

L E O N A R D O V . A C A D E M Y

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Positive Behaviour Policy
2025/2026



Effective Date: September 2025

Next Review Date: August 2026

Approved by: School Governing Body

Responsible Person: Director of the International School



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School name and address: Leonardo V. Academy, Dlouhá 34, Prague 1, Czech Republic

Rationale

Leonardo V Academy [LVA] is dedicated to ensuring that our school environment supports the learning and the well-being of students and staff through a strong sense of community cohesion. Working together, relying on each other, and being respectful are the key virtues of our community. We work hard to provide a safe school where students feel included in every aspect of school life and are comfortable voicing their opinions.

This policy outlines what we expect from all our students in terms of their behaviour, as well as the sanctions that will be enforced if this policy is not adhered to. It extends to all members of our school. Good behaviour and self-discipline have strong links to effective learning and are vital for pupils to carry with them both during and after their school years. Though this policy is primarily aimed at what [LVA] does to promote good behaviour, its primary purpose is not to appear punitive but to be positive and to encourage friendship in our school.

Though this policy is chiefly student-oriented, it also should serve as an all-encompassing philosophy for the entire school. Staff and teachers are expected to embody these behaviours and actively support and encourage positive behaviours among all students, serving as ambassadors for the rules and the reasoning behind them. Wherever possible, staff should seek to improve student behaviour by focusing on the positive behaviour of all students. When it is necessary, they should directly intervene with negative behaviour and should do their utmost to uphold the tenets of this policy.

Every day, as soon as we all walk through the school entrance, [LVA] has a warm expectation that all of our students, teachers and staff, behave in a positive and representative way. The following virtues are promoted:

Leonardo V Academy is a family orientated educational community which encourages respect and mutual concern amongst everyone; we believe that a high level of discipline and good behaviour can be nurtured to create a positive whole school environment, one that functions to the highest standard to ensure an individual's learning potential is maximised.

Every staff member and teacher is committed to upholding the standards of the Positive Behaviour Policy and will do their utmost to ensure that the students of [LVA] are happy, comfortable, yet also maintain a high level of discipline and good atmosphere; the role of teachers in ensuring a positive school environment is of integral importance to the philosophy of [LVA].

Students of all ages should play a central role in helping to ensure good behavioural levels and to be ambassadors of [LVA], as well as being mentors/role-models for their peers.

Parents, in addition to their children, offer their support to the directions of this policy and, if they have a concern, should feel free to raise their opinion; good child behaviour should be promoted at home as much as in school and it is a team effort between these three factors (SCHOOL - STUDENT - PARENT).

This Positive Behaviour Policy offers a structured approach to behaviour management and applies to all students from Key Stage 1 to Key Stage 5; however, as each [LVA] section works with students at different stages of life, age-appropriate initiatives are often employed.

Purpose of the Policy

[LVA] believes that all pupils should be aware of the standards of behaviour that are expected of them and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding, and that through the use of this policy we can support all of our students in developing a high level of social awareness. Our aim is to ensure that all our students leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life.

The core and central ambition of this behavioural policy is to assist [LVA] to become a place of learning with the following examples of pedagogical integrity:

- To be a school that does not tolerate persecution or the bullying of others on any grounds, including but not restricted to: ability, age, culture, faith, gender, ethnicity, sexual identity, gender, gender orientation, or how they self-identify
- To develop self-discipline, self-control and a sense of responsibility for the school and its environment
- To encourage members of the school to demonstrate respect and courtesy to one another, to visitors and the local community
- To ensure that students, parents and teachers understand the behaviour necessary for effective progress and achievement
- To ensure effective management of teaching and learning with well organised classes to maximise achievement
- To ensure that students understand the consequences of disruption to learning or a breach of the behavioural rules
- To ensure that staff apply the sanctions outlined in the school rules consistently
- To provide support for students who deliberately and persistently ignore or breach the behavioural rules around the school
- To provide appropriate support for staff and parents in promoting pro-active behaviour management
- To develop good relations between all members of the school community and beyond by cultivating a culture of empathy and self-awareness

A True Multi-Cultural Family: Core Behavioural Ethos & Philosophy

[LVA] is a school composed of over sixty-different nationalities. Our claim to be the most diverse school in the Czech Republic is something for all of us to be proud of. It is important that we all work together to ensure that this celebratory environment is maintained and that everyone is happy and

comfortable. The following standard educational values are shared here as an example of a philosophy we should all abide by.

