

Disciplinary Guidelines

Philosophy

We believe that the best kind of discipline is self-discipline, one that comes from within rather than that which is imposed. We believe that discipline is best when it is preventative rather than punitive. In working with children, the staff will use those means that will promote and build good attitudes and respect for others.

General School Rules

- Be punctual, report to school and class on time. School begins at 7:45 a.m. If a student arrives in school after 8:00 he/she needs to report to the office to receive an admit /tardy slip according to NVIS tardiness policy. Students are discouraged from coming to school prior to 7:40 a.m. because of lack of adult supervision.
- Strive to be present every school day. In case of absence, parents should call the school in the morning of the absence and notify the teacher in writing upon the student's return to school.
- Respect each other at all times. Disagreements will be settled by discussing the problem and seeking a solution that is fair to all concerned.
- Buildings and the campus will be kept clean and neat. Do not deface or damage school property. Students who vandalize the school property will make restitution.
- Maintain order when moving to different areas. Do not run; running is a frequent cause of injuries.
- The following are not allowed in school unless prior permission is granted by the School Coordinator:
 - Mobile phones and other electrical equipment
 - yoyos, darts, sling shots, and other potentially dangerous toys
 - pets
 - skateboards, roller skates, rollerblades, razors
 - valuables, extra money, computer games, items of sentimental value
 - fireworks, matches
 - weapons or expensive toys
 - gum
- Remain within school boundaries at all times. Students leaving the campus must have a Student Pass and must be accompanied by a parent/guardian.
- Avoid using abusive or profane language and gestures.
- Do not climb trees, gates, railings, fences, and the school buildings.
- Respect the property rights of others.
- Leave the premises immediately after school duties/responsibilities are completed.
- Buying/selling of personal items and trading are not allowed.

Basic Classroom Rules

1. Be in your assigned seat/location, ready to work when the school bell rings.
2. Bring paper, pencils, books and all necessary supplies every day.
3. Keep hands, feet, body, objects to yourself (HFBO).
4. Follow Directions
5. Respect others. Swearing, rude gestures, cruel teasing or put-downs are prohibited.

Recess Rules

1. Safety and fair play are essential. Although playground equipment will be supervised by an adult, practice proper use at all times.
2. Respect each other. Avoid bumping into or hurting others. Rough contact sports and games are not allowed.
3. Report all accidents to the yard duty teacher or supervisor.
4. Do not throw rocks, dirt, or anything that may hurt others.
5. Follow playground equipment rules at all times. Do not jump off playground equipment, take turns and go in the right direction.
6. "Freeze" when the bell rings. Be sure to situate yourselves with two feet firmly planted on the ground. Remain in the "freeze" position until the whistle blows, then walk back to your classroom.

Student Code of Conduct

REGULAR ATTENDANCE

Students are expected to attend school regularly and to attend all classes.

PUNCTUALITY

Students are expected to be on time for school and classes.

WORK HABITS

Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete classwork and homework accurately and on time, and to prepare for quizzes, tests and examinations.

RESPECT FOR SELF AND OTHERS

Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

RESPECT FOR AUTHORITY

Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities.

RESPECT FOR PROPERTY

Students are expected to treat all property belonging to the school and to others with care.

FREEDOM FROM FEAR

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable.

Honor Code and Discipline at NVIS

Respect:

The backbone of NVIS is respect - for person, for each other, and for self. We demonstrate respect by using inclusive language, greeting each other in the halls, making eye contact when talking, and listening attentively. Argumentation is not dialogue nor is it discussion. Common courtesy must be demonstrated at all times. Kindness and decency lead to success, both inside and out of the classroom.

Honor Code: The NVIS Honor Code stresses the importance of integrity, honor, and ethical behavior for every NVIS student. The teachers and staff will stress – in their words and actions – the importance of a person’s honor and reputation, and we will expect our students to live by the high standards set forth in the code. NVIS students are expected to serve as role models for all the community and demonstrate integrity, honor, and moral fortitude in their words and actions.

The NVIS Honor Code pledge :

As an NVIS Student, I will conduct myself in an honorable, trustworthy, and ethical manner at all times. In keeping with the highest standards of NVIS , I will not lie, cheat, or steal.

Honour code and Types of Consequences

Whenever a student violates school rules and shows disregard for their importance, school personnel will institute the consequences or disciplinary actions. The following will be considered:

1. Students will be counseled in addition to any consequence.
 2. The severity of the infraction will be taken into consideration in determining the specific consequence. For example, a mild infraction may be handled with a reprimand and warning, while other infractions may warrant notification to the parents.
 3. The number of times the offense has been repeated will be taken into account in determining the specific consequence. Progressive discipline will be used for repeat offenders.(Incident reports will be Kept at the counsellor’s office)
 4. Whenever possible, behavior improvement plans will include natural or logical consequences of behavior, e.g. loss of "free-time" privileges, cleaning up of graffiti.
 5. The classroom teacher will refer a student to the administration when efforts to help the student have not altered the offending behavior or when the severity of the offense requires disciplinary measures beyond the classroom.
- Important :Lunch will never be revoked for disciplinary reasons.

Addressing Unacceptable behaviour

Breaches of the school expectations and classroom expectations are handled by the class teacher in conjunction with stage coordinator and the Counselor (where appropriate). Lapses in good behavior will be discussed with the child concerned and plan of action will be advised with a view to changing the behavior of the child. Below are behaviour management strategies for addressing unacceptable behaviors, ascending from less intrusive to most intrusive.

Level One - Teacher and student

Statement: at this level one, teachers may see these types of behaviors as once off and may occur in the classroom, on excursions, at assemblies and in the playground.

Three level 1 reports and reflections will lead to Level 2

Examples of level one incidents	Examples of Behavior Management
<ul style="list-style-type: none"> • Interrupting in class/ calling out • Unnecessarily rough(pushing) in lines • Littering / dropping papers • Unacceptable & incomplete (book) work • Tardiness on school (on occasion) • Not listening / following directions • Throwing / sharing food • Untidy / carless work • Leaving room without permission • Rudeness toward student and teachers (answering back, arguing, face pulling, bad manners, not listening) • Not owning up (lying) • Teasing / bullying • Minor stealing (borrowing & not giving back) 	<ul style="list-style-type: none"> • “STOP” verbal cue • Redirected toward correct behavior and complete the task again. • Work to be redone or sent home for parents to view and sign. • Make amends by written or verbal apology • Timeout in class or playground • Roll play correct behaviors • No activity, no break time and staying with the teacher.

Level Two - Consequences, Referral and Data

Two Level 2 reports will lead to Level 3

Statement: At Level Two behaviors may be seen as low level but consistent patterns emerging, these behaviors are monitored in case of escalation of behavioral problems, low level interventions to be put in place by classroom teacher to decrease the level of behavior at this early stage. At level two, parents will be notified via diaries or telephone or email.

Examples of Level Two incidents	Examples of Behavior Managements
<ul style="list-style-type: none"> • Defacing school property • Aggressive / “ Harmful” hands on • Repeated throwing out food • Offensive Teasing • Bullying: verbal & physical • Defying school authority rules, teachers • Constant Backchat / disrespectful • Swearing / Stealing • Physical aggression • Offensive Language • Continual argumentativeness • Persistent misbehavior (rudeness, teasing, bullying, lying, defiance) 	<ul style="list-style-type: none"> • Make notes of student behavior (Disciplinary action form) • Loss of playtime and privileges (break time, school activity) • One on one time with teacher during the break time. • Buddy teacher assistance. • Community service duty. • Written and oral apology to person affected by the action • Behavior modification counseling. • Referral to Counselor.

Level Three: Consistent behaviors for Level 2 will result in **Level 3** actions in addition to mentioned below

Note : Level three indicates that students are on Threat .

First Offense – In–School Suspension (1 day) and letter to the parents from the Coordinator /Director (Behavior Probation plan at the discretion of the School Leadership Team and counsellor)

Second Offense – Out-of-School Suspension (1-2 days) and meeting with Coordinator /Director and parent(s)/guardian(s). (IB students may be removed from the IB program. Student will be placed on Behavior Probation

Third Offense – Out of School Suspension (OSS) and possible Exclusion/Expulsion /Home schooling Recommended – The Director of the School will be involved in all cases involving expulsion. Honor of code violation is reported to universities.

Note :All the above will be communicated to parent /Guardian via email and message (In case parents did not answer the plan should be executed without exceptions

Examples of Level Three Incident

- Stealing (Smiggle, Money, Lunches)
 - Persistent breaking of rules
 - Profane Language
 - Fighting
 - Persistent harassment
 - Tripping as to hurt others
 - Using scissors to cut hair/uniform
 - Possessing of drugs or alcohol or cigarettes
 - Vandalism
 - Repeated Stealing
 - Physical assault on other students
 - Disrespect toward staff member
- Possessing or accessing pornography

Academic Honesty:

An Honor Code violation for academic dishonesty will result in a zero. All forms of academic dishonesty no matter the assignment or the severity of the offense will be treated as violations of the NVIS Honor Code. Cases of academic dishonesty include, but are not limited to: talking during a test, quiz, or exam, plagiarizing essays, sharing work with others, copying/pasting, and possession of the means to cheat.(See school Academic Honesty policy).