

International School of Creative Arts

Student Behaviour Policy

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Control Page

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ISCA Student Conduct and Disciplinary Policy

Introduction and Scope

The Student Conduct and Disciplinary Policy is the format through which the School addresses infringement of the Student Code of Conduct, student policies and poor academic progress.

- The intended outcome is that a student will improve her/his conduct so that s/he will remain on their study programme and complete it successfully.
- Fair and consistent treatment of all students is the basic principle of student conduct processes.
- This procedure applies to all students of the School.

Policy

The Student Code of Conduct is designed to support the student's learning and general wellbeing whilst they are enrolled on any of the School's programmes, both individually and as a community. The School will take action to ensure students comply with the Student Code of Conduct and policies to make both academic progress and remain fit and well whilst attending the School.

Any targets set during stages of the Conduct and Disciplinary Policy procedure will be SMART (specific, measurable, achievable, realistic and time-constrained) and aim to help the student to make improvement. Students will be encouraged to set their own targets and monitor their own progress supported by key members of the School team. As far as is feasibly possible the process aims to help develop the student's self-esteem.

If an incident is deemed serious enough, the procedure may miss one or more stages and be escalated to the final stage. The level of the student conduct meeting will be determined by the Head of School. The decision may be made in consultation with the Executive Director of the School.

If the student does not meet the targets set, the procedure will progress to the next stage.

Student Conduct and Disciplinary Stages

When deciding at which stage to deal with the matter, the member of staff should consider the possible outcomes of the disciplinary meeting and the appropriateness of the sanctions/responses foreseen at any given level. The stage at which the meeting is held does not pre-determine the outcomes, and could be escalated upwards or downwards depending on the result of the investigation into the case at hand.

Stage One – Verbal Reprimand

Misbehaviour Type: Minor infractions

Possible Sanctions: Verbal reprimand

Student Record: No documentation raised

The misbehaving student will be counselled by the Member of Staff directly involved in the incident. The purpose will be to ensure the student understands what he/she has done wrong

and how to avoid repeating the behaviour in future. If deemed necessary, this stage may also include an informal, verbal reprimand.

Stage Two – Written Warning

Misbehaviour Type: Unacceptable Misbehaviour

Possible Sanctions: Detention
Written Warning

Student Record: Written warning signed by student

The process is the same as that of Stage One, with the difference that the misbehaving student may be given a detention as well as a verbal reprimand. If the student persists in the misbehaviour, before escalating it to the next level, the member of staff dealing with the case may ask the student to sign a declaration stating that he/she has been issued with a verbal warning and commits to changing the offending behaviour.

Stage Three - Formal Meeting

Misbehaviour Type: Serious Misbehaviour

Possible Sanctions: Weekend Detention
Grounding
Gating
Fines

Student Record: Cause for Concern Report
Letter to parents

The Head of School (or delegated person) will first investigate the incident and then call the student to a meeting to formally discuss the case and hear the student's version of events. The outcome of this meeting may simply be the application of sanctions. At the discretion of the Head of School (or delegated person), a Corrective Action Plan (CAP) may also be devised, describing the infraction and how the student intends to avoid repeating the behaviour in the future. In this case, a Cause for Concern Report will be opened and a member of staff nominated to monitor its implementation and to sign off when it has been successfully completed. Also at the discretion of the Head of School (or delegated person), a letter may be written to the parents if it is felt that there is a need-to-know or doing so would help the student change his/her behaviour.

If the accusation of Serious Misbehaviour is not upheld, the student will either be exonerated or the misbehaviour downgraded to a level and where the possible responses and/or sanctions are more appropriate.

Stage Four - Formal Report

Misbehaviour Type: Gross Misconduct

Possible Sanctions: Report Card
Grounding
Gating
Fines
Partial Exclusion (student asked to live off campus)

Student Record: Cause for Concern Report
Letter to parents

The Head of School (or delegated person) will first investigate the incident and then call the student to a meeting to formally discuss the case and hear the student's version of events. If the accusation of Gross Misconduct is upheld, a Cause for Concern Report will be opened in which the concern will be formally recorded together with a Corrective Action Plan (CAP), put together in collaboration with the student. A member of staff will be nominated to monitor the implementation of the CAP and to sign off when it has been successfully completed. Sanctions will be applied as deemed appropriate by the Head of School (or delegated person). Additionally, a letter will be written to the parents informing them of the situation and inviting their collaboration.

If the accusation of Gross Misconduct is not upheld, the student will either be exonerated or the misbehaviour downgraded to a level and where the possible responses and/or sanctions are more appropriate.

N.B. While there are only minor differences between the responses to Gross Misconduct and Serious misbehaviour, incidents that are recorded as Gross Misconduct increase the likelihood of escalation to Stage 5, with the possible consequence of exclusion.

Stage Five – Temporary or Permanent Exclusion

Misbehaviour Type: Grave Misconduct

Possible Sanctions: Temporary, supervised confinement, and/or
Temporary or permanent exclusion

Student Record: Cause for Concern Report
Letter to parents

After due investigation into the case, the student will be called to a meeting with the Executive Director and/or Head of School to formally review the case. At the discretion of the Executive Director the student will either:

1. Be exonerated
2. Have the behaviour downgraded to a lower level
3. Negotiate a new Corrective Action Plan (CAP), with the accusation of Grave Misconduct upheld, or
4. Be permanently or temporarily excluded

If it is deemed to be in the interests of the individual concerned or of the school community, the student may be placed under supervised confinement until the case has been fully investigated and a final decision has been reached.

The incident will be recorded in a Cause for Concern Report and a letter will be sent to parents.

For further information exclusions, see the ISCA Exclusion Policy.

Guidance for those instigating discussion or charring meetings

- All students must be given a fair hearing and the opportunity to put forward their version of events.
- All students must be treated in the same way. Students who are perceived as 'good' students should not be treated any differently from anyone else if they are judged to have misbehaved.

- All incidents should be properly investigated before a response is issued. The complexity and length of the investigation will depend on the gravity of the incident and on how clear-cut the situation is.
- The Disciplinary Process does not necessarily progress from one stage to another. The seriousness of an incident dictates the stage at which the procedure is started and may subsequently be upgraded or downgraded depending on the outcome of the initial investigation. This decision is made by the member of staff dealing with the incident for stages one to three. Decisions regarding incidents involving stages four and five must be referred to the Head of School for approval.
- Where a Corrective Action Plan is proposed (targets and outcomes for improved behaviour), the member of staff chairing the disciplinary meeting will ensure it is properly documented and a member of staff appointed to monitor its implementation.
- Where the student has achieved targets set in a Corrective Action Plan, this should be recorded and signed off as part of the student's records.
- Warning of disciplinary action or investigation must be issued to the student(s) concerned within 5 working days of the incident. The objective will always be to provide a response in the shortest possible timeframe. However, it is recognised that some incidents will need more time than others to investigate an allowance for this will be made.
- The School will implement the disciplinary action for incidents that happen during term time both on and off school premises.
- If a student repeats misbehaviour, the member of staff dealing with the incident will need to decide if it warrants escalation to the next stage, using the definitions of misbehaviour in this policy document as a guide.

Definitions of Misbehaviour

This list is not to be considered exhaustive and will be added to as cases arise.

1. Minor Infractions

- Talking and interrupting in class
- Occasional bad language
- Littering
- Eating and drinking in the classroom
- Smoking or vaping outside in non-designated areas
- Failure to keep bedroom clean and tidy
- Breach of the school dress code

2. Unacceptable Behaviour

- Use of own language in class
- Being late for class, registration, curfew, tutorials, briefings etc.
- Unauthorised absence from class, registration, curfew, tutorials, briefings etc.
- Failure to follow reasonable instructions from staff
- Unauthorised use of mobile phone in class, registration and briefings
- Disruption to the right to privacy, rest and study of other students
- Failure to submit work to a deadline
- *More than three incidents of 'Minor Infractions'*

