

COMMUNITY AGREEMENT

Purpose: of the VICTORIA School Community Agreement is to ensure that all members of the Victoria Community understand their rights and responsibilities. This agreement outlines the agreed approach to education which Victoria learners should strive to follow.

Mission: VICTORIA is an international learning community, combining the Mexican and British education systems to provide an inclusive, innovative and creative experience for students from Kinder to Prepa. Our student-centred, hands-on approach, together with transparent teaching and learning, provides our students with the skills to fulfil their individual potential and become agents of positive change in society.

Vision: VICTORIA aims to be a regional educational leader by focusing on the provision of:

- A well rounded, international quality of education offered within its own premises.
- Learner friendly and technology rich resources.
- A highly trained and creative team of staff.
- An increasing level of student choice both within and between courses.

RIGHTS	RESPONSIBILITIES
I have the right to be part of a co-operative learning environment and the right to have intellectual ownership of my work.	I will be willing to co-operate with other students. I will take on board constructive criticism. My work will be original, and I will not plagiarise the work of others.
I have the right to access facilities which are safe and healthy. I have the right to use equipment and resources freely.	I will respect the regulations associated with school facilities. I will take care of school equipment and resources. I will promote a healthy lifestyle.
I have the right for my ideas to be listened to, respected and not ridiculed. I have the right to be accepted, regardless of race, gender, beliefs or sexuality.	I will accept and respect all members of the school community. I will not force my beliefs on other members of the school community.
I have the right to equal and fair treatment from teachers. I have the right to be able to express concerns about members of staff.	I will follow the classroom expectations during every lesson, without the need for constant reminders.
I have the right to attend school without a uniform.	I have the responsibility to adhere to VICTORIA's dress code (Appendix 1)
I have the right for my property and belongings to be safe.	I will not steal, damage or interfere with the property of others. I will take responsibility for my own belongings.
I have the right to feel safe at school.	I will not bully, intimidate or harass other members of the school community.
I have the right to be an active member of the VICTORIA community.	I will promote the core beliefs and policies* of VICTORIA.

*VICTORIA's policies can be found at www.victoriaschool.edu.mx, Parents, Policies

Positive Recognition: Students' achievements will be recognised positively by the school community in a variety of ways, including but not limited to the following:

- Verbal praise and recognition – to individual, or individual in front of group
- Good notes in diaries and house points
- Prizes for accumulation of house points
- Individual certificates
- Flag Ceremony/public recognition
- Meetings with parents – praise
- Representing school teams and representing the school at events
- Student council recognition
- Representation in the escolta
- House Captains in Year 13
- Recognition in the newsletter and/or the Victoria's Talented webpage
- High conduct grades in cartillas and in reports
- Excellent references for students leaving the school

Sanctions: The following sanctions will be enforced depending on the seriousness of the incident. Incidents could be inside school, or on school trips/camps. The sanctions outlined below are in-line with SEP regulations. For incidents not specifically mentioned in this Agreement, VICTORIA will base its sanctions on Acuerdo 98 (published in Diario Oficial de la Federación on 7th December, 1982) and in the document: 'Faltas y medidas disciplinarias a adoptar en Educación Secundaria' found in the webpage www.gob.mx

STAGE 1 – Early Resolution

This applies to minor incidents, which contradict the school expectations (see Appendix 1).

STAGE 1 incidents should be resolved informally between the class teacher or amongst the students. Sanctions might include a note in the diary, and could include lunchtime detention, change of seating arrangements, etc.

STAGE 2 – Repeated minor incident

This applies to repeated contradictions of classroom expectations which result in three comments in the diary within a week.

STAGE 2 incidents will be resolved by a consultation between the form tutor and the Assistant Head of School. Sanctions might include a yellow report (Appendix 2) outlining the specific area of behaviour that needs to be addressed. The yellow report will last for a week and must be signed by the parent every evening and the tutor every morning.

STAGE 3 – Non-resolution at STAGE 2 or major incident

This applies to inappropriate behaviour inside or outside the classroom which affects the rights and expectations of other members of the community (see table above). This could include deliberate disregard for school rules, bullying, dishonesty, interfering with another student's property etc. This also applies to students who have failed a yellow report.

STAGE 3 incidents immediately result in a meeting involving the form teacher, the assistant head of school and the parents of the child. Sanctions might include a red report (see Appendix 2) outlining the specific area of behaviour that needs to be addressed. The red report will last for a week and must be signed by the parent every evening and the tutor every morning. Referral to the SEN department will also be considered.

STAGE 4 – Non resolution at STAGE 3 or serious incident.

This applies to students that have shown repeated STAGE 3 behaviour (indicating failure of the red report), or serious incidents such as possession or distribution of drugs or alcohol or firearms and weapons on school property, distribution of pornographic material, physical violence, deliberate damage to school property, damage to the reputation of the school, etc.

STAGE 4 incidents will be immediately referred to the Assistant Head and Head of School. Sanctions enforced could include an in-house, or external, suspension (see Appendix 2) ranging from 1 to 10 days, or transferral from VICTORIA (based on the seriousness of the incident and in line with SEP and USEBEQ (Acuerdo 98) regulations). Students will be referred to the SEN department, and will engage with a Behaviour Plan.

