



BEHAVIOUR POLICY

RPE-PL-03

POLICY OWNER	Education Quality and Accountability Office
MONITORING AND EVALUATION	Principal and Senior Leadership Team
APPROVED BY	School Board
APPROVAL DATE	
DATE POLICY CAME INTO EFFECT	
PERIOD OF REVIEW	1 year
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1 RPE Mission and Vision

Mission

Richmond Park Education aims to provide an inclusive learning environment that **nurtures, inspires and empowers** the students to reach their full potential academically, socially, and emotionally. Through innovative teaching methods, engaging and challenging enrichment programmes, personalised attention, and collaboration with families and the community, we cultivate critical thinking, creativity, and a lifelong passion for learning.

Vision

Vision of Richmond Park Education is to prepare the students to become compassionate, confident, and responsible global citizens who are equipped with the knowledge, skills, and values to thrive in an ever-changing world.

2 Introduction

This policy was prepared by RPE Education Quality and Accountability Office.

The School Board has agreed and ratified this policy.

This policy is to be read in conjunction with the following policies: Child Protection and Safeguarding Policy, Anti-Bullying Policy, Health and Safety Policy, Teaching and Learning Policy, Assessment and Reporting Policy, Complaints Policy, Equality Policy and School Code of Conduct.

3 Rationale

Richmond Park International School, Sarajevo (hereinafter: the School) aims to promote a happy, inclusive school environment where all students are provided with the opportunity to enjoy their learning, to explore their intellectual curiosity and to feel empowered to fulfil their personal and academic ambitions, without fear of failure or judgement.

This policy aims to ensure that this vision is realised for all students of the School and reflects our inclusive approach to teaching and learning by acknowledging the need to consider and be sensitive to special educational needs and protected characteristics, including disability, race, sex, religion or belief and sexual orientation when implementing and evaluating this Behaviour Policy. It also underlines our duty to ensure that all students are appropriately safeguarded, which must always be prioritised, including when sanctioning poor behaviour and when rewarding and celebrating good behaviour.

4 Aims and Scope

This policy governs the rights and obligations of the School, its students, their legal representatives (parents or guardians), student responsibilities, educational engagement with students, types of violations of student duties, procedures for ascertaining disciplinary responsibilities of students, compensation for material damages, educational and disciplinary measures, authority to impose such measures, their duration, mitigation, cancellation, and other pertinent matters.

5 Roles and Responsibilities

School Board

The School Board has devolved responsibility from the Richmond Park Education Board for approving this policy and ensuring it is implemented appropriately. Additionally, the Board is responsible for receiving and addressing the complaints regarding the disciplinary measures of the School Council of Teachers (as detailed in the Complaints Policy).

School

The School's rights and obligations encompass:

- ensuring equal access to education for all students under equitable conditions,
- creating conducive environments for quality education,
- nurturing the psychophysical development of students,
- cultivating students in alignment with overarching cultural and civilisational values,
- fostering language and communication competencies in English, native and modern foreign languages,
- enhancing information literacy skills,
- engaging in educational activities with students and providing pastoral care,
- conducting disciplinary proceedings and implementing educational and disciplinary measures,
- adhering to and enforcing educational laws and relevant regulations,
- upholding human relations and respecting the integrity of School staff,
- abiding by other rights and obligations as stipulated by law and supplementary regulations.

Principal

The Principal is responsible for:

- ensuring this policy is shared annually with staff and made available to parents and carers via the school website,
- ensuring that the period of review is maintained appropriately with the senior leaders,
- receiving and addressing complaints as described in the Complaints Policy,
- moderating the work of the School Council of Teachers in handling relevant complaints, conducting disciplinary proceedings and implementing educational and disciplinary measures.

Senior Leadership Team

The Senior Leadership Team is responsible for updating this policy to ensure it reflects current working practices at the School and that any amendments are ratified by the School Board and are subsequently shared with staff, students, parents and carers in a timely fashion.

They are also responsible for monitoring and evaluating the efficacy of this policy and to consider the impact of the policy on a range of different student groups, including those who are disadvantaged, those with SEND needs, those with other protected characteristics identified by the Equalities Act. Senior Leaders, including the SENDCo, are also responsible for ensuring reasonable adjustments are made when implementing this policy in light of special educational

needs, protected characteristics and to ensure that all students are appropriately safeguarded at all times, including those who are currently looked after or identified as a child in need.