At Leonardo V Academy ("we will"):

Care for One Another

- We will always use kind words
- We will be courteous and considerate of others
- We will be compassionate towards others
- We will do good deeds without expecting a reward

At Leonardo V Academy ("students will be"):

Responsible for One Another

- Students will do what is expected of them by teachers
- Students will strive to do their best in whatever they do
- Students will display good classroom behaviour, following both the rules of the general school and for their individual teachers during lessons
- Students will be responsible for their actions and for themselves

At Leonardo V Academy ("everyone shall"):

Respectful Towards One Another

- Everyone shall have self-respect, be proud of their individual achievements, and unique identity
- Everyone shall be respectful of everyone at [LVA] regardless of who they are and also of their property/belongings
- Everyone should take pride in belonging to [LVA] and take care of each other, as well as be responsible for all property and belongings inside the school

At Leonardo V Academy ("all members should"):

Display Trust for One Another

- All school members should go through the school day being honest, truthful and sincere
- All school members should be reliable so that everyone else can trust and count on them
- All school members will be trusted to do the right thing and, if they make a mistake, to learn from it and aim to build a better character

At Leonardo V Academy ("there is an expectation that"):

We are all Fair to One Another

- We will treat others the way we want to be treated
- We will listen to the points of view of others

- We will cooperate around the school during lessons and also during transition breaks, long-break and lunch-break
 - We will be fair and tolerant to, from, and when we leave school
 - We will create a fair environment in which we all feel free to change things we feel are unfair
-

Standards of Behaviour

The school understands that the first step to modelling good behaviour is to lead by example, which means that all staff, teachers, and anyone else who comes to the school must act responsibly and professionally and will never denigrate students or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEND needs as well as the additional challenges that some vulnerable students may face. Staff are trained to deal with behavioural strategies as part of their continual professional development and are well informed of the extent of their disciplinary authority.

[LVA] works with parent(s)/guardian(s) to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. The school will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the school if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the school curriculum and reminders of school rules and expected standards of behaviour are up on walls in classrooms and situated around the school.

Teachers are a constant presence around the school, in-between classes, during breaks in the school day, and at lunch times, to check that students are using the school grounds respectfully and behaving appropriately.

[LVA] will take all reasonable measures to ensure the safety and well-being of all students and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional and behavioural skills.

The following outlines expectations of the following important school groups of people. Together, it is us that make [LVA] a great place to learn and study.

Students

[LVA] expects all of its students to show respect to one another, to school staff, and anyone else that they meet. Incidents of bullying, denigration, or bringing intentional harm to other students or staff will not be tolerated.

Students are expected to refrain from public display of affection while being on the school premises. Students are ambassadors of our school even when off school premises and we expect them to act accordingly. They are expected to obey school rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour. School work and homework should be well presented, completed to a high

standard, and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If students are struggling to meet the requirements of their workload for any reason, they should discuss this with their form teacher who will work with them to draw up a support plan. The school asks that students carefully read and acknowledge school policies to show that they have understood what is expected of them and acknowledge the responsibility that they have for their own behaviour.

Under no circumstances will illegal or inappropriate items be brought into school, and all students will respect and look after the school premises and environment. The following behaviour is regarded as completely unacceptable and will result in severe disciplinary actions and possibly in exclusion, depending on the circumstances.

Examples of unacceptable misbehaviours:

- Verbal abuse to staff and others
- Verbal abuse to pupils
- Physical abuse to/attack on staff
- Physical abuse to/attack on pupils
- Cyber bullying
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which the school's positive behavioural policy and other behavioural methods have been enacted

The school will determine which actions are considered inappropriate or unacceptable.

