



## SECONDARY SCHOOL - DISCIPLINE COMMITTEES

### STATEMENT OF AIM

Standards of behaviour that enable teaching and promote learning are required of students. These standards are ensured through a collaborative effort involving families, teachers and administrators. The principles of safety, respect and responsibility are integral to the standards required of students. The best way to cultivate positive student behaviour is to exemplify and encourage it. Positive student behaviour is stimulated by modelling IB Learner Profile Traits and Attitudes, appropriate behaviour and by utilizing praise and verbal recognition. To this end, students are also involved in decisions that affect them.

### RATIONALE

1. Students should exhibit behaviours that are conducive to teaching and learning.
2. Staff should model and teach the principles of safety, respect and responsibility and encourage appropriate standards of behaviour.
3. Families are expected to support the school's endeavours to promote appropriate student behaviour.
4. Support and consequences are outlined.

### OPERATION OF DISCIPLINE BODIES

#### MIDDLE SCHOOL

##### **Student Evaluation Committee (Grades 6 to 8)**

A "Student Evaluation Committee" is formed in Grades 6 to 8 for the observation, evaluation and development of student behaviour. The committee functions as a result of the cooperation of students, parents, teachers and administrators.

The purpose of this committee is to provide an opportunity to raise a student's awareness regarding their behaviour and an opportunity to change their behaviour for the better. As a

result of appearing before this committee, students are able to receive a warning, a reprimand, a suspension, or a recommendation for a change of school.

## **Formation of Committees**

### **Student Evaluation Committee**

1. The Student Evaluation Committee is headed by the Deputy Principal of the respective school. Three teachers are elected to the committee. The school counsellor can also participate however does not have the right to vote.
2. At the start of the academic year, teachers will vote for 3 teachers by secret ballot that they wish to participate as representatives on the Student Evaluation Committee.
3. If the vote is tied, the vote needs to be repeated. If there is another tie, then the teacher who is the most experienced will be the representative.
4. The teachers who have the highest votes for the first three places will participate on the committee. The following three teachers will be reserves for any time a particular teacher cannot attend a meeting.

### **Duties of the Student Evaluation Committee**

1. To ensure that the suggestions put forward by staff and faculty are discussed and to help develop positive behaviours in students and to share them with the School Principal.
2. To reward students who show exemplary behaviour, success in their classes, or in the areas of science, the arts, social, cultural or sporting activities.
3. To observe students who are having difficulty in behaving appropriately, to look for the causes of their behaviour, and to recommend counselling or seek the support of their family.
4. To work together with the school's counselling service to support students experience difficulties in behaviour.
5. To work with parents and other professionals to protect students from substance abuse or other dangerous habits.
6. To follow-up with the school Principal's requests for any negative behaviours or other situations that need to be investigated.

### **How the committee functions**

1. The Deputy Principal as the leader of the committee calls a meeting.
2. Matters that come to the Student Evaluation Committee must be voted on. The majority of votes form the decision to be taken. All members must vote, all members (or reserve) must be present. None of the members present on the committee can be a relative or close relation of the student.
3. The Student Evaluation Committee must meet within 5 work days. Decisions taken must be recorded in the Student Evaluation Committee "decision book" and be shared with the School Principal within 2 work days so that the outcome can be applied.

### **Information to be gathered prior to the Student Evaluation Committee Meeting**

4. Student/s involved in the incident must write a letter to the Student Evaluation Committee outlining their statements in as much detail as possible.
5. The teacher reporting the incident, or other teachers involved must prepare a letter to the Student Evaluation Committee outlining the incident in detail.
6. All students and witnesses involved in the incident are invited to speak at the Student Evaluation Committee Meeting. Each person is listened to individually / together, as appropriate.
7. The decisions taken at the meeting are written into the “decisions book”. Information to include: the reason why the consequence was given, the regulation number it correlates with according to Ministry regulation. Members who agree with the outcome of the meeting sign underneath, those who do not agree write why they disagree and sign their name also.
8. The School Principal has the right to ask for the Student Evaluation Committee to reconsider their decision.
9. A recommendation for a change of school cannot be made without the approval of the Head of School.
10. A letter is prepared outlining the incident and the outcome of the Committee’s meeting to the parent. The parent is invited to the school for a meeting with the Deputy Principal and the letter is shared. A copy of this letter is placed in the student’s file. A short summary of the incident and the consequence is placed into the student’s file.

### **Abolition of Consequences applied from Student File**

At the end of the academic year all teachers meet to discuss each of the cases heard at the Student Evaluation Committee.