The Senior Leadership Team are responsible for ensuring that all staff receive regular training and guidance on how to effectively implement this policy and support to ensure they can effectively act on the associated procedures laid out in this policy. As part of their induction, SLT will also ensure that new staff receive appropriate advice, guidance and training with regard to action and record behaviour (both positive and negative) using relevant management information systems, following pastoral systems and with regard to competition and sharing of associated paperwork.

Form Tutors

Form tutors (and primary school teachers in Years 1-4) are responsible for:

- monitoring, evaluating and reviewing behaviour of all students (merits and demerits) in the class assigned to them on a weekly, monthly and termly basis,
- continuous communication with students and feedback to parents/guardians in their assigned class, regarding behaviour (both positive and negative),
- conducting disciplinary procedures as described in this policy.

Staff

All staff (including both teaching and associate staff) are responsible for ensuring that this policy and associated procedures are followed at all times and are consistently and fairly applied to all students. All staff are also expected to ensure the values and ethos that underpin this policy are modelled and upheld at all times.

Staff are also encouraged to develop and implement strategies and initiatives to encourage and motivate students to make good behaviour choices beyond those referred to in this policy. This applies to both sanctions and rewards.

Parents and Guardians

Parents/guardians' rights and obligations include:

- attending parent-teacher conferences and engaging in parent-teacher consultations with the form tutor and subject teachers of their child regularly,
- instilling cultural and civilisational values, particularly respect for the dignity of teachers, students, and others,
- complying with teacher instructions and closely monitoring students who repeatedly breach their duties,
- monitoring student academic progress,
- communicating potential difficulties or issues faced by the student to the School,
- responding to the School's summons during disciplinary proceedings,
- providing timely justification of student absences,
- fulfilling all obligations as per the tuition contract signed,
- complying with other rights and obligations mandated by law and supplementary regulations.

All parents are obliged to adhere to the School Code of Conduct. Parents and carers should read

this policy thoroughly and closely adhere to the procedure it outlines.

Students

Students must exercise their rights and obligations without jeopardising the rights of others. These include:

- regular attendance and diligent completion of school tasks,
- adherence to School Code of Conduct, this Policy, and other relevant regulations,
- diligent pursuit of knowledge, skills, and values outlined in the curriculum, while monitoring personal progress and informing parents/guardians accordingly,
- attentive participation in class activities without causing disruptions or leaving without prior teacher approval,
- respect for the dignity of teachers, fellow students, and all individuals within the school premises,
- timely justification of absences,
- demonstration of genuine knowledge during assessments without resorting to plagiarism or other forms of academic dishonesty,
- commitment to environmental preservation and adherence to ethical environmental practices,
- preservation of School property, cleanliness, and aesthetic integrity of school facilities,
- maintenance of personal hygiene and cleanliness,
- utilisation of required textbooks, uniforms, accessories, and other educational materials,
- compliance with teacher directives,
- the entitlement to equitable and quality education,
- the right to humane treatment and respect for individual integrity,
- fulfilment of other rights and obligations stipulated by law and supplementary regulations.

6 Recognising and Rewarding Good Conduct, Behaviour and Achievements

To reflect the School values (CHOICE - Curiosity, Honesty, Openness, Integrity, Cooperation and Empathy) and the stated aims of this policy, it is imperative that students who uphold these values and demonstrate good conduct and behaviour throughout the school day are recognised and rewarded for doing so. This includes praise and positive reinforcement of good behaviour in lessons, around the school site and during all other school related activities and events. We want to catch our students being good, and let them know that their efforts and good conduct has not gone unnoticed.

All staff are expected to award '**Merits**' to all students who demonstrate meritorious behaviour in line with the School values, our expectations of effective learners and the principles outlined in this Policy. Merits are awarded and recorded within SchoolMind and they are grouped into three categories: Participation Merits, Learning Merits, and Conduct Merits. The framework for awarding merits is decided by each division of the School. The SchoolMind App allows parents and carers to check and monitor the Merits their child is awarded.