Parent(s) / Guardian(s)

Parent(s)/Guardian(s) play a large part in ensuring that their children are responsible for their own behaviour in school. Developing school life into a natural routine – ensuring that your child is at school on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to school rules and procedures.

We politely ask parent(s)/guardian(s) to work with the school in support of their child's learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend

meetings at the school with staff or the Head of School to discuss their child's behaviour and to adhere to any individual educational/learning contracts put in place.

In the case of suspension or exclusion, we ask that parents provide appropriate supervision for their child during the time that they are excluded from school and, if invited, to attend all of the meetings associated with this process.

General [LVA] Community Rules

To ensure that the school day runs smoothly and students achieve the very best that they can, [LVA] stresses the following to all members of our educational family:

- Always be on time (08:00 for teachers / 08:20 for students)
- Keep your appearance smart and tidy, ensuring that regulatory clothing is worn at all times
- Rude, derogatory, racist or defamatory language will not be tolerated
- Be considerate of your peers and the extended community; do not run through hallways and corridors, do not shout out during lessons, or shout to one another in hallways, or when in public places
- Be polite and respectful at all times. This applies to staff, other pupils, any visitors to the school, and to members of the general public
- Students are expected to refrain from public displays of affection while being on the school premises
- Take care of your environment, both on school grounds and outside, pledging to keep it tidy; in particular, students should ensure that they do not litter, foul, or spit on school grounds
- Unauthorised absences, tardiness and/or truancy from school will not be tolerated
- Once students enter the school premises, they can't leave the building site without receiving permission from the parent/guardian and the Class Teacher being notified; additionally, the School Secretary needs to be contacted - students should collect a "Free to Go" card from her, which will additionally be checked by school security; students may leave school grounds without permission at the end of the school day only (14:40)
- Health, safety, fire-safety equipment, is only for use in emergency situations and should not be tampered with under any circumstances
- Students should take care in the school halls and not go to restricted areas; they should be cautious on the stairs and on all school platforms
- Classrooms are out of bounds for students unless teacher permission has been given to enter
- Disobeying teachers and staff is not to be tolerated

The following items are not allowed in school under any circumstances:

- Alcohol and drugs

- Cigarettes, matches, lighters
 - E-cigarettes and "vaping" equipment
 - Weapons and lethal objects of any kind
 - Material that is inappropriate for children to possess, such as pornographic materials, extremist material, or anything which may cause extreme offense to others
 - Gambling is not allowed on school property
 - Material which promotes and supports extremism of any form (see Child Protection & Safeguarding Policy)
-

Prohibited Items & Actions

The following categories are presented as they are what can commonly be found in Czech and European schools. However, other policies - such as Child Protection & Safeguarding / Anti-Bullying / Personal Device Policy - should be referred to. Certainly, the Positive Behavioural Policy is not restricted to only combatting the following problems. Nonetheless, following guidelines released by the Ministry of Education in the Czech Republic, the following concerns should be at the forefront of everyone when operating within a school community.

3.1 Drugs / Narcotics

[LVA] will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

If a student is suspected to possess an illegal substance, in school, parents will be contacted to give permission for their bags to be searched. Should the school suspect a student of sustained substance abuse, in extreme cases, the school reserves the right to request a student be tested in a place and time recommended by the school's doctor. The cost of such a test will be the responsibility of the parents. Refusal to take such a test, at the request of the school, may result in the student being permanently excluded and their future place in the school being withdrawn.

3.1.1 Prescription Drugs

Carrying, supplying, or taking prescription drugs illegitimately, can result in suspension from the school. [LVA] strongly suggests that, if a student needs to take a prescription drug, that their Class Teacher is notified of this. Potential misunderstandings can therefore be avoided.

3.1.2 Non-Prescription Drugs

Pills and tablets which can be bought in pharmacists or normal shops can be a normal part of daily life, however they can be extremely dangerous if not used responsibly. Our strong advice is that students do not carry these on themselves in school and, if they do, their Class Teacher is notified.

If a student is under the age of 15, a parent/guardian should notify the school if they need to take a pain-killer, antacid, or similar over-the-counter medication. If a student visits the school secretary, asking for such a medication, if they are under the age of 15 then a parent should be called. If over the age of 15, a student can use non-prescription medication without notification, however it is still advised that they inform their Class Teacher to avoid misunderstanding.

3.1.3 Medications

[LVA] is aware that it may be necessary for some students to take medication during the school day. Parent(s)/guardian(s) should inform the school of this, via EduPage or in writing, as soon as their child starts to take the medication. Our preference is that a supply of the medication is left with the School Secretary, so the application of prescribed medications can be controlled for student safety.

3.1.4 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. No student or person entering school should have alcohol on their person. It will be confiscated immediately and may result in the student being sent home from school and possible suspension.

3.2 Anti-Social Behaviour & Bullying

A more comprehensive overview of Leonardo V Academy's attitude toward bullying can be found in the 'Anti-Bullying Policy'. However, please find a summarised version below, as an effective anti-bullying attitude is necessary when promoting positive behaviour in a school.

[LVA] wishes to make sure that all students feel safe at school and are all happy as well as integrated elements of our school community. Our ethos is one of inclusion and equality and bullying of any kind is regarded as a serious breach of our Positive Behaviour Policy. Any form of anti-social behaviour or bullying will not be tolerated, whether it is a one-off incident or an ongoing campaign.

Anti-social behaviour can be defined as disruptive behaviour towards another, whether through physical or non-physical aggression. It can even take the form of shouting, directed abuse, or any activity (such as playing loud music) that interferes with the well-being of another. Anti-social behaviour can be both thoughtless or malicious and will be treated the same. Harassment and 'being a nuisance' to others can also be defined as anti-social.

Bullying can be verbal, physical or involve social media and communication (known as cyber-bullying) and can be directed at both staff and students. The school practices a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the school. It is made very clear to students what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of anti-social behaviour or bullying is made, [LVA] will:

- Take the allegation seriously
- Act as quickly as possible to establish the facts
- Record and report the incident; depending on how serious the case is, it may be reported to the Designated Safeguarding Lead
- Provide support and reassurance to the victim(s)

- Make it clear to the person conducting the anti-social behaviour that such actions will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions
- Ensure that positive behavioural measures will be taken, correlating to the seriousness of the incident
- Consider suspension if necessary, following a meeting of a behavioural committee
- Repeated incidents of anti-social behaviour or bullying may result in a student forfeiting their place at the school

3.3 Dress Code Infractions

Students are expected to wear clothing which is appropriate to a school environment. This is outlined in the Student/Parent Handbook, which is shared with students at the start of every academic year. Students should be groomed in a manner which indicates respect to self and others. Clothing and grooming which could be considered offensive by the administration is not permitted. School shoes (indoor shoes) are to be worn while students are in the school building.

3.4 Plagiarism

Plagiarism is not tolerated. Students should uphold the school's academic standards and integrity at all times. If a student is caught plagiarising, or if evidence of plagiarism exists, then it can result with the student being placed on the positive behavioural policy. Parent(s) / Guardian(s) will be notified and, if a single student is found to repeatedly commit the offence, it may result in a period of suspension.

4. Absenteeism & Positive Behaviour Impact

A positive attendance record begins with good school punctuality. If a student is on time to school, it increases their chance of academic and personal success. Good punctuality is a key life lesson and will be something that students and adults are expected to maintain throughout their lives. If this habit is developed in school, it will lead to a lifetime of positive recognition for the student concerned, particularly when it comes to applying for higher education (university) and when they are gainfully employed. A positive punctuality record will only heighten a student's experience in school. It will allow for a deeper and more respectful bond to develop with teachers, fostering a trustful relationship, and it also ensures that no lesson content is skipped or missed. As a student, being punctual will make school-life easier and more structured, allowing for work to be completed on time and for greater understanding of material presented by [LVA] teachers.

