



LIFEFORTE INTERNATIONAL SCHOOLS

BEHAVIOUR POLICY

2025/2026 Session

Lifeforte International Schools is committed to providing a safe, engaging and supportive learning environment within which all students can achieve their full potential morally, academically and socially. Our disciplinary regulations emphasize instruction and rehabilitation rather than punishment. They are designed to foster and reward appropriate behaviour and keep students involved in maintaining an environment of mutual respect and dignity in the school.

This Policy provides a framework to support behavioural goals and disciplinary policies. All students are expected to be aware of and abide by this policy. Parents/guardians are encouraged to read the policy carefully and to discuss the information with their children.

We recognize that it is our responsibility as an educational institution to provide the instruction and support necessary to meet our student's academic and behavioural needs.

We will endeavor to do this by;

- Setting behavioural expectations for all members of the school community
- Reinforcing positive behaviour
- Seeking to prevent misbehavior before it occurs
- Supporting students in overcoming challenges and
- Fostering positive relationships among all members of the school community

Student Responsibilities

Students take an active role in making school a supportive, safe and welcoming place for all students and staff by;

- Demonstrating pride in self and in the school by arriving on time, dressing appropriately, and being prepared to focus on their studies
- Being respectful and courteous to fellow students, parents/guardians and school staff
- Seeking the most peaceful means of resolving conflict and obtaining the assistance of teachers, administrators, parent/guardian, or school staff, when unable to resolve conflicts.
- Following school rules and policies and contributing to a positive school climate by behaving appropriately
- Recognizing how their conduct affects other students and school staff, and making every reasonable effort to restore friendly relations and correct any harm caused to others in the school community
- Seeking access to and completing make up work where necessary

Staff Responsibilities

Staff will;

- Create and promote a positive, supportive, safe and welcoming school environment that is conducive to teaching and learning
- Be respectful and courteous to students, parents/guardians and other school staff
- Establish clear expectations for behaviour, take an instructional approach to discipline and acknowledge positive and appropriate conduct by students
- Involve families, students and the community in fostering positive behaviour and student engagement
- Ensure that clear, developmentally appropriate and proportional consequences are applied for misbehavior as outlined in applicable discipline policies
- Implement graduated, progressive consequences for recurring inappropriate behaviour
- Administer discipline rules fairly, consistently and equitably, regardless of race, ethnicity, culture, gender, national origin, ancestry, religion, age or disability
- Remove students from the classroom only as a last resort, and return students to class as soon as possible
- Promptly notify parents/guardians if their child is suspended and if there is any investigation by law enforcement or school resource officers, related to school discipline
- Make every reasonable effort to communicate with and respond to parents/guardians in a timely manner and in a way that is accessible and easily understood
- Provide students who are suspended from school with make-up work

Parents/guardians play an important role in establishing a positive school climate where students will thrive.

Parents can help promote a supportive, safe and welcoming school environment in these ways

- Ensuring that their child conforms to the school's code of conduct
- Supporting the school in matters at discipline
- Co-operating with home/school strategies suggested as a result of meeting with the school in matters of repeated behavioural problems e.g. monitoring a student's behavioural report
- Ensuring the best possible punctuality and attendance
- Encouraging their child to achieve academic targets
- Attending parental consultations
- Discussing progress with their child on a regular basis
- Contacting the school about matters of concern
- Ensuring their child is suitably equipped for school each term
- Ensuring their child adheres to the uniform and appearance policies of the school.

Behaviour-Related Offenses and Consequences

The school will consider the following factors when determining the appropriate response;

- i. Patterns of behaviour,
- ii. Impact on the school community and
- iii. The overall severity of the infraction.

Offenses included in this policy apply to behaviour that occur on school property, at school related activities, or when students are otherwise subject to the authority of the Lifeforte school system. Disciplinary action may be

taken for off-campus incidents if the action could have an adverse effect on the order, general welfare or reputation of the school.