3. Serious Misbehaviour

- Being rude to staff
- Plagiarism or cheating
- Cohabitation
- Refusal to show ID card when requested by staff
- Unauthorised use and/or removal of studio materials
- *Habitual incidents of Unacceptable Behaviour*

4. Gross Misconduct

- Attitudes or behaviour which are inconsistent with the School 's ethos
- Insulting or abusing staff or peers
- Viewing pornography on any media
- Smoking or vaping anywhere inside
- Ironing in the student rooms
- Cooking in the student rooms
- Deliberately lewd or indecent language and/or behaviour
- Hacking into school computer systems
- Bullying, including cyberbullying
- Physical, emotional or verbal threats
- Any act of violence
- Tampering with or setting off the fire alarm or fire-safety equipment
- Recording images or voice of anyone without their knowledge or permission
- Any act of vandalism
- Alcohol possession and/or abuse
- Viewing extremist material
- *Repeat incidents of 'Unacceptable Behaviour'*
- *Failure to implement Stage 3 Corrective Action Plans (CAP) in agreed timeframe*

5. Grave Misconduct

- Persistent attitudes or behaviour which are inconsistent with the School 's ethos
- Any form of deliberate racial or sexual harassment
- Any behaviour that deliberately threatens or endangers the health, safety and well-being of other people or brings the school into disrepute
- Drug possession, supply and/or abuse
- Students of legal drinking age who buy alcohol for or sell alcohol to underage students
- Computer use for illegal purposes
- Theft, blackmail, physical violence, intimidation, racism or persistent bullying
- Possession or use of unauthorized firearms or other weapons
- Any other illegal activity, on or off the school premises
- *Repeat incidents of 'Gross Misconduct'*
- *Failure to implement Stage 4 Corrective Action Plans (CAP) in agreed timeframe*

Incidents leading to reports to the police

These are some, but not all, of the areas of misconduct can lead to the severest of sanctions, including being reported to the Police.

Possession and Use of Drugs and Forbidden Substances

ISCA does not tolerate incidents of students in possession of and/or using illegal drugs or any other prohibited substances. Any contravention of this rule will lead to suspension and possible termination of the student's registration at ISCA. The School also reserves the right to refer the matter to the Police.

Please see ISCA's Policy on Smoking, Alcohol and misuse of Drugs and Substances for further information.

Illegal Buying and Selling of Alcohol, and its Abuse

Students of legal drinking age who buy alcohol for or sell alcohol to underage students will be suspended and possibly excluded from school altogether. The School also reserves the right to refer the matter to the Police.

Alcohol is not permitted on site nor are students permitted to be under the influence of alcohol whilst on site or upon arrival back to site, even if they are of legal drinking age. Anyone caught under the influence of alcohol, or in possession of alcohol, will be required to meet with the appropriate member of staff, placed under disciplinary measures, and parents contacted.

ISCA reserves the right to search students' if they are suspected of possessing drugs (or other illegal substances) or alcohol.

Please see ISCA's Policy on Smoking, Alcohol and misuse of Drugs and Substances for further information.

Inappropriate Computer Use

All users of ISCA computer resources and/or e-mail are responsible for reading and following the guidelines of the School's Appropriate Computer Use rules:

1. Computer resources are available to ISCA students and staff for academic, research, and administrative purposes. Everyone who uses these resources has the responsibility to use them in an effective, ethical and legal manner.
2. Any activity involving the School's computing facilities that knowingly interferes with someone else's academic freedom, the institution's goals or policies, or breaks the law will not be tolerated.
3. Under no circumstances can the computer system be used for accessing sites with sexual or pornographic content, or sites that advocate violence, extremist views or any form of illegal activity.
4. ISCA reserves the right to investigate suspected computer misuse. This may include, but is not limited to, examining the contents of data files, reports, and system activity logs. More importantly users should realise that when computer use involves sending data across the campus network, or Internet, such messages are not secure.
5. Additionally, in situations where students are found excessively "gaming" to the extent that their health and education are negatively affected ISCA will take measures to ensure students are using their time appropriately.