4.1 Absenteeism

Regular attendance at school is compulsory and is crucial for maintaining a satisfactory academic level. Irregular attendance and unnecessary absences affect the child's ability to learn and make it

more difficult for students and instructors alike due to missed instructional time, discussions, and activities.

4.2 Excused Absences

Consistent daily attendance of the student is necessary to ensure their academic progress. Therefore, students should be absent only for important reasons such as personal illness, family emergencies or religious holidays. An excused absence can be granted in case of illness or family emergency. A medical certificate or letter from the parent should be submitted upon the student's return. In case of a pre-requested absence for any other reason, a written letter should be submitted to the Secretary's Office at least three days in advance and will be considered for approval. The letter should state the length of the absence and the specific reason. All work missed during a student's absence must be completed upon the student's return to school. A teacher will assist the student with missed work if the absence has been approved by the administration.

Please read the Absences Policy for more information about the procedure of excusing a student and what is acceptable.

4.3 Unexcused Absences

[LVA] considers it unacceptable for a student to be absent for extended family holidays, outings, events and parties during school time. Such events conflict with the school's instructional calendar and will be considered as unexcused absences. Requested absences that are not approved will be recorded as unexcused absences on EduPage. Students are required to make up any missed school-work including class-work, quizzes, tests/examinations, projects (individual or group) and also homework. The teacher will not be required to assist the child with missed work if the reason for missing school was not valid and accepted by the Head of School and senior school leadership. A record of all such absences is recorded on the EduPage system.

4.4 Missed School Work

When a student is absent from school for a short period of time, books and homework will not be sent home. Upon the student's return to school, any missed school work, including class work, quizzes, tests, projects, and homework, must be completed. The teacher will assist the student with an excused absence with missed class work and lessons. The student who has been granted an excused absence will be given extra time to finish the corresponding missed homework.

4.5 Procedure for Reporting Absences

It is important that if a student is sick and not well enough to attend school, that they should stay at home until they have fully recovered. This is particularly important if the child has an infectious illness. N.B. If a child comes to school sick particularly after an absence, they will be sent to a doctor and, if appropriate, sent home again.

In the event of an unforeseen absence, parents are expected to inform the school (Class Teacher and Secretary) by EduPage and/or telephone before 08:30 (preferably earlier) on the day of the absence. Details as to the nature of the absence, as well as the anticipated length, should be given. If an absence is for a period of over 3-days then a doctors note and proof of absence must be given. This is particularly important for students under the age of 15.

On return to school, parents are requested to inform the school, in writing, of any ailment which might affect the student's participation in physical education or breaks.

Parents are required to inform the school, in writing, of any ailment that is contagious.

Parents also are required to write an excuse report to school once the student is back in school or in advance if it is not an emergency absence. For excusing the student from PE lessons, the parents have to write the excuse in advance.

4.6 Tardiness/Lateness

The school day starts at 08:30 and students are required to attend the lessons on time each day. Students are considered late if they arrive at school after 08:30 or arrive in class after the second warning bell. Students who are late to school are to report to the School Security Officer to receive a late slip before entering class. The lateness will be recorded on EduPage and kept on file electronically. In the case of lateness for class, the lateness will be recorded on EduPage. If the student is late, without an excuse, they will receive a detention notice.

Constant lateness is not acceptable:

- At the first instance of lateness, the student will receive a verbal warning, a late notice on EduPage, and a long-break detention
- Repeated lateness will result in messages sent home to parents and, in extreme cases, may result in a meeting with the parent; repeated lateness to both school and class may result with the student being placed on the positive behavioural policy

4.7 Early Dismissal

Students are not encouraged to leave the school premises during the school day, particularly during lessons; if possible, all appointments should be made outside of school hours, including sporting commitments.

Should it be necessary to pick up your child prior to the end of the school day, please send a note on EduPage to the Class Teacher stating the date, time, reason and the person who will be collecting the student (especially for younger pupils).

If there is an emergency, please call the School Secretary's Office or report directly to the School Office.

No student will be allowed to leave the school building without parental/guardian authorisation.