The Deputy Principal of Students presents the student’s name, the infringement (simply the name, no details, eg. not being present at club time), and the consequence applied together with the student’s name. Administrators and teachers should refrain from sharing their opinions. The whole faculty votes to keep or remove each of the consequences applied that academic year. Teachers who feel that the student has made improvement, or hasn’t repeated the behaviour can vote to have the consequence removed. In such cases, the consequence will be removed from the student’s permanent file and the student will be informed.

As long as the child is enrolled at MEF International School, previous sanctions from previous years will continue to be presented at the end of year meeting so that the possibility to remove the consequence from the student’s permanent file can be considered based on positive changes in a student’s behaviour and/or development.

### **Consequences that can be applied by the Student Evaluation Committee**

Before deciding on the consequence to be applied after a hearing of the Student Evaluation Committee members should consider:

- a. The attributes of the behaviour, the importance of the behaviour, the conditions leading to the incident, the psychological and personal qualities of the student
- b. General profile at school and at home
- c. Participation and success in classes
- d. Participation and success in social and cultural activities at school
- e. Whether or not the student has had any consequences applied in the current academic year.

The committee has the right in line with regulation 5395 Child Protection laws to apply a consequence that is lower than recommended in the ministry regulations.

*Below are examples of misbehavior categorized under the respective consequences. This list is not exhaustive but indicates the general scope of each level of consequence and may aid the Disciplinary Committee and administration in their adjudication of unlisted but similar infractions.*

### **Warning**

1. To make a habit out of being late to class or other activities without permission.
2. To make a habit out of taking unexcused days of absence, or to extend absence granted by the school administration without permission.
3. To lie.
4. To vandalise walls, tables, the environment.
5. To show bad manners.
6. To not return materials, equipment, tools, books that belong to the school library and/or laboratories or school in general.
7. To have your cell phone during class.
8. To not follow the dress code.

### **Reprimand**

1. To be rude or disrespectful to staff, teachers, administrators or peers.
2. Not following school rules, to interrupt the learning environment, to prevent classes or extracurricular activities from happening.
3. To bring and use materials to school which are forbidden.
4. To provide misinformation to the school administration, to make a habit of lying.
5. To not be at the right place at the right time during the school day.
6. To participate inappropriately during ceremonies and/or assemblies.
7. To smoke at school or off the school grounds.
8. To take the property of others without permission.
9. To purposely damage the property of the school or another student.
10. To interrupt the learning environment or extra curricular activities and prevent the learning of others.
11. To use the school's facilities or materials without permission, and to use them for purposes other than educational.
12. To be found contravening the academic honesty procedures.
13. To persist in not following the dress code.

## **Suspension**

1. To falsify documents.
2. To fight (physical aggression).
3. To record visual or sound without permission.
4. To share visual or sound without a person's permission.
5. To make indecent remarks or overtures to another individual, to insult, threaten, harass others or encourage others to do so (in person or online).
6. To make a habit of using the school's facilities or materials without permission and to use these for purposes other than educational.
7. To collect money for or promote a political party or political organisation.
8. To make a habit of destroying the property of others or taking the property of others without permission.
9. To make a habit of damaging or vandalising the school's property, buildings, equipment, and materials.

## **To recommend the change of school**

1. To act in opposition to the Turkish constitution relating to national, democratic, social and legal regulations or to force others to do so.
2. To bring to school and carry a weapon that can cause harm to others.
3. To cause a fire on purpose on campus or in the surrounding area.
4. To participate in political parties or affiliations and to spread propaganda, and participate in protests, at school or off the school campus.
5. To discriminate against an individual or group based on their language, nationality, gender, political affiliation or religious belief.
6. To prevent the others from coming to school, or from lessons or examinations from taking place.
7. To be physically aggressive or to attack peers, staff, teachers, and/or administrators on or off campus and to incite others to do so.
8. To bring and harbour those who do not belong at school at the campus.
9. To enter into an exam in the place of another, or have someone else take an exam in his/her own place.
10. To take alcohol or substances of addiction or to incite others to do so.

## **HIGH SCHOOL**

### **Discipline Committee (Grades 9 to 12)**

A "Discipline Committee" is formed in Grades 9 to 12 for the observation, evaluation and development of student behaviour. The committee functions as a result of the cooperation of students, parents, teachers and administrators.

The purpose of this committee is to provide an opportunity to raise a student's awareness regarding their behaviour and an opportunity to change their behaviour for the better. As a

result of appearing before this committee, students are able to receive a reprimand, short-term suspension, and possibly a recommendation to change school.