ISCA reserves the right to refer incidents to the police.

Please see ISCA's Policy on Computer System and Internet Use for further information.

Tampering Fire Safety Equipment

It is unlawful to tamper with the School fire alarm system or fire-fighting equipment. Doing so puts the lives of everyone in the school at risk and will be dealt with the utmost severity. The School reserves the right to refer incidents to the Police.

Please see ISCA's Policy on Health and Safety for further information.

Inappropriate Mobile Phone Use

Mobile phones and, in particular, the new generation of smart phones, such as the iPhone, now include many additional functions such as an integrated camera, video recording capability, instant messaging, mobile office applications and mobile access to the internet. These allow immediate access to email, searching for information on the internet and other functions such as access to social networking sites e.g. Facebook, twitter and blogging sites.

For many young people today the ownership of a mobile phone is considered a necessary and vital part of their social life. When used creatively and responsibly the smart phone has great potential to support a pupil's learning experiences.

However, in recent years schools have increasingly witnessed incidents of poor conduct where mobile phone use has been a feature. This has been particularly difficult to address if it is an element in bullying.

Bullying, intimidation and harassment are not new in society; however bullying using a mobile phone represents a new challenge for schools to manage.

Parents and pupils should be clear that misuse of mobile phones will not be tolerated.

Although not exhaustive, the following is a list of examples of misuse. 'Misuse' will be at the discretion of the Head:

- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
- bullying by text, image and email messaging
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)
- pupils posting material on social network sites with no thought to the risks to the personal reputation of others and sometimes with the deliberate intention of causing harm
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- publishing photographs of vulnerable pupils, who may be on a child protection plan, where this may put them at additional risk.

The School reserves the right to refer incidents to the Police.

Please see ISCA's Policy on Mobile Phones for further information.

Definition of Sanctions

Verbal Reprimand

A verbal reprimand is issued by a member of staff when a student knows what he/she has done wrong and why it is wrong. It is issued as a warning not to repeat the act of misbehaviour or face the consequences. It is usually issued against trivial or minor acts of misbehaviour.

Detention

Detention is when students are made to forfeit their free time by sitting in silence in a classroom for an hour or more. They may or may not be asked to carry out a task during this time.

Written Warning

A Written Warning is issued to a student by a member of staff for 'Unacceptable Misbehaviour' or when he feels that Verbal Reprimands and/or Detentions are not working i.e. there is no change in behaviour. The offending behaviour is defined and the student signs a declaration committing to changing the behaviour in future. The Written Warning is intended to motivate the student to change before more serious consequences follow.

Weekend Detention

Weekend Detention is the same as Detention but happens at the weekend (on Saturday and/or Sunday mornings) and lasts for a minimum of two hours.

Grounding

Grounding is when a student is not allowed off the school premises. This may cover Saturday, Sunday, the whole weekend or longer depending on the situation.

Gating

Gating is similar to Grounding, with the added requirement that students must report every hour (or half hour) to the on-duty member of staff and get their *Gating Sheet* signed. Gating will usually cover Saturday and/or Sunday (and sometimes more than one weekend, depending on the situation).

Report Card

The Report Card usually covers a period of two weeks (but could be longer). Each session of the day (morning, afternoon, early evening and late evening) needs to be signed off by the relevant tutor or boarding member of staff, with an assessment of the student's general behaviour, attitude and level of participation. Report Cards are a last chance to redress misbehaviour before more drastic action is taken (e.g. exclusion).

Exclusion

Exclusion is when a student is asked to leave the school on either a temporary or permanent basis, depending on the seriousness of the situation. Please refer to the ISCA Exclusion Policy for further details.

Fines

A fine is never a sanction on its own. It is always issued together with another form of sanction.