4.8 Leaving the School Building

Students may not leave the building area at any time during the school day unless the school has given expressed permission or has received written parental permission (via EduPage).

Parents must send a note or phone the office when an early dismissal is necessary. A reason must be provided for early dismissal.

The Head of School has the final approval or disapproval for dismissal.

Students must not leave the school premises to purchase food, drink, or any other items; this is explicitly forbidden and will result in behavioural consequences.

5. In-School Behavioural Obligations

Leonardo V Academy students are expected to uphold all school rules and conduct themselves in a manner that shows respect to their classmates, teachers, and all other school staff. All school personnel will be required to maintain a safe learning environment at all times. As such, disorderly or disruptive behaviour will not be tolerated. Every student has the right to learn and no student has the right to interfere with the learning, safety, or well-being of another student.

5.1 Classroom Regulations

Each classroom teacher will develop and enforce a classroom management plan that will not only help students maintain proper, respectful behaviour, but will also create an atmosphere where learning can take place. The management system will include both positive and negative reinforcement of shown behaviours. Students are expected to follow all class rules and directions immediately after they have been formally announced.

Students are the most important part of the class environment. If students' expectations are well understood and fulfilled, the atmosphere in the classroom will be conducive to learning and well-being. Below are the expectations for students regarding classroom behaviour.

- Students are to return to their proper classroom immediately after the warning bell rings for the next lesson
- Students are to politely greet their teacher
- Disturbing the teacher and others during the lesson, distracting others, as well as loud behaviour are not acceptable
- During the lesson, students are not permitted to eat, drink (except water), or chew gum
- Students should have good manners towards their teachers and other staff members with words such as "good morning," "thank you," "excuse me," and "good-bye"
- Students are to treat school property with respect. Chairs should be pushed in under the desks and the windows should be opened only with the teacher's permission. Students are not to touch any electronic equipment, including the classroom computer, without the teacher's permission
- Students are to notify their teachers if they notice a potentially dangerous situation or accident
- After calmly entering the classroom, students are to take their seats
- Students should have at their desks only their notebooks, textbooks, and writing utensils
- Students are to be active during the lesson, doing their reading and written tasks as instructed by the teacher
- Notes and written work is to be done according to the teacher's instruction as well as made available for the teacher to view
- In case of any intentional damage made by students, parents will be held financially responsible. This also applies to damages made during any field trip or community visit

5.2 Corridor Rules

In order to maintain safety and an orderly atmosphere, students are to conduct themselves respectfully in the school corridors and stairwells whenever changing classes and leaving or entering the classroom areas. Students are to be observant regarding the people and things around them, therefore, students are not to run in the corridors, yell or scream, or act in ways which would constitute possible hurt to themselves or others.

5.3 Dining Room Rules

[LVA] gives students the option to bring their own lunch or to receive one from a local catering company. The scheduled lunch break is from 11:50 - 12:20 and all students are required to eat in the dining room and not elsewhere in the school building. In regard to food brought from home, [LVA] encourages a healthy menu. Items such as chewing gum, sweets, candies, or excessive fizzy drinks (especially energy drinks) are not encouraged. Items are also available to purchase in the vending machines.

Whilst eating in the dining room, the following directions are encouraged:

- To be polite to other students, teachers and all those who are eating around you; this includes good table manners
- Using the courteous words of "please" and "thank you" as you move around the cafeteria, being mindful of others carrying trays and utensils
- Talking in a calm, subdued tone; no yelling or screaming is acceptable
- Cleaning up after oneself and pushing your chairs back under the dining room tables
- Respecting food and not throwing away excessive uneaten items
- To be very respectful to the school dining room staff; the utmost courtesy must be shown to them

5.4 Personal Devices & Mobile Telephones

The use of mobile telephones and personal devices in the school are subject to restrictions. Students may use mobile telephones in the designated areas. If a student is caught using a mobile telephone, anywhere else in the school, it will be immediately confiscated and handed to the Head of School. Only a parent may retrieve the phone after a second offence.