## **Formation of Committees**

### **Discipline Committee**

1. The Discipline Committee is headed by the Deputy Principal. Three teachers volunteer to be a part of the committee. The school counsellor can also participate, however, does not have the right to vote.
2. If the vote is tied, the vote needs to be repeated. If there is another tie, then the teacher who is the most experienced will be the representative.
3. The teachers who have the highest votes for the first three places will participate on the committee. The following three teachers will be reserves for any time a particular teacher cannot attend a meeting.

### **Duties of the Discipline Committee**

1. To ensure that the suggestions put forward by staff and faculty are discussed and to help develop positive behaviours in students and to share them with the School Principal.
2. To enable students to express themselves clearly and to develop themselves into positive individuals who are open to development.
7. To find the reasons for inappropriate behaviours and to find solutions to them.
8. To work together with the school's counselling service to support students who experience difficulties in behaviour.
9. To work with parents and other professionals to protect students from substance abuse or other dangerous habits.
10. To follow-up the school Principal's requests for any negative behaviours or other situations that need to be investigated.

### **How the committee functions**

1. The Deputy Principal as the leader of the committee calls a meeting in writing.
2. Matters that come to the Discipline Committee must be voted on. The majority of votes form the decision to be taken. All members must vote, all members (or reserve) must be present. None of the members present on the committee can be a relative or close relation of the student or be the person who is making the complaint.
3. The Discipline Committee must deliver their decision within 10 work days.
4. Decisions taken must be recorded and be shared with the School Principal and Head of School.

### **Information to be gathered prior to the Discipline Committee Meeting**

1. The Deputy Principal will collect the written statements of all individuals who were involved in the incident, including any witnesses. The statements should be handwritten and signed and be in as much detail as possible. All the documents collected must be shared with the Discipline Committee at the hearing.

2. Students must be summoned to the discipline committee in writing and the student must sign to accept their attendance. A decision regarding any student who has an unexcused absence and does not attend the meeting will be taken based on the documentation at hand.
3. Each student and each witness to the incident are invited individually to the Discipline Committee.
4. The decisions taken at the meeting are written into the “decisions book”. Information to include: the reason why the consequence was given and the regulation number it correlates with according to Ministry regulation. Members who agree with the outcome of the meeting sign underneath, those who do not agree write why they disagree and sign their name also.
5. The School Principal has the right to ask for the Discipline Committee to reconsider their decision.
6. A recommendation for a change of school cannot be made without the approval of the Head of School.
7. A letter is prepared outlining the incident and the outcome of the Committee’s meeting to the parent. The parent is invited to the school for a meeting with the Deputy Principal and the letter is shared. A copy of this letter is placed in the student’s file. A short summary of the incident and the consequence is placed into the student’s file and shared with the Head of School.

#### **Abolition of Consequences applied from Student File**

At the end of the academic year all teachers meet to discuss each of the cases heard at the Discipline Committee.

The Deputy Principal of Students presents the student’s name, the infringement (simply the name, no details, eg. not being present at club time), and the consequence applied together with the student’s name. Administrators and teachers should refrain from sharing their opinions. The whole faculty votes to keep or remove each of the consequences applied that academic year. Teachers who feel that the student has made improvement, or hasn’t repeated the behaviour can vote to have the consequence removed. In such cases, the consequence will be removed from the student’s permanent file and the student will be informed.

As long as the child is enrolled at MEF International School, previous sanctions from previous years will continue to be presented at the end of year meeting so that the possibility to remove the consequence from the student’s permanent file can be considered based on positive changes in a student’s behaviour and/or development.

#### **Consequences that can be applied as a result of appearing before the Discipline Committee**

*Below are examples of misbehavior categorized under the respective consequences. This list is not exhaustive but indicates the general scope of each level of consequence and may aid*

*the Disciplinary Committee and administration in their adjudication of unlisted but similar infractions.*

### **Reprimand**

1. Vandalizing school buildings, or property.
2. Not fulfilling duties expected of him/her.
3. Not following the school dress code.
4. To have tobacco or tobacco products on his/her person or to smoke them.
5. To have matches, lighters, or other similar prohibited items.
6. To take or use the property of others without permission.
7. To lie.
8. To have unexcused absences, to be at school but not be at the right place at the right time, to be late or to leave early without permission.
9. To not return books, equipment or materials to the school library, workshops or labs on time, or to return them in part or to use them poorly.
10. To be rude or disrespectful.
11. To behave in a way that interrupts lessons or extracurricular activities.
12. To copy in an exam or to aid copying.
13. To bring to school materials or equipment that could be used for gambling.
14. To prevent others from carrying out their responsibilities or duties.
15. To use educational technologies for reasons beyond their intended use.

### **Short-term Suspension**

1. To make indecent remarks or behave indecently to others, to insult or falsely accuse others.
2. To organise a protest or meeting or to participate in such activities.
3. To gamble or to encourage others to do so.
4. To insult others.
5. To share inappropriate or pornographic publications, books, magazines, brochures, newspapers, advertisements, images etc. publically in the school in any format or on any medium.
6. To hurt others through the use of technology.
7. To make a habit of having unexcused absences, to be at school but not be at the right place at the right time, to be late or to leave early without permission.
8. To exert physical violence on others.
9. To make a habit of exerting emotional aggression towards others.
10. To deface school buildings or property with inappropriate (ideological, pornographic) images, symbols, writing.
11. To be involved in group collusion or to aid others to do so.
12. To use or find on his/her person alcohol.
13. To bring to school pornographic or inappropriate materials to school or school related areas.
14. To behave in a way that risks health and safety.



Students can be issued a suspension between 1 and 5 days. These days count as excused absences. Students may not enter the school building during this period of time or participate in any school organised activities. Whether or not students participate in local or international activities is to be decided by school administration. Students who miss exams during this time will need to sit make-up exams.

Parents of students who cause damage to property of the school or another individual will be asked to pay for the damage he/she has caused.

#### **A Change of school recommended**

1. To consistently repeat suspension behaviors.
2. To be disrespectful to the Turkish Republic, people, flag and symbols that represent the country.
3. To carry symbols or behave in a way to discriminate or condemn others on the basis of language, nationality, gender, political belief, philosophical or religious beliefs.
4. To prevent school staff from carrying out their duties.
5. To steal, to incite or help others to do so.
6. To harbour individuals who do not belong in the school.
7. To falsify documents provided by the school, to create false documents, to use documents which have been altered.
8. To use any of the school's areas without permission or for a purpose other than education.
9. To damage school property.
10. To prevent lessons, exams or other activities from happening, and/or to incite others to participate in doing the same.
11. To bring or use weapons or explosive materials that could harm or hurt others.
12. To bully others or threaten others into allowing collusion.
13. To sell, use or possess addictive substances.
14. To put someone into an exam in his/her place or to enter an exam in the place of someone else.
15. To organise protests or meetings in line with political parties, ideological and/or political beliefs at school and to incite others to participate.
16. To be a member of a political party, foundation or syndicate, to encourage others to enroll, to raise funds for the organisation or to force others to make donations.
17. To prevent teaching and learning from occurring through the use of technology, to cause serious harm to individuals through the use of technology.
18. To share information about the school with the press without permission of the school.
19. To act in a manner that would be considered a crime as an individual or group, or to force others to do the same.
20. To use force to take the property of others or to force others to do so.
21. To physically attack or harm any school faculty or staff member or to incite others to do so.

#### **The Delivery of Consequences arising from the Discipline Committee**

1. Any complaints against a student must be submitted in writing and signed.

As the committee delivers its outcome and issues the consequence consideration should be given to the following:

- a. The student up until the age of 18 is still considered a child.
- b. The purpose of the discipline hearing is to guide the student to the correct behaviour.
- c. The investigation should be carried out in secrecy.
- d. Communication should involve the counsellor and student's parent.
- e. The student's family and home life.
- f. The student's personality and psychological situation.
- g. The conditions surround the incident and how he/she was affected by them.
- h. The student's age and gender.
- i. The student's classroom performance and attention.
- j. Whether or not the student has appeared before the discipline committee before.
- k. If the student has not appeared before the discipline committee before and the counsellor provides a positive reference, then the student can be given a consequence from a previous level.

### **Paperwork for Meetings**

In order to track and ensure that proper information is communicated with parents and faculty. The following should be completed for the discipline process.

- When a student will be sent to the Student Evaluation Committee or Discipline Committee, parents should receive a written and signed letter and a phone call from the Deputy Principal indicating the infringement and discipline process.
- Once the committee has met, the written recommendation is signed by all of the members and given to the principal and Head of School in serious situations.
- Once a decision has been determined, parents receive another written and signed letter and a phone call from the Deputy Principal.
- All documentation is stored in a binder in the Deputy Principal's office and in the Discipline folder on Google Drive.
- A running log will be kept of all students that are sent to DC including the infringement and consequence.