ATTENDANCE

Good attendance is essential for a student's success

Expectations

- Students are expected to attend classes daily unless prevented by illness or other emergency
- Under ordinary circumstances the school does not approve of absences for such things as studying for other exams, early vacation or ceremonies
- Any unexplained absence or lateness to classes will be considered truancy. It is the student's responsibility to explain to the teacher legitimate absence or lateness immediately upon returning to class
- Students will be considered truant if they leave the school or classroom without permission

Possible consequences

- Detention from teacher
- Principal becomes involved
- Removal from class
- Missed notes/evaluations will be completed immediately upon return

AUDITORIUMS, GUEST SPEAKERS OR PRESENTATIONS

Auditoriums and Presentations are a wonderful opportunity for students to learn from others with different viewpoints, experiences and specialties.

Expectations

- Students are expected to be courteous and respectful towards presenters (internal or external) and guest speakers during auditorium or presentations. Hats and electronic devices are not permitted during presentations

Possible consequences

- Student will be removed from the auditorium or presentation and will be required to write a letter of apology to the presenter and organizers.
- Further consequences can include detention, suspensions, a behavioural contract or removal of auditorium privileges

SCHOOL SOCIAL EVENTS

Expectations

- Students who attend social events at school expect to have a fun and safe time
- Student clothing, behaviour and conduct must be appropriate
- Students are not permitted to be in possession of drugs or alcohol
- Students are expected to attend all classes on the day of the event

Possible consequences of inappropriate choices

- Possession of or being under the influence of drugs or alcohol will result in suspension or depending on the particular case expulsion

- Inappropriate clothing may result in the student being asked to change
- Unruly conduct may result in the student being removed from the event

DRESS/APPEARANCE CODE

- Students are expected to take pride in their appearance, being smartly and correctly dressed for any school activity and when travelling to and from school
- Boys – When returning them to school parents/guardians should ensure that the student’s hair is cut evenly low and that they return with a barbing kit to maintain the hair at the required level. Students who return to school with fades or afros will be attended to. All students must comply with the rule regarding haircuts administered at school.
- Girls are expected to braid their hair neatly using black extensions only. Hair should be of shoulder length and must be gathered neatly at nape.
- Shoes for school must be flat, black leather only. Sneakers are not allowed.
- Personal clothing brought to school must not bear offensive or inflammatory language or graphics that will be deemed unacceptable. Revealing or suggestive clothing is inappropriate in a learning community.
- Students must wear only their own things at all times. This includes uniforms, Friday wear, personal items of clothing and footwear. Borrowing with or without permission is not allowed

Possible consequences of inappropriate choices

- Students will be asked to change into more appropriate clothes or their own clothes if found in borrowed items
- Persistent non-compliance with the dress/appearance code will result in further consequences
- The administration will make all decisions about the dress/appearance code

DRUGS, ALCOHOL AND SMOKING

The use of drugs and alcohol is dangerous to health and can lead to behaviour which is detrimental to the tone and safety of the school. To enhance student learning Lifeforte school strongly discourages all behaviour that is detrimental to the healthy growth and development of its students

Expectations

- The possession, distribution, and/or use of alcohol or illicit drugs are NOT permitted on school property
- Consumption of alcohol, smoking or use of illicit drugs are not permitted on school property, on the school bus, or at school sponsored activities

Possible consequences of inappropriate choices

- Being under the influence of or possession of illicit drugs or alcohol will result in expulsion.
- Providing others with alcohol and/or trafficking in illegal drugs will result in expulsion

FIGHTING AND/OR THE POSSESSION OF WEAPONS

Peaceful resolution of conflicts protects the physical and mental wellbeing of each individual and promotes a positive and safe school environment. Possession of weapons is restricted by law and the inflicting injury constitutes assault which may lead to police involvement and criminal charges laid.

Expectations

- Fighting and/or the possession of weapons will not be tolerated
- Weapons replica will be treated in the same manner as real weapons
- Objects used to inflict damage or injury will be treated as weapons

Possible consequences of inappropriate choices

- All fights will result in a suspension.
- Committing physical assault that causes bodily harm will result in expulsion
- Police may be called upon to investigate all incidents involving weapons or suspected possession of weapons
- Possessing a weapon will lead to expulsion. Using a weapon to cause or threatened bodily harm will result in expulsion

INTERACTIONS

Every student has the right to a safe and peaceful school environment and has a corresponding responsibility to refrain from any behaviour which threatens the mental and/or physical wellbeing of other students

Harassment is illegal and will not be tolerated. Uninvited remarks, gestures, sounds or actions that make one feel unsafe, degraded or uncomfortable are unacceptable at all times

Respectful behaviour and inappropriate language are essential in the resolution of conflicts with others

Expectations

Students are expected to be courteous and considerate in dealings with other students. The following behaviours are not acceptable

- Physical, verbal, written, electronic, sexual or psychological abuse
- Bullying or intimidation
- Swearing or other inappropriate language
- Discrimination on the basis of race, culture, language, religion, gender, disability or any other personal attribute
- Rough, boisterous play along corridors, in classes and in rooms
- Electronic harassment on or off site is prohibited

Possible consequences of inappropriate choices

- Threats to inflict serious bodily harm will result in expulsion and may lead to police involvement
- Parents of students will be involved
- Sexual harassment is illegal and will not be condoned at Lifeforte. This may lead to suspension
- Sexual assault will lead to expulsion
- Shoving, poking, pushing, throwing objects and other such rough and boisterous behaviour can result in suspension
- Swearing or objectionable language on school property or at scheduled school activities can result in suspension
- Any harassment may result in suspension and police involvement

Harmful/Problematic Sexual Behaviour

Sexual relationships between students are not permitted within school or on school visits. Students are encouraged to live by the gold standard of purity at all times. Sexualized acts whether carried out on self or

others will not be condoned by the school. We encourage students who may be experiencing a problem in this regard to seek help by confiding in a trusted adult. Our first line of action is to help.

Possible consequences of inappropriate choices

Engaging in acts of this nature will result in expulsion.

PERSONAL ELECTRONIC DEVICES

Electronic devices compete for students' attention. To enhance student learning, the use of these devices is restricted to appropriate times. It is disrespectful not to give a teacher/presenter your complete attention.

Expectations

- Electronic devices such as but not restricted to mobile phones, pagers, digital cameras and video devices are not to be used during class time and/or scheduled school activities. These devices must be turned off during all school-related activities.
- Mobile phones may not be used as a calculator
- Mobile phones are to be off and not visible during class time
- All electronic devices are prohibited in the auditorium

Possible consequences of inappropriate choices

- Possible removal of the device to be returned at a later time
- Referral to the Principal

PUNCTUALITY

Punctuality shows respect for other people's learning. When students are late for class, they disrupt the right of others to an education.

Expectations

- Students are expected to be in class and ready to work directly after assembly

Possible consequences of inappropriate choices

- Teachers discuss lateness with student
- Referral is made to the Principal
- Forfeiture of leisure time/sports

RESPECT FOR PROPERTY

Every student has the right to learn in a clean and orderly school environment and has the responsibility to treat school property with care and respect. The school building and its contents are private property. The helpers are employed to keep the school clean and in good condition but they are not responsible for cleaning up messes deliberately made by others. By working together with them and those in charge of sanitation and maintenance, you can maintain a pleasant, safe school environment.

The use of the school bus is a privilege, not a right. Students are responsible for their conduct while on the school bus. Unruly behaviour on the bus presents a danger to all passengers. The school bus driver has the authority to control the behaviour of students.

Expectations

- Students are expected to treat school property with care and respect. This includes, school grounds, buildings, equipment, textbooks, lockers, transportation vehicles and the possessions of others

- Lockers are the property of the school.
- The school has the right to enter/inspect lockers when the safety or welfare of the school is involved.
- Use only your assigned locker and keep the key provided safely.
- Lockers must be kept clean and free of graffiti and offensive material.
- You are responsible for the contents of your locker.