Every member of [LVA] should understand what constitutes as an unacceptable use of a personal device. Clear misuse of a personal device is defined as the following under specific categories:

5.4.1 Personal Device Responsibility

- Any personal device brought into [LVA] is the sole responsibility of the owner
- As above, any personal device taken on a [LVA] excursion, trip, or external school event, remains the sole responsibility of the student
- Ownership includes a device given to a student by a parent, guardian, friend, or any non-[LVA] member, for which they have personal responsibility

- We recommend that all personal devices are labelled for clear identification of ownership (in the event of a lost or stolen device)

5.4.2 Safe Storage of Personal Devices

- Mobile phones & smart phones must be locked in the correct storage box at all times (by 08:30 and the first bell)
- Larger personal devices such as laptop computers, tablets, headphones (including earbuds), must be safely stored in the student's locker or kept in the student's backpack/suitcase/satchel

5.4.3 Interfering with Education / Lessons

- Using a mobile/smart telephone or personal device during a classroom lesson without the express permission of a teacher, member of staff or present adult
- Using a smart watch during a lesson for any purpose without a clear direction from a teacher, member of staff or present adult
- Disturbance caused by a sound emitting from any personal device (those previously stated throughout this policy)
- Entering a classroom whilst using a personal device, including: headphones & earbuds, mobile/smart phone, tablet device, personal gaming system, and personal computer
- Recording (whether video or audio) a teacher and lesson content without the direct permission of the instructor

5.5 Recreational Area Rules

Students are allowed to go outdoors on to the school sports facilities in front or behind school under teacher supervision. Going off the school property is not permitted. Students who are utilising the outdoor facilities, or are having a lesson outside under the guidance of the teacher, should always listen to their instructor's directions.

Students should use the recreational equipment outdoors only in a way it is designed to be used:

- Students should finish eating before starting any outdoor activity (at lunch time)
- Students should stay in the playground area and may not re-enter the classroom without permission from the teachers on duty or classroom teacher
- Students are not allowed to bring their own sports equipment from home
- There will be no pushing, wrestling or "play fighting", or jumping from the top of any playground equipment
- Students are not to sit on tables
- Students are not allowed to damage any of the school property
- Students are not to climb over the school fence or areas that have been designated out-of-bounds

- Students will stop using recreation facilities and return to their classrooms when the warning bell sounds at the end of a break, or when teachers instruct students to end and return to their timetabled lessons

5.6 Searching & Withholding

Following guidance set out by Ministry of Education of the Czech Republic, our members of staff are authorised to use withholding as a disciplinary sanction if it is lawful. This means that staff may withhold items in the possession of students that are illegal or banned by the school. It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other students or themselves will be taken off students without notice.

A teacher or someone who has lawful control of the child can search a student with their permission to look for any item that the school's rules say must not be brought into school. However, as an additional precaution, [LVA] will always contact the parent/guardian to ask for permission, even if the student consents. The Head of School and other senior members of staff authorized by them have the power to search a student if they are in possession of "prohibited items" which may cause damage or harm to others (parents/guardians will be immediately informed). Prohibited items that can be searched for without consent include:

- Knives or other weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- E-cigarettes and vaping equipment
- Fireworks and other explosives
- Pornographic images
- Articles that have been used or could be used to cause harm/offense



The policy allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this, or they may be kept as evidence if the material breaks the laws of the Czech Republic.

Any cigarettes or alcohol confiscated in the school will be destroyed.

6. Behavioural Coordinator Role

At [LVA] we encourage the positive behaviour of everyone. However, there is always the need to have a strict and workable system, one that everyone understands. The role of the Behavioural Coordinator is to ensure the effective school management of so-called "minor-misbehaviours". These misbehaviours may elevate to a more serious cases, at which point the Head of School and other

members of the school leadership may be sought. In certain situations, there remains the necessity to implement disciplinary procedures. When unacceptable behaviour problems exist, a solution is always sought on the grounds of the school's rules. If it is necessary, problems of this type are reported to the Head of School. It is the task of [LVA] to create a safe, friendly, and orderly environment for our students. The quality of the school environment to a large extent is dependent upon common respect between students and their relationships with the school staff as well as cooperation with their parents.