Continuing good behaviour, within each academic year, is recognised and rewarded through the awarding of Merit Awards and privileges when key milestones are met. These are the Monthly Best Behaviour Certificate and School Council of Teachers Award for exceptional effort, behaviour, achievement or attainment at the end of each school year. Students with monthly

best behaviour (based on their net total of merits and demerits for each month) are rewarded with certificates, symbolic gifts and privileges they can use during exams.

Staff are also encouraged to contact home to share positive behaviour and achievements with parents and carers and to share examples of positive behaviour and achievements with other colleagues and students, as appropriate. Where consent is given, we also aim to spotlight and share examples of exceptionally good conduct and significant achievements with other parents and carers through the school website and on official school social media platforms.

To further encourage good behaviour and to highlight the importance of community and value of collective responsibility, the overall conduct of classes are highlighted in meetings, assemblies and Character Education lessons, using the net total of merits and demerits. On a half term basis, the class with the highest net merit total in each year group is rewarded with a celebratory event, which typically takes place at lunchtime.

7 Challenging and Sanctioning Poor Behaviour and Conduct

To support and embed School values, and to achieve the stated aims of this policy, it is imperative that students who do not reflect these values, who exhibit poor behaviour, poor conduct in lessons or during the school day, are challenged and sanctioned for doing so. This includes challenging and sanctioning poor or disruptive behaviour in lessons, around the school site and during all other school related activities and events. This also applies to behaviour and conduct outside of school if it is deemed that the student's poor behaviour or conduct has brought the school into disrepute.

The aim of challenging and sanctioning poor behaviour is to ensure all students can learn, and go about daily school life, free from disruption or harm. However, it is also to improve students' behaviour choices over time. To this end, we seek to ensure that there is a restorative element associated with many of the sanctions and disciplinary measures issued at the School, particularly related to behaviour incidents that have been damaging to the positive relationship between individual students, groups of students, or a student and a member of staff.

We expect all staff to award '**Demerits**' to all students who demonstrate demeritorious behaviour (poor, disruptive behaviour or conduct simply not in keeping with the School values) to allow us to monitor, evaluate and intervene where patterns of poor behaviour are of concern. The recording of Demerits in SchoolMind also allows us to share such incidents with parents and guardians of individual students, so they can work in partnership with us to try to improve their child's behaviour and conduct.

Intensified Professional Educational Engagement

In cases where a student violates School Code of Conduct regulations, disregards directives from the Principal or other School authorities, unjustifiably absents themselves from classes, or exhibits behaviour endangering others' rights, the School is mandated to intensify educational engagement within the student community. This involves the active involvement of parents or guardians, as well as the professional expertise of teachers, including form tutors, pedagogues, psychologists, social workers and special teams, and when it is necessary to cooperate with the appropriate social institutions, i.e. health care on changing the behaviour of students.

8 Disciplinary Responsibility of Students

Types of Student Duties Infractions

A student may be held accountable for the following types of infraction of student duties:

- **Minor infractions:**

- lateness to or unjustified absence from class,
- non-compliance with School Code of Conduct and other school regulations on a minor scale,
- disruptive behaviour within one's own or another class,
- inappropriate conduct in public places,
- improper behaviour towards peers,
- refusal to comply with teacher instructions,
- disruption of classroom environment and disturbance of other students' learning process (e.g., talking, shouting, turning, whispering during instruction),
- irregular use of school materials and negligent approach to academic tasks in a minor capacity,
- non-compliance with regulations regarding school uniform for students, as precisely stipulated in the School Code of Conduct,
- cheating during tests, exams, or assessments by copying from others,
- cultivating negative relationships among students and encouraging others to engage in unacceptable behaviour,
- minor instances of vandalism or damage to school or other property,
- mild insults directed towards the reputation of teachers, students, or other School staff,
- failure of duty as a student monitor to inform teachers or class representatives about student absences, failure to report unacceptable behaviour of other students, failure to report damage to school or other property, and other breaches of duty associated with the role of student monitor,
- bringing unknown individuals into the School premises without permission,
- engaging in conversations from classroom windows with individuals outside on the street or in the courtyard,
- and other infractions of student duties that, based on their description, may be considered minor.

