



**STUDENT
WELL BEING
POLICY**



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1.0 Policy Statement

Light International School, Mombasa has built a reputation around the ability to maintain discipline and to deal with disciplinary matters quickly and effectively to ensure that a positive and productive learning environment is maintained for all students. The policy outlined below is underpinned by the principle of procedural fairness - a basic right of all. Procedural fairness refers to what is sometimes described as the “hearing rule”, and the “right to an unbiased decision”.

Policy review

Policy Prepared: 2019

Next review: April 2023

1.1 Purpose of the policy

The purpose of this policy is to ensure that the school promotes the wellbeing of students in all learning experiences by providing an environment and curriculum that support students to develop knowledge, understanding and skills to manage their health and wellbeing and to support those of others; and by aligning student welfare and curriculum policies.

1.1.1 Students’ Wellbeing Policy

The Students’ well-being is underpinned by the following rights and responsibilities which are reinforced through our ICARE values;

1.1.2 Students’ Rights

All students have the right to:



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- learn through a range of learning styles and teaching practices
- feel safe and secure in an environment free from negative actions from others and from harmful substances and objects
- study, work and pursue activities in pleasant, well-kept surroundings
- feel proud in their School uniform
- solve their problems when appropriate and manage their behaviour
- prior knowledge and understanding of the consequences of inappropriate behaviour · have their personal belonging treated with care

1.1.3 Staff Members' Rights

All members of staff have the right to:

- pursue their work unhindered by disorder or disrespect
- find fulfilment in their vocation of teaching

1.1.4 Everyone's Rights

All students, staff, parents and visitors have the right to:

- be treated with dignity and respect
- be free from harassment, physical abuse, emotional abuse and verbal abuse
- be communicated with clearly, politely and respectfully

1.1.5 Responsibilities

Responsibilities ensuing from the rights above include but are not limited to:

- creating a positive learning environment and work ethics
- behaving in an appropriate way in class and out of class
- interacting positively with all members of the school community
- ensuring that the uniform is worn with pride
- taking pride in appearance and grooming
- respect for the personal property of each person



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- using the internet, email and mobile phones appropriately
- ensuring that Light International School is smoke, alcohol and illegal drug-free

1.2 Our Role

We recognise that the School plays an important role in assisting students to become responsible citizens with a commitment to personal, peer and community wellbeing as they develop the skills and confidence needed to make valuable social contributions.

Consequently, our School rules, expectations and responsibilities reflect the themes of:

- valuing self
- valuing others
- living in community
- staying Safe

NB: We consider the above to be essential life skills.

1.3 Student Behaviour Management

Behaviour Management in LIS is based on the understanding that, by reinforcing appropriate behaviour, we are modelling and teaching the standards of behaviour expected as well as encouraging intrinsically motivated positive behaviours. It is the staff's commitment to this understanding that facilitates the development of the caring, supportive environment within the School.

1.4 School Student Information Management System

Our School Student Management System is designed to develop and encourage positive interactions among the students and to acknowledge positive behaviour as well as curb undesirable behaviour.

1.4.1 Behaviour scores



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Students are given positive reinforcement through the School days whenever the student has done something to improve themselves or others. Students may earn Academic and behaviour scores for achievement in learning and for showing School spirit in games, sports and other events organized by the school. Teachers record the students' behaviour scores against descriptions of the milestones achieved by the student in the COOLSIS. These merit points are accumulated periodically during an academic year.

They may be awarded for maintaining or improving standards in the following areas:

- School or Community Service – volunteering, School Spirit
- Classwork – outstanding or consistent academic performance
- Conduct – exemplary conduct, politeness, punctuality, hospitality, etiquette
- Homework and Assessment Tasks – effort and performance · Grooming and Uniform – personal presentation

*Merit points must be unsolicited by the student (i.e. Students may not request to be awarded)

1.4.2 Table of Awards for Behaviour Scores * *subject to changes*

Points	Reward
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50	Ksh. 50 Canteen coupon
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100	Free stationery gift
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200	Ksh. 300 voucher
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300	Free movie ticket
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500	Ksh. 1000 voucher
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750	Free tablet
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1.5 Discipline Procedure



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The classroom teacher takes appropriate action in case of discipline incidents occurring during their lessons. This action is recorded as a note in the student’s account in the School Information Management System.

Serious **offences should be referred directly to the administration by selecting “refer” option in the system.** The same is immediately reflected on the system administrator, the principal and the deputy principal. Arrangements are then made to expeditiously resolve the incident. Isolating a student outside of a classroom in an unsupervised situation should be avoided.

Incidents happening outside classroom are recorded into the Students’ Information System and are reported to the administrator by the teachers on duty in respective areas or any teacher witnessing the incident.

1.5.1 Positive Behaviour Table

<p>Show respect for staff and other students</p>	<ul style="list-style-type: none"> ♣ Be polite to others ♣ Help those who need it ♣ Keep to the left in moving in corridors or steps ♣ Put up your hand in class if you wish to ask a question ♣ Never interfere in the learning process of others by being disruptive in class
<p>Show respect for the School</p>	<ul style="list-style-type: none"> ♣ Avoid rough play, arguments, rumbling or fighting ♣ Respect confidential matters of others ♣ Attend school regularly ♣ Wear the correct School Uniform ♣ Behave in public



	<ul style="list-style-type: none"> ♣ Appreciate the rules are necessary and do your best to abide by them ♣ Bring all necessary equipment to school ♣ Be punctual to class ♣ Set goals that you can achieve ♣ Be attentive in class ♣ Obey instructions ♣ Complete work, homework and assignments ♣ Develop worthwhile relationships ♣ Refrain from public display of affection ♣ Store your unused belongings in your locker at all times
Show respect for the wider community	<ul style="list-style-type: none"> ♣ Do not deface walls, desks or equipment ♣ Do not graffiti anything ♣ Do not litter anything
Show respect for yourself	<ul style="list-style-type: none"> ♣ Tell the truth ♣ Do your best at all times ♣ Be honest ♣ Behave responsibly at all times ♣ Be co-operative

1.6 Principles of Procedural Fairness



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Procedural fairness is a basic right of all. Procedural fairness refers to what is sometimes described as the ‘hearing rule’ and the ‘right to an unbiased decision. The ‘hearing rule’ includes the right of the person against whom an allegation has been made to:

- know the allegations related to a specific matter and any other information which will be taken into account in considering the matter;
- know the process by which the matter will be considered;
- respond to the allegations; and
- know how to seek a review of the decision made in response to the allegations

1.7 Notes of Student Behaviour

1. Students are required to abide by the school rules and to follow the directions of teachers and other people with authority delegated by the school.
2. Where a student disregards rules, disobeys instructions or otherwise engages in conduct that causes or may cause harm, inconvenience or embarrassment to the school, staff members or other students, the student may be subject to disciplinary action.
3. The disciplinary procedures undertaken by the school will vary according to the seriousness of the alleged offence. When advised of the allegation, the student and parents will be informed of the procedural steps to be followed in dealing with the matter. In relation to all matters to be investigated, the student will be informed of the nature of the allegations and will be given an opportunity to respond to the allegations.
4. The penalties imposed will vary according to the behaviour and the prior record of the student. At the lower end of the scale, an admonition or severe warning may be appropriate. At the upper end of the scale, the behaviour could result in a finite suspension or indefinite suspension. Corporal punishment is not permitted.
5. The Principal will reach a preliminary decision in relation to the allegation and any penalty to be imposed then advise the student (and parent/s) of that view. The student (and parent/s)



would be advised that if they wish this preliminary decision to be reviewed they may make application for a review to the Principal and submit any information they want to be considered during the review process. The Principal will then either confirm the preliminary decision as final or amend the preliminary decision based on the additional information provided.

6. If an offence is of a serious nature, the Principal may decide for the incident to be dealt with independently of the discipline levels. Examples of this may include bullying, theft, assault and harassment.



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