6.1 Behavioural Coordinator System

At the start of every academic year, the Behaviour Coordinator sends out a letter to Parent(s)/Guardian(s) and students, which outlines the system and how it is implemented. For clarity, this is repeated below and can be referenced by anyone reviewing this policy at any time.

6.1.1 Classroom Management by the Teacher

Making mistakes is a normal part of development. Students will occasionally engage in behaviours that do not facilitate a positive learning environment and require the use of in class response strategies to redirect behaviour. The goal of using these strategies is to stop the behaviour while providing an opportunity for the student to regain self-control in a way that maintains their dignity. [LVA] staff select which strategy they use based on what supports each student most effectively.

Examples of classroom response strategies include:

- Using reminding and redirecting teacher language
- Problem solving with a student about their behaviour
- Changing student seating
- Loss of privilege
- Re-teaching behaviour expectations

6.1.2 Rights & Responsibilities

All students have the right to:

- Be treated with courtesy, respect and dignity
- Attend school and be valued members of the school community
- Learn in a safe environment that is free of bullying, harassment and discrimination
- Receive instruction to learn school behaviour expectations, social and emotional skills
- Access appropriate supports and services to succeed in school, including students who experience behavioural incidents in the classroom or school environment or who are the target of student conduct
- Tell their side of the story and/or report unfair treatment to a person in authority
- Maintain personal privacy

- Have a parent/guardian or advocate present at readmission from out-of-school suspension conferences and/or conferences with the Head of School

All students have the responsibility to:

- Show respect and courtesy to all students, staff and school visitors. This includes individual differences, cultural diversity, and the property of others
- Attend school daily, be prepared for class, engage in classroom activities, and complete all assignments
- Contribute to a safe learning environment by managing their own behaviour and reporting harmful or dangerous situations
- Understand and follow all school rules, policies and instructions outlined in the student handbook

6.1.3 After-School Detentions

Detentions will be issued according to the positive behaviour policy.

After-school detentions will be held on Wednesdays or Fridays from 14:50 - 15:30 or 15:40 - 16:20.

Should a student fail to attend one of these detentions they have been assigned, they will automatically receive an additional detention for the following week.

There will be no exemptions from the after-school detention system without a parent excuse.

If your child has a medical appointment, parents/guardians must inform the behaviour coordinator and rearrange the detention for another date.

It will not be possible for a student to rearrange the detention themselves.

If your child is absent on the day of a scheduled detention, it will be rearranged to the next detention session automatically.

Please note that in respect to guidelines released by the Czech Department for Education and other educational bodies, schools do not typically need the consent of a parent/guardian to issue an after-school detention to a pupil. As a school, we have, however, decided to notify parents that their child has been assigned an after-school detention by writing a message via Edookit one week before the after-school detention.

We understand that after-school detentions can sometimes be an inconvenience to parents/guardians, however they are an integral part of the behaviour system, and, as such, we urge parents/guardians to encourage their children to adhere to the rules and expectations of the school, so that ultimately, they are not issued with a detention.

To be clear, at [LVA] we know that most of our students will not receive an after-school detention. However, we have chosen to implement an effective behavioural system as possible, to ensure that all students receive a quality and safe education. In co-operation with parents, we hope that this will be a positive influence.

6.1.4 Behaviour Modification Plan for Key Stage 3

The Behaviour Modification Plan is used for KS3 students who consistently behave in a disruptive manner in class. This tracking system serves as a behaviour monitoring tool for students, teachers,

and parents in hopes that defiant behaviour will improve making for a positive learning environment for all students.

This program gives students a visual representation of their behaviour in all classes during the school day. Students are given responsibility to not only keep track of the behaviour plan, but also the responsibility and accountability for their own behaviour. Students, teachers, and parents can simply check behaviour progress to make sure students are acting appropriately during the school day.

The process of the Behaviour Education Plan is as follows:

- