



RAFFLES
INTERNATIONAL
SCHOOL

Towards Excellence

Disciplinary Policy

Adopted: August 2014

Revised/Amended: August 2015, August 2016, August, 2017

Next review: September 2018

CEO/Board		 Principal
 Head of Primary School	 Head of Secondary School	Other relevant staff

Distribution List:

- CEO/ Board
- Principal
- Section Heads
- Academic Staff
- Parents





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School Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

Aims

To establish the right environment that is conducive to learning.

To promote responsible behaviour, respect for others and for property.

To ensure a disciplined environment by applying and publicising sanctions that may be imposed on students not adhering to school rules and procedures.

The School “provides a disciplined environment”. Students are encouraged to become aware of their responsibilities as kind and thoughtful individuals, mindful of the needs of others, in order to become valued and caring members of the school, local and global communities. The history, traditions, ethos, Behaviour Policy and Mission Statement of Raffles International School all suggest that the sanctions for the most serious acts of misbehaviour would be used only in the most extreme circumstances and following the most careful investigations. Only when all other methods of punishment have been explored or used, would the School decide to suspend or withdraw/ non/ re-enroll a student.

The School Behaviour Policy addresses this assertion very seriously and sets out the values which are at the core of expectations. It creates a framework for individual and collective behaviour based on trust and respect for oneself, others and the environment. Should a student not adhere to the expected code of behaviour, sanctions will follow. The sanctions imposed by the School vary from the very light and simple to the very severe. Teachers are all expected to implement the Behaviour Policy and it is recognised that, depending on the nature of the misbehaviour, it is sometimes necessary to refer a matter to a higher authority. In the case of a possible suspension or withdrawal/ non re-enrolment, the matter must be taken immediately to the Section Head and then to the Principal. *The Principal or in his absence a Section Head, is the only person with the authority to suspend a student and then only after having followed the correct procedure.*



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Each Section Head will keep a record (hard copy/recorded on Prodigy/ SIMS) of sanctions for serious disciplinary offences (see below). In addition, all serious disciplinary offences will be recorded in the Serious Disciplinary Log (SDL). This will include the students name, year group, the nature and date of the offence, and the sanctions imposed.

Suspension

This is for more serious incidents such as serious misconduct, truancy, arson, aggressive assault, stealing, vandalism, serious bullying, and smoking. Please note that the consumption of alcohol and possession of drugs is a criminal offence and will be referred to the legal authorities.

Procedure for the suspension of a student

Following a most serious breach of discipline, the alleged guilty student will be referred immediately to the appropriate Section Head and then the Principal.

The student will be isolated from all other students and the parents will be informed of the alleged misbehaviour. An investigation into the alleged misbehaviour will be undertaken by a senior member of staff as directed by the Principal.

The Principal will inform the Chief Executive Officer (or her representative if she is unavailable) of the alleged misbehaviour and advise that the student may be liable to suspension (internal/external). The period of suspension may be up to a maximum of 10 school days. The relevant Section Head will endeavour to provide work for the period of suspension. Only in cases of external suspension will the Principal inform the CEO.

The Investigating member of staff will present his findings to the Principal as soon as possible.

The Principal will decide on the level of punishment which is appropriate to the misbehaviour and, in the case of suspension, will inform the CEO accordingly.

Should the decision be to suspend the student, the student's parent(s) will be invited to meet with the Principal and will be informed of the circumstances and the punishment, including the length of the suspension.

Should the alleged misbehaviour be so grave that it may lead to permanent exclusion, after informing parents, the offending student will be removed from the School until a full investigation of the incident by a senior member of staff as directed by the Principal can be undertaken. Parents will be advised that withdrawal/ non re-enrolment could be an option.

The evidence collected by the investigating member of staff will be presented to the Principal, who, after consulting with the CEO, will decide the outcome.



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The outcome will be communicated to the student and his/her parents as soon as possible. Should the decision be to withdraw (either parents invited to withdraw their child or a place will no longer be available for the student in the following academic year), the parents will have ten working days in which to appeal following the procedures as set out in the School Parent Contract and as endorsed by the KHDA. The Appeal Committee will hear the evidence originally presented. Any additional evidence will not be permitted. Should the Appeal Committee uphold the decision to withdraw, this will be communicated immediately to the parents. This decision will be final subject to referral and review by the KHDA.

Policy Review

This policy is to be reviewed annually, by Section Heads, Principal and CEO though; any deficiencies or weaknesses in Disciplinary Policy arrangements will be remedied without delay.

Adopted:

Revised/Amended:

Reviewed: