the reason for the sanction/reward, and the name of the person administering it. The 'Level' of sanction, according to this policy, is also recorded.

It is the policy of the School to keep all our pupil sanction records securely for ten years. They will not be disclosed to any third party, unless required by statutory regulations.

## **11. Complaints about the Policy**

Should anyone wish to complain about the operation of this Policy, please contact the Deputy Head or the Head of School. The school's Complaints Procedure is available on the school website.

## **12. Publication**

This policy is available to all parents, students, and staff via the school website.

## **13. Review**

This Policy will be reviewed regularly by the Head of Boarding and Pastoral Care to assess its effectiveness, and will be updated as necessary. In undertaking the review the Deputy Head Teacher will take into account any changes in legislation in Britain and Japan.