Possible consequences of inappropriate choices

- Students who destroy school property will be required to pay the cost of repair or replacement. Destruction of school property will result in sanctions being imposed on the student
- Deliberate littering will result in assigned clean up duty or loss of privileges
- Offensive material must be removed at the request of a teacher or administrator. Students will be required to remove graffiti from their lockers or desks.

The school cannot guarantee safe keeping of students' item of significant value. Students are encouraged not to bring items such as expensive jewelry or for those allowed to keep cash excessive amounts of cash to school. Theft, robbery, assault and extortion will be dealt with seriously and may lead to police involvement.

RESPECT FOR STAFF

Lifeforte School is made up of the Founders, Principal, Executive Directors, Directors, Principal teachers, administrators, parents, students, teachers, educational assistants, supervisors, catering staff, drivers, security personnel and helpers.

Teachers and other school staff have the responsibility to promote academic diligence and proper behaviour among students. The Lifeforte staff work diligently to make the students' school years enjoyable. They deserve courtesy and respect.

Expectations

- Students are expected to follow the rules of the school and the directions of the staff. When asked to do something by a staff members, students are expected to do it courteously and co-operatively.
- Students are expected to give their name in a courteous manner when asked by staff members
- When asked to leave the classroom by a teachers, students are to report to the office directly or wait by the classroom door for further instructions.

Possible consequences of inappropriate choices

- Opposition to a person in authority will result in a student being sent to the office
- Students are expected to report to the office when sent. Refusal to go the office will result in sanctions
- Swearing at a teacher, administrator or other employee of the school will result in sanctions

VISITORS

The school must be a safe community for students, staff, parents and guests. All visitors must be approved by the office.

Expectations

- All non-student visitors are expected to report to the main office
- Parents are visitors

Possible consequences of inappropriate choices

Visitors that are not approved are considered trespassers and will be asked to leave.

SANCTIONS

The school imposes sanctions to register disapproval of unacceptable behaviour and so that students can learn to understand how they can put it right. This approach to discipline is based on the school having a high expectation of student's behaviour, work and relationships with others so that poor behaviour, work and relationships are challenged. Individual student's age and any other need is taken into account in applying this policy.

We exercise vigilance to detect signs of deterioration in student's work, behaviour or physical appearance and try to find unobtrusive but effective ways of letting the students know of our concern. Sensitive, empathetic listening helps students to articulate their feelings and the likely outcome of their behaviour. A significant sanction is the disapproval of those whom the student respects – their peers and the teacher concerned.

Sanction – Level 1

These are one-off low level behaviour which may include

- Failing to report to morning and evening prep
- Lateness to lessons
- Low level disruptive behaviour
- Not meeting assignment deadlines/poor effort
- Failure to bring the correct books or equipment to lessons

Level 1 Actions and Support

In the first instance the students must be spoken to in order to find out if there is a reason for the incident.

At this point an action may be implemented to support the student by the ED Mentoring and Child Support if an academic matter or Student Affairs Officers if a pastoral matter.

An appropriate sanction may be enforced and parents may be informed by the relevant member of staff.

Sanction – Level 2

Level 2 incidents may be level 1 incidents that have become persistent or more serious matters

Level 2 incidents may include

- Regularly failing to report to morning or evening prep
- Persistent lateness to lessons
- Disruptive, aggressive, intimidating or Anti-social behaviour, including rudeness to staff
- Being disrespectful of other people or their property
- Inappropriate use of mobile devices or social media
- Persistently not meeting deadlines for assignments or poor effort
- Persistent failure to bring the correct books or equipment to lessons

Level 2 sanctions include

- Withdrawal of privileges/sports/leisure time to complete set work
- Writing a letter or apology
- Being denied access to the school's computer system
- Community service in school for a period of time
- Additional supervised prep for persistent failure to hand in work

- Confiscation

Support strategies include

- Targeted reports
- Supervised prep in school and hostel
- Target setting
- Internal mentoring
- Counselling

Sanctions Level 3

Level 3 incidents may include

- Continued level 2 behaviour despite support and sanctions
- Physical harm of another student
- Theft, blackmail, physical violence, intimidation, racism or persistent bullying
- Cheating in examinations (internal or external), course work or plagiarizing another pupil's work
- Other serious misconduct towards a member of the school community or which brings the school into disrepute on or off school premises or via social media
- Persistent attitudes or behaviour which are inconsistent with the school's ethos
- Vandalism or computer hacking
- Possession of pyrotechnics – fireworks, sparklers, bangers, flammables – lighters, matches etc
- Behaviour which puts the safety of themselves or others in jeopardy

Level 3 Sanctions include

- Referral to the Principal and may include temporary exclusion
- Parents and guardians will be informed and will be called into school for a meeting.

Support strategies include

- Bespoke behaviour management undertaking signed by students and their parents
- Internal mentoring
- Counselling

Sanction Level 4

Level 4 incidents may include

- Continued level 3 behaviours despite support and sanctions
- Possession/use of illicit drugs and substances, this includes supplying or inciting the use of illicit drugs, or being in possession of them with the intent to supply
- Possession of a weapon
- Unfounded malicious accusation against a member of staff
- Major criminal activity

Serious misconduct or persistent behavioural trend at sanction level 3 will involve referral to the CEO and may result in permanent exclusion.

All disciplinary action involving sanctions is recorded in writing and kept on the student's file. Misconduct outside school which affects the welfare of the members of the school community or the reputation of the school will be subject to the same disciplinary procedures.

DECIDING THE SANCTIONS THAT APPLY

When an incident occurs, then a sanction will be set by the relevant member of staff. There are times when an incident needs investigation before a decision is made. This may be because it is a reported concern without direct evidence as yet and/or because student accounts are at variance with other reports. In these instances, the following general procedure is followed

1. Students concerned are asked to give an account and investigatory staff will ask additional questions to clarify sequencing, detail or any apparent discrepancies
2. Any witnesses will be asked for their account, this will include students and staff. Where possible, witnesses who are neutral i.e. not part of involved students' friendship groups will be used.
3. Any camera footage of the area at the time would be viewed. The school operates CCTV for the purpose of detection of crime and which may be referred to for disciplinary reasons.
4. A decision will be made as to the likely pattern of events based on the evidence collected. It should be noted that the school must decide on the balance of probabilities, according to their own experience and judgment as to whether the student has carried out any incidents in question. This is NOT the same as in a court of law where it is required that matters need to be proved beyond reasonable doubt.

It is noted that the school does not require parental permission to impose sanctions. It is the responsibility of the school to make the final decision of the sanction that applies in any situation. The school's decision in this regard is not subject to parental/carer approval though the school will make every effort for parents/carers to understand the reasons behind its decisions and how this complies with its behaviour policy.

SUPPORTING IMPROVED BEHAVIOUR

In talking to students during the process, and once the investigation has been completed, it is very important that students understand what was the behaviour of concern, what alternative action could have been taken, and how they could handle such situations in the future. This discussion will form a normal part of the discipline and behavioural education process.

BOARDING SANCTIONS

Boarding sanctions may be imposed for infringements which occurred within the Boarding community

Infringements may include

- Being disrespectful of each other's personal living space
- Failing to comply with lights out and repeated lateness to prayers, meals or prep
- Inappropriate use of communication devices
- Failing to inform house parents of whereabouts

Sanctions which may be imposed include

- Removal of privileges
- Community service within the boarding community
- Confiscation of communication device

Sanctions which are not permissible

- No forms of corporal punishment are permissible. This is defined as ‘any degree of physical contact which is deliberately intended to cause pain, injury or humiliation e.g. smacking, hitting, kicking, pushing, shaking, pulling limbs or hair or clothing
- Persistent or aggressive shouting (other than to ensure safety in an emergency)
- Throwing missiles e.g. objects, books, pencil cases, rubbers, shoes
- Deliberate humiliation

Links to other policies

This policy should be read in conjunction with the following policies

Bring Your Own Device Policy

Acceptable Use Policy

Anti-bullying Policy

School Code of Conduct