



*“The mission of Bladins International School is to fully develop the students’ intellectual, aesthetic, emotional, physical and moral potential and, as a school, serve as an example of educational excellence.”*

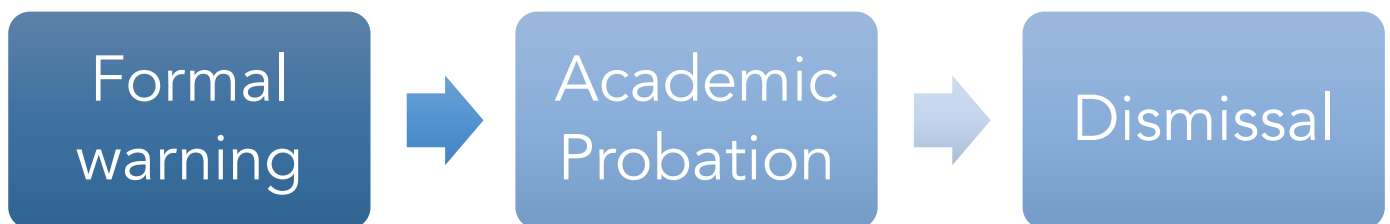
## SCOPE AND PURPOSE

This policy applies solely to students who are registered in the MYP5 to DP2 year groups at Bladins International School of Malmö. Students in MYP5 and the IB Diploma Programme at Bladins are above the age of compulsory schooling, and as such are expected to behave in a way which is concomitant with the expectations of a professional learning environment. Their behaviour and conduct is also bound by the Diploma Programme General Regulations (IBO, 2014).

The purpose of this policy is to provide a clear framework for dealing with students or behaviour incidents which contravene the behaviour expectations of our school, and also for dealing with incidents whereby students fail to adhere to the rules set out in the Diploma Programme General Regulations document.

## DISCIPLINARY ACTION PROCESS

The disciplinary action steps for students in the IB Diploma is outlined below:



### STEP 1: FORMAL WARNING

The Formal Warning is the lowest level sanction that will be imposed upon Diploma Programme students who behaviour falls below the expected standards set by Bladins International School of Malmö.

The Formal Warning is a written document which is issued to students (and parents/guardians) and which remains on their file for the entirety of their time in our Diploma Programme. Students who receive a Formal Warning will have a meeting with the Diploma Programme Coordinator, during which time a Letter of Understanding will be issued. This letter of understanding will outline:

- The expectation that the behaviour will not be repeated.
- The fact that the student will be placed on Academic Probation if this behaviour is repeated.

The Letter of Understanding will be signed by the Diploma Programme Coordinator, the student and the students' parents/guardians (where applicable). Signed copies will be retained by all parties.

## STEP 2: ACADEMIC PROBATION

Academic Probation is the highest level sanction that can be imposed upon Diploma Programme students. It is to be used in all cases when students:

- Repeat a behaviour, incident or event for which they have previously been issued a formal written warning (see Step 1).
- Fail to obtain a minimum IB DP Grade of:
  - 3 for any SL subject in any individual reporting session.
  - 4 for any HL subject in any individual reporting session.
- Enter the Diploma Programme without having the minimum grades required as per the BISM promotion policy.

Academic Probation is a process. Students have to actively work to remove themselves from probation by setting themselves SMART targets with associated deadlines by which these targets must be met. Any student who is required to be on academic probation will have this process and the requirements fully outlined to them at a meeting with the IB Diploma Programme Coordinator and – where appropriate – the students' parents/guardians.

During this meeting, Students will be given a probationary period of one academic term to demonstrate that they can meet the targets outlined during the Academic Probation meeting and which are also documented on the Letter of Understanding.

At the end of the probation period, the student will meet with the DP Coordinator to review whether or not the targets have been met. Any student who is unable to satisfactorily meet the targets outlined for them during their period of Academic Probation will be escalated to the dismissal stage of the process.

**NOTE:** In the case of severe incidents or behaviour/conduct infractions, students do not need to have received a Formal Warning in order to be placed on Academic Probation.

## STEP 3: DISMISSAL FROM THE PROGRAMME

Any student failing to meet the targets set for them during the academic probation meeting by the given deadline will be required to withdraw from the IB Diploma Programme. In such cases, the normal school withdrawal processes will apply. Students must complete the DP Sign-out procedure to ensure that all school materials are returned. This will include Library books and all ICT equipment – including MacBooks. The school will notify CSN of the students' dismissal, and they will be removed from ManageBac and SchoolSoft.