- **Serious infractions:**

- unjustified absence from classes that surpass the limits determined by Attendance Policy,
- falsification of data on certificates, diplomas, student report cards and other official documents issued by the School,
- tampering with School records,
- theft of School, student, or teacher property, as well as property belonging to other individuals or entities within School premises,
- consumption or facilitation of alcohol or narcotics use,
- presence at School under the influence of alcohol or drugs,
- smoking or use any of other tobacco/nicotine product within School premises or grounds,

- involvement in or initiation of physical altercations within School premises, during excursions, or extracurricular activities,
- possession of weapons or dangerous tools within School premises or during school-related activities,
- promotion of intolerance or hatred based on national, ethnic, racial, religious, or other discriminatory grounds,
- misuse of mobile phones or communication devices disrupting classroom activities (e.g., recording, photography, playing audio or video recordings, use of laser technology, internet usage),
- unauthorised recording and distribution of recordings of students, teachers, or school staff, including online classes,
- repeated negligent attitude towards academic work and School activities,
- disrespectful behaviour towards peers, teachers, and School staff, as well as vandalism or careless handling of School property,
- demonstration of extreme impudence or rudeness towards individuals within or outside School premises,
- intentional infliction of bodily harm to students, teachers, or School staff, as well as to individuals within School premises,
- deliberate destruction of School property causing significant material damage,
- endangerment of safety for students, teachers, School staff, or others,
- false reports of explosive devices along with assistance or participation in such actions,
- throwing objects or substances recklessly within or outside School premises,
- participation in collective class absences without justification,
- unjustified activation of the fire alarm or fire extinguishing equipment,
- involvement in extortion or harassment of fellow students and coercing them to surrender money or personal belongings,
- provision of false information with intent to deceive,
- failure to adhere to safety regulations after being duly instructed by School staff,
- issuing threats to teachers, School staff, or fellow students,
- repeated instances of minor infractions despite prior warnings,
- other infractions of student duties that, by their nature, are considered severe.

These categories delineate the range of student misconduct and enable appropriate disciplinary action to be taken in accordance with the severity of the offence.

School Uniform

At Richmond Park Education, we firmly believe in the importance of school uniforms. We want all students to take pride in their appearance and recognise that our school uniform plays an important role in establishing and supporting the shared ethos and values of the school. Wearing the school uniform appropriately also serves a key role in providing all our students with a sense of inclusion, safety and belonging whilst at school. Items of the school uniform and prohibited items are detailed in the School Code of Conduct.

Students who do not adhere to uniform guidelines, who have missing items of uniform, wear the uniform incorrectly or wear prohibited items (including, but not limited to the wearing of jewellery items that are not permitted, excessive make up, nail varnish, artificial nail extensions,

extreme hairstyles and unnatural hair colouring) will be challenged and sanctioned in line with principles outlined in Section 7 of this policy, including the awarding of demerits.

Students who arrive at school with significant uniform issues that cannot be corrected on site may be sent home to correct these issues. Parents and carers will be contacted by telephone in such circumstances to ensure students can travel home safely, and to avoid placing any child at significant risk of harm.

Students who persistently fail to adhere to uniform guidelines will be subject to disciplinary educational measures, gradually as outlined in Section 10 of this policy. Parents and carers will receive a letter confirming this sanction in writing.

Use of Mobile Phones and Social Media

We expect all students to follow the School Code of Conduct in terms of their mobile phone (or equivalent device), in a drive to help support their wellbeing, oracy and social skills. Mobile phones and similar electronic devices (watches, headphones, wireless speakers etc.) are wonderful devices that have hugely enhanced our lives; however, they are not necessary during the school day and we hope that limiting their use whilst with us a school will help students to strike up a better balance of screen time vs non-screen time. In particular, we hope that limiting their access to social media and messaging services during the day will go some way to dealing with the fear of missing out, with the increased stress and anxiety and with the warped view of reality that some students suffer from as a result of phone/social media dependency.

