



Discipline Policy

Progressive Discipline Policy

Minor Offenses

Minor offenses are situations that a teacher (homeroom or specialist teacher) can address with the help of the admin staff or discipline team (composed of the headmistress, academic dean, and senior teacher). Documentation (disciplinary reports) is usually done after a second offense has been done, and no desired change in the student's behavior has occurred. Minor offenses include, but are not limited to, the following:

1. Creating noise which distracts classes
2. Unreasonable tardiness in class
3. Failure to comply with school requirements
4. Disrespect/disobedience to school authorities and other students
5. Using foul words
6. Teasing other students
7. Playing harmful practical jokes
8. Loitering in corridors, field, gym, and cafeteria during class hours
9. Littering intentionally
10. Eating in prohibited areas / during school hours in the classroom
11. Using gadgets without permission
12. Improper use of school property
13. Leaving the classroom without permission
14. Any other violation (BYOD policy, improper behavior in the classroom, and on the school bus service) as stated in the TWIS handbook, pages 3-4, 6-7, 13-14
15. Any other inappropriate/ unacceptable behavior teachers consider a minor offense.

These misbehaviors correspond to the following measures:

First offense - concerned teacher talks to the student (verbal reprimand) and records in the incident report

Second offense - Verbal reprimand by the concerned teacher to a student and written warning (email or ClassDojo) by the HR to parents

Third offense - Conference with parents and a student and create an action plan (including an HR, Ms.Madhu, and Ms.Yukari)



Fourth offense - Counted as a major offense, and appropriate corrective action is applied.

| Major Offenses

Major offenses are situations that need to be addressed by the academic leadership team. After a report from the teacher concerned, the academic leadership team investigates the incident and, after due process, applies the appropriate disciplinary action. If the academic leadership team determines that misbehavior seriously falls below school standards, the student may be expelled.

- 3 accumulated minor offenses of the same type
- Cheating in all kinds of assessments
- Bullying (all types)
- Stealing
- Vandalism (all forms of deliberate destruction/damage to school or private property)
- Forging parent's signature or any other authority
- Gross disrespect for school authority (open defiance, answering back, name-calling, prying into teacher's things, acts of disrespect to ridicule or show contempt, and refusal to accept reasonable disciplinary action)
- Any other behavior teachers consider a major offense

First major offense - Conference with parents and create a behavior contract (including an HR, Ms.Madhu, and Ms.Yukari)

Second major offense or minor offense - Appropriate corrective action is applied

To serve students better, involved teachers and the leadership team investigate every major offense and repeated minor offenses.

Any severe act of disrespect, physical aggression, bullying, hate, alcohol/drugs, vandalism, or stealing must be referred immediately to the headmistress.



Suspension and Expulsion

Suspension

A suspension from school means that a student may not be allowed to attend classes and/or any school campus during the suspension period. There will be no tuition refund for suspension. If there is no improvement, the school may ask for an indefinite suspension, or the child may be expelled.

Expulsion*

If the school headmistress determines that a student's behavior seriously falls below the school standards or the disciplinary report falls above extreme, the student may be expelled from the school.

Examples of behaviors and circumstances that may result in expulsion include the following:

1. Bringing prohibited items that promote violence (weapons, toy guns, etc.) to school at any time.
2. A wrongful action such as cheating on an exam (immediate expulsion).
3. Insubordinate attitude towards teachers, including use of vulgar language and Privacy Violation or threatening behavior towards students or teachers (immediate expulsion).
4. Fighting, stealing, obstruction or disruption of classes, physical or mental abuse of another person (including staff), intimidation, bullying, harassing, or physically impeding students from attending classes (immediate expulsion).
5. Tampering with any official school documents, including all forms, reports, notices, and falsification of signatures of teachers or parents/guardians (immediate expulsion).
6. Delay in payment of tuition, not notifying the school.
7. Any other behavior judged by the school as being below school standards.
8. Others according to the cases that happened.

※ **Those, as mentioned above, may also include behavior from parents/guardian.**