A fine of £200 will be applied for:

- Smoking or vaping inside
- Setting off the fire alarm or intruder alarm
- Tampering with the fire safety equipment
- Use/consumption of alcohol and/or illegal substances
- Cohabitation
- Vandalism (the fine is on top of the cost of repairing the damage)

Context-Specific Sanctions

Context-specific sanctions vary by their nature. Specific types of misbehaviour will suggest specific types of sanction, for example:

- Repeated use of the phone in class could lead to a phone being confiscated for the day
- Repeated littering may lead to a student to cleaning a part of the school during detention
- Misuse of computing resources may result in suspension of computing privileges

Context-specific sanctions are always approved by the Head of School before they are issued by a member of staff.

Reports to the Police

Students who deliberately break the law or engage in criminal activity will be reported to the police.

Temporary and Permanent Exclusion

A student may be excluded from the School if, following an investigation by the Head of School, it is proved on the balance of probabilities that the student has committed a very grave breach of discipline or a serious criminal offence (Grave Misconduct). Evidence from the investigation will be assessed by the Head of School and Executive Director to decide if exclusion is warranted. Before a final decision is made the student will be given the opportunity to answer the accusations and provide his/her version of events and the parents will be consulted.

Proven Incidents of Grave Misconduct will usually lead to temporary exclusion in the first instance. During the period of suspension the student will be banned from the premises including the boarding facilities. Permanent exclusion will normally apply for a repeat incident of Grave Misconduct (although it is within the Executive Director's discretionary power to apply permanent exclusion without first sanctioning the student with temporary exclusion).

Permanent exclusion will always apply if, after due investigation, the Executive Director and Head of School are of the opinion that by reason of the student's conduct he/she:

1. is no longer able or willing to benefit from the educational opportunities and/or the community life offered by ISCA.
2. poses a threat to the safety and wellbeing of himself, other students and staff members that cannot reasonably be managed.

An investigation into Grave Misconduct may take time to reach a conclusion, so a senior manager will be assigned to assess the immediate level of risk the student poses to both themselves and others. Where the situation is deemed to pose a serious risk, the student will be asked to leave the campus immediately while an investigation takes place, and until a formal disciplinary meeting can be arranged. The School will write to the student's parents and/or guardian advising them of the situation and inviting them to make arrangement for their child to leave the school.

Until these arrangement can be made, the student will be asked to remain in their room during class hours. They will be asked not to communicate with their peers either face to face nor via social media or the Internet. This is to protect the student and prevent further allegations being made.

See the Exclusion Policy for further details.

Communication, Support and Special Needs

The Student Code of Conduct, expected behaviour and a summary of the Disciplinary Process is presented to students at induction and recorded in the Student Handbook. Students are advised to read the Handbook in conjunction with the relevant ISCA policy documents (located on the website under <http://www.isca.uk.com/admissions/school-policies/>), in particular:

- ISCA [Anti-Bullying Policy](#)
- ISCA [Assessment Policy](#)
- ISCA [Attendance Policy](#)
- ISCA [Complaints Procedure](#)
- ISCA [Equal Opportunities](#)
- ISCA [Health and Safety Policy](#)
- ISCA [Exclusion Policy](#)
- ISCA [Policy on Smoking, Alcohol and misuse of Drugs and Substances](#)

Daily Year Group Registration and the weekly, school-wide Community Briefings are key platforms for reinforcing the Code of Conduct and clarifying expectations in relation to situations as they arise. All students are issued with ISCA email addresses and belong to a School Whatsapp group in order to further facilitate communication.

A first layer of support to help students understand and meet expectations is provided by the academic tutors and boarding staff. For more confidential support student also have access to a School counsellor. Where necessary, students are also referred to external agencies for additional support.

All Corrective Action Plans will be reviewed and monitored by the Cause for Concern Team, comprising:

- Head of School
- Academic Coordinator
- Senior member of the Boarding Team
- Senior tutor with special responsibilities for welfare and safeguarding

The School will make reasonable adjustments for managing behaviour which is related to a student's special educational need or disability, ensuring that they (or someone for them) are able to present their case fully. Any religious requirements affecting the student will also be considered.

Appeals

If at any time a student feels he/she is being unfairly treated or a wrong decision has been made, they may appeal in writing to the Executive Director. In case of exclusions, refer to the Exclusion Policy for information.