Students are therefore not permitted to have access or use their mobile phone during the school day. Between the hours of 8:30 h and 15:00 h students will have their device confiscated if they are seen to be accessing or using it. This also applies to other similar electronic devices, including but not limited to, headphones and wireless speakers. Disciplinary educational measures for infractions regarding the use of mobile phones are outlined in Section 10.

Misuse of mobile phones, social media and any unsolicited filming, photographing or audio recording of other students and or members of staff will be challenged and sanctioned. Please note that the misuse of mobile phones and or social media in a way that is considered threatening, discriminatory, displays or encourages prejudice or is considered harassment will be dealt with as per the most serious behaviour incidents and or serious infraction.

This includes the unsolicited filming or photographing of other students and or members of staff and covers incidents that occur away from school, outside of school hours, during weekends and school holidays. Such incidents will always be formally investigated and may also be reported to the police and local authority.

Students, parents and carers should also be aware that a judgement around the misuse of social media will also include consideration of the age appropriateness of the platform or application a student is using or accessing. It is incumbent on parents and carers to monitor and restrict students' access to applications that are not age appropriate to help mitigate and reduce the potential for phone and social media misuse.

When investigating the misuse of mobile phones or inappropriate use of social media, the School may confiscate electronic devices and examine relevant files and or data if they believe there is a good reason to do so. The School may retain students' devices and not return them, if

there is a good reason to do so, for example if we believe that such files and data have not been erased or deleted, or posts deleted, when the student concerned is requested to do so.

Prohibited Items and Searches

Ensuring our students and staff feel safe and secure is paramount. Where necessary, we will use appropriate search and confiscation powers, in line with DfE guidance, to ensure everyone in our community is protected and to create an environment that is safe, calm and conducive to learning. As such, students must not possess any item on the school site that is potentially harmful. The list of prohibited items is found in the School Code of Conduct. Where we have reasonable grounds to suspect that a student may possess a prohibited, harmful and/or illegal item, staff may search that student's property – for example, their locker or school bag.

Staff conducting the search will explain to a student why their property is being searched, which will take place in an appropriate location.

Staff will always seek the cooperation of a student before conducting a search. However, the student will be made aware that if consent is refused, we will still proceed with a search of bags, lockers, or other items, where these are not being held by the student.

If a student is found to be in possession of a prohibited item, they will be sanctioned in line with measures and procedures outlined in this policy and parents/guardians notified. Staff will confiscate the items.

In instances where a student will not, for example, turn out their pockets or relinquish their school bag so that a search can be undertaken, we will not physically force such a search. Instead, efforts will be made to persuade the student (in the presence of a second adult) to cooperate with the search of items and/or hand over voluntarily any prohibited, harmful and/or illegal items. Staff will not undertake personal searches requiring physical contact with a student.

If a student refuses and there are reasonable grounds to believe that the prohibited item harmful and/or illegal, then we may undertake one (or more) of the following options:

- call the police and ask that they support school leaders or the designated safeguarding lead in conducting a search,
- call parents/guardians and ask that they come into school to discuss the matter with their child and relevant staff so that the issue can be brought to a resolution,
- advise the student that this failure to eliminate this suspicion means that the matter cannot be resolved,
- failure to cooperate in such a process may lead to disciplinary measures that culminate in exclusion from school.

After a search, regardless of the outcome, we will notify parents/guardians as soon as reasonably possible.

Bullying and Harassment

Bullying is not tolerated at our School, where we take a strong anti-bullying stance that includes harassment. It is imperative that all students and staff report each incident of bullying and that the issue is dealt with promptly and effectively. We aim to build a culture of care, consideration,

and respect and this is articulated clearly in our mission statement. During any investigation into bullying or harassment, the feelings and concerns of the victim will be prioritised.

Whilst our approach to dealing with bullying and harassment reflect and echo the principles laid out in Section 7 of this policy, given our commitment to eliminate bullying in all its forms, our approach to tackling bullying and harassment is extensively covered in a separate Anti-Bullying Policy, which is published separately on the School website. It is also within the scope of this policy to sanction behaviour where a member of staff is the target and victim of bullying or persistent harassment by a student at School.

Purpose of Educational and Disciplinary Measures

The institution of educational and disciplinary measures serves a fundamentally pedagogical objective, emphasising their educative essence. Such measures are instituted in circumstances wherein it is reasonably anticipated that their application will effectively serve the intended educational purpose.

9 Disciplinary Procedure

Initiation of Disciplinary Proceedings

Disciplinary proceedings are instigated and conducted in response to **significant infractions of student obligations**, whereas **minor breaches warrant written warnings**.

The initiation of disciplinary proceedings rests within the purview of the School Principal, either autonomously or in response to the judgement of School personnel regarding the fulfilment of conditions necessitating such proceedings.

Upon directive from the principal, the **Advisory Committee for Discipline** is obligated to assemble and commence the process of ascertaining student culpability.

The **Advisory Committee for Discipline** has four members:

- the Form Tutor of the student in question – who also assumes the presidency of the commission,
- the School Pedagogue (who is also School DSL),
- a School Psychologist (or another member of the Safeguarding Team), and
- a teacher from the School, designated by the Principal, in the summons to initiate disciplinary proceedings.

In cases of the absence of a Committee member, the Principal retains the authority to designate a substitute from among the School's teachers and members of the Safeguarding or Senior Leadership teams, as delineated in the summons to initiate disciplinary proceedings.

The Committee prepares and delivers a comprehensive report to the authorised body of the School (as specified in the Section 10), facilitating the imposition of an appropriate disciplinary measure based on its findings.

Comprehensive minutes and records are meticulously maintained to document the proceedings of the Commission.

Course of Disciplinary Procedure

The student will be heard before the Committee in the presence of a legal representative.

The student will be summoned to the hearing orally and by means of a summons to the legal representative.

When a student commits a serious violation of student duty, the School will immediately notify his parent/guardian and include him in the procedure.

The invitation to the hearing before the Commission is sent to the legal representative or the student by the president of the Commission in an expeditious manner in the appropriate written form, which is the usual way of communicating with the legal representative, with the possibility of calling by e-mail or by registered mail, no later than 72 hours before the scheduled hourly rates for the hearing.

In addition to the written summons, the legal representative will, if possible, be informed orally by the president or one of the members of the dCommission designated by the president of the commission.

In the process of determining the student's responsibility, in addition to taking statements from students, the statements of other participants or witnesses must also be taken, if they exist and whose testimony may be important for conducting disciplinary proceedings.

The student gives a statement about the committed infraction in the presence of the parent/guardian.

The record of the hearing before the disciplinary Commission for a minor student is signed by his legal representative.

In the event that the duly invited student does not appear at the hearing before the Committee and does not justify his absence in person or through a legal representative, the Committee will continue the procedure, which will be stated in the report of the Committee.

In the event that the duly summoned legal representative does not appear at the hearing before the Committee and does not justify his absence, the student will be heard without the presence of the legal representative, which will be stated in the report of the disciplinary committee.

If the student as well as the legal representative justify their absence or do not respond to the summons, the president of the Commission will schedule a new date for the hearing in accordance with paragraph 3 of this article, in which he will specify the date and time for the hearing.

In the event that the student or legal representative does not appear again at the hearing, the Commission will conduct the procedure according to the facts and evidence at its disposal.

10 Disciplinary Educational Measures

Disciplinary educational measures for both serious and minor violations of student duties as outlined in this policy are listed in Table 1. For reference, certain authorities entitled to impose the disciplinary educational measures mentioned in Table 1 are defined below:

- **The Class Teaching Council** is the assembly of all teachers that enter the lessons and teach subjects to the class of the student for which the complaint has been lodged. Meeting sessions of the council are moderated by the class' Form Tutor. Opinions and decisions are upheld/rejected by a majority vote.
- **The School Teaching Council** is the assembly of all teachers that enter the lessons and teach subjects to all classes in the School, members of the Senior Leadership Team and the Principal. Meeting sessions of the council are moderated by the Principal. Opinions and decisions are upheld/rejected by a majority vote.

Table 1: *The summary of disciplinary educational measures and behaviour grades.*

Disciplinary educational measure		Behaviour grade
Warning, contact to the family to reminder of next steps		Remains “ Exemplary ”
“Reprimand by the Form Tutor”		Decreased to “ Very Good ”
“Reprimand by the Class Teaching Council”		Decreased to “ Good ”
“Reprimand by the Principal”		Decreased to “ Satisfactory ”
“Reprimand by the School Teaching Council”		Decreased to “ Poor ”
Transfer to another class (only in Primary)	Temporary exclusion from attending school (only in Secondary)	Remains “ Poor ” (these further measures are delivered by the School Teaching Council)
Formal decision on expulsion (in Primary, it includes transfer to the closest primary school accompanied by letter to the Social Services, and is applicable in Years 5-9)		

Regarding the measure of reprimanding administered by the form tutor, verbal notification to the student's legal representative shall be conducted (a written notification may be sent as well, if the form tutor considers it necessary), while for all further measures, written notification shall be disseminated to the legal representative (parent or guardian) in a manner corresponding to the severity of the situation.

The measure of transferring a student to the second nearest school within the municipal or cantonal territory may be invoked in the Primary School only twice for students in Years 5-9, subsequent to the exhaustive application of educational interventions aimed at rectifying the student's behavioural patterns.

In the event of the School imposing a disciplinary educational measure involving the transfer of a student to another proximate educational institution, it is incumbent upon the institution to inform the Child Protection Services in Sarajevo Canton.

Disciplinary educational measures encompassing reprimands issued by the School Council of Teachers and transfers to alternative classes within the School, as well as transfers to the nearest school within municipal or cantonal jurisdiction, are adjudicated by the School Council of Teachers, which resolves upon a course of action.

Typically, disciplinary educational measures are administered progressively (as outlined in the Table 1 above), resulting in a decrease of behaviour grade, save for severe transgressions wherein any disciplinary educational measures may be invoked.

Imposition of Educational and Disciplinary Measures

Following the conducted procedure and the submission of the report from the Advisory Committee for Discipline, the appropriate disciplinary measure is either enacted upon the student or the proceedings against the student are temporarily halted. In cases where the disciplinary committee refrains from proposing a disciplinary measure, the decision regarding the course of action rests with the director.

The report of the committee entails a recommendation for a disciplinary measure, upon which the competent School authority imposes the appropriate disciplinary action, with the exception of the School Teaching Council. The School Teaching Council retains the discretion to opt not to enforce a disciplinary measure as proposed by the disciplinary committee, and may instead opt for an alternative measure within its jurisdiction.

When deliberating on the imposition of disciplinary educational measure, due consideration is accorded to ensure its efficacy in achieving the intended educational objective. Furthermore, it is imperative that the measure demonstrates a pedagogical effect on the student, fostering alignment with the behavioural norms delineated by the pertinent regulations of the School.

The authority responsible for deciding on the imposition of disciplinary educational measures shall duly consider several factors, including the degree of the student's accountability, the gravity of the infraction, the resultant consequences thereof, the contextual circumstances surrounding the infraction, the student's prior conduct, their demeanour subsequent to the infraction, their age, and any mitigating circumstances.

Should the School Teaching Council elect not to enforce any measures within its purview, it shall refer the matter back to the principal for resolution. In such instances, the Principal may opt to:

- Impose the reprimand the Principal,
- task the class teacher with administering a reprimand,
- request the ward council to issue a reprimand from the ward council,
- or suspend the proceedings against the student.

Measures for Misuse of Mobile Phones and Other Electronic Devices

Violations of regulations pertaining to the prohibition of mobile phone and other personal electronic devices usage during School hours, as delineated in this policy and the School Code of Conduct, may incur the following measures:

1. Upon the initial infraction, the Form Tutor shall temporarily confiscate the student's device, to be returned by the conclusion of the same school day.
2. Upon a subsequent infraction, the Form Tutor shall again temporarily confiscate the student's device, to be returned by the conclusion of the subsequent school day.
3. Upon a third infraction, a member of the Senior Leadership Team shall temporarily confiscate the student's device, to be returned seven days following confiscation.
4. In the event of a fourth infraction, a member of the Senior Leadership Team shall seize

the student's mobile phone indefinitely, prohibiting its usage until the culmination of the academic year, with notification provided to the student's parent or guardian. The School shall prompt the parent or guardian to retrieve the confiscated device and ensure that the student does not bring it to school again.

Parental or guardian notification is obligatory for all measures listed above. All confiscated mobile phones shall be entrusted to the Deputy Principal or an appointed designee for safekeeping.

Recordkeeping of Disciplinary Educational Measures

All definitive disciplinary educational measures must be meticulously documented in writing, entered to the electronic class register systems (SchoolMind and eDnevnik) and finally included into the students' report cards at the end of each term.

The Form Tutor (or primary school teacher) bears the responsibility for maintaining accurate records.

Appeals Regarding the Imposed Disciplinary Measures

The appeals terms and procedure regarding the imposed disciplinary measures are extensively covered in the Complaints Policy.

Duration of Imposed Disciplinary Educational Measures

Minor infractions of student duties warrant the imposition of disciplinary educational measures without formal proceedings, valid for the academic year in which it was enacted.

Serious infractions of student duties prompt the imposition of an disciplinary educational measure within the academic year of the transgression, valid for the year of its pronouncement.

Mitigating or Cancelling Imposed Educational and Disciplinary Measures

Initiating the procedure for mitigating or cancelling an imposed disciplinary educational measure is contingent upon proposals from the student, the Form Tutor, the Class Council of Teachers, or the Principal. **The decision regarding mitigation or cancellation is rendered by the authority responsible for the imposition, within eight days of proposal submission.**

The decision rendered by the authority concerning the mitigation or cancellation of the disciplinary educational measure is conclusive.

The competent authority of the School may opt for the mitigation or cancellation of an imposed disciplinary educational measure if it determines that:

1. The enacted measure achieved the anticipated educational outcomes, or had a pedagogical impact on the student.
2. During the process of determining responsibility or imposing the measure, procedural oversights occurred, or regulations were applied to the detriment of the student, whereby mitigating circumstances in favour of the student were overlooked.
3. Subsequent developments or newly established facts indicate that had they been known at the time of imposition, they would have led to the imposition of a lesser measure or absolved the student from responsibility.

11 Material Liabilities of Students

In instances where a student's breach of discipline results in material damage, the director mandates the convening of a **Damage Assessment Commission** to initiate an assessment procedure aimed at determining liability for the incurred material losses.

Procedure for Determining the Material Liability

The evaluation of damage, inclusive of its nature, extent, and the culpability of the involved student(s), is conducted by the **Damage Assessment Commission**. The School Board is tasked with the establishment of the Damage Assessment Commission of damages inflicted by students. The Commission has three members.

The primary responsibility of the Commission encompasses the determination of material damages and the assessment of compensation, culminating in the preparation and submission of a report to the School Principal. Compensation exceeding the actual damage incurred or compensation for damage resulting from the routine use of school facilities and inventory cannot be prescribed.

The Principal adjudicates on compensation for damages based on the Commission's report, and prepares a written decision that is delivered to the parents/guardians of implied students.

The student's parents/guardians assume responsibility for material damages attributable to deliberate actions or gross negligence on the part of the student while on School premises.

Should damages be attributable to multiple students, each student bears responsibility for their respective share of the incurred damage. In scenarios where the apportionment of damages among students is unfeasible, collective responsibility is presumed, and compensation is distributed equally among all implicated students.

In cases where damage arises from a criminal act perpetrated with intent by multiple students, they collectively and individually assume liability for the inflicted damages.

The student's parent/guardian retains the right to **contest the assessed compensation within eight days** of receiving the compensation decision, presenting their objections to the School Board. The School Board will handle this appeal in adherence to the Complaints Policy.

Should the parent fail to compensate the material damages within a stipulated period, the **School reserves the right to seek recourse for the incurred material damages through the appropriate judicial channels.**

12 Supplementary Regulations

In matters not expressly addressed by this rulebook, the provisions outlined in the Law on Primary Education, Law on Secondary Education, School Code of Conduct, and other pertinent enactments of the School shall apply. In instances of regulatory absence, provisions from other applicable regulations governing this domain may be invoked.

13 Monitoring and Reviewing the Policy

The School conducts termly reviews and evaluations of all completed disciplinary procedures to

help prevent future occurrences or assess the effectiveness of past management efforts.

The Senior Leadership Team will review the complaints procedure every year and include the staff into the evaluation process.