Specific Incidents

Plagiarism

In line with Heads of Department and student council recommendations, the following sanctions will be applied to incidents of plagiarism. All incidents of plagiarism will be recorded electronically in Pupil Record Files.

*If the first incident of plagiarism happens whilst the student is in Y10-13, the '2nd offence' sanction is immediately taken.

1st offence – (i) Repeat work (ii) note in the diary.

2nd offence – (i) Repeat work (ii) note in the diary (iii) achieves a 5 for that piece of work (iv) letter to parents

3rd offence – (i) Repeat work (ii) note in the diary (iii) achieves a 5 for that piece of work (iv) writes an essay (1000 word) on plagiarism to be completed in detentions (v) meeting with parents.

4th offence – (i) Repeat work (ii) note in the diary (iii) 5 for the month for the 'classwork' or 'homework' grade (for Prepa), depending upon where the incident occurred (iv) follow up meeting with parents.

Mobile Phones

In Secondary (Years 7-10), phones are not allowed during the school day. Any student wishing to bring a phone to school must hand it into the form tutor during registration and collect it at the end of the day. If a Secondary student flouts this rule, it will result in immediate internal suspension for one day. For Prepa, use in class (except where authorised by class teacher) is subject to the following sanctions. Incidents will be recorded electronically in Pupil Record Files.

1st offence - confiscation of mobile phone for 1 day.

2nd offence – confiscation for 1 week.

3rd offence – confiscation for 1 month.

Chewing Gum

Chewing gum in school will automatically result in a one-day internal suspension.

Bullying

VICTORIA defines bullying as any behaviour that is repeated, and intended to hurt someone either physically or emotionally. VICTORIA commits to resolving any cases of bullying immediately and in an individual manner, depending on the circumstances surrounding the incident(s).

APPENDIX 1 – SCHOOL EXPECTATIONS SECONDARY/PREPA

Classroom

- Students line up quietly outside the room and do not enter unless told to do so. When lining up, no hats or headphones.
- In certain classes (to be specified), bags must be left outside.
- Students go quietly to their places and sit quietly waiting for the teacher to begin the class. Diaries and equipment are taken out promptly and quietly placed on the desk.
- No hats to be worn in class under any circumstances.
- Students should have their own materials. If someone wishes to borrow something, it is passed and not thrown across the room.
- No chewing gum under any circumstances in school – automatic internal suspension if found chewing gum.
- No food in classes under any circumstances.
- Individuals listening to music in class is only permitted for Prepa students studying in the Library and Art classes, or with the permission of the class teacher.
- Students should sit correctly on a chair (including not rocking back, no feet 'up', no slouching).
- Students sit quietly and attentively when the teacher is speaking.
- At the end of the class, your space should be clean (including rubbish/sharpenings on the floor, chairs under table, chairs and tables straight). If no class follows, turn off the lights and put the chairs on the tables.
- No filling up of water bottles in class time.
- Only natural water to be drunk in class, with the exception of Prepa students.
- Make sure you get your diary signed by the class teacher if you need to go to the toilet.
- While walking from class to class students should move around in a calm, orderly manner. Everyone must keep to the right. No hats to be worn, no use of mobile phones, no headphones to be worn.

Break

- All rubbish should be taken home, and recycled where possible.
- Kiosk plates and cups must not be taken away from the Kiosk area.
- The big goalposts must not be used.
- Students must stay in the correct areas (not in classrooms, corridors, stairwells, directly outside the Doctor's office, or the car park, off the primary half of the field during second and third breaks).
- Wrestling and overly physical contact sports are not permitted. Only basketball to be played on the basketball court. During first break, ball games are only allowed on the volleyball court.
- Use of gym is not permitted.
- School work is permitted, but students must not copy the work of others.
- Students must return to class as soon as the duty teacher signals the end of break.
- Bad language is unacceptable.

Dress Code

- All students should dress in a safe, comfortable and practical manner that is appropriate to the ethos of the school.
- The following are not permitted: ripped jeans, high heels, backless sandals, spaghetti straps, mini-skirts, short shorts, vest tops, or any clothing that is overly revealing.

- Extreme hair colours and styles are not permitted. If in doubt, check with Head of School before making the change.
- Jewellery and make-up should be subtle. If in doubt, check with Head of School.
- Fashion is unpredictable and continually changes. Students must remember that they are in a school environment in a culturally conservative setting.

APPENDIX 2 – Yellow and Red Reports, and in-house suspensions.

Yellow reports last for a week and outline specific areas of behaviour which need to be addressed by the pupil. The pupil takes responsibility for the report and for handing it into class teachers every lesson and for ensuring that it is signed daily by parents. Teachers may only comment on the specific criteria outlined, which should be limited to two. The yellow report is considered 'failed' if, during the week, two or more comments contrary to the expectations of the criteria are received.

Red reports follow the same structure as the yellow reports (above). The red report is, again, 'failed' if, during the week, two or more comments contrary to the expectations of the criteria are received.

When students are on in-house suspension, they work apart from the rest of their group. The form tutor will assign rooms and collect work from the regular class teachers. Breaks will be provided on a different schedule to the class-mates.

When students are on external suspensions, work will be sent home to be completed during corresponding school hours. The content of this work will be examined when the student returns to school to ensure that they have not fallen behind academically.

All yellow/red reports and suspensions will be recorded electronically in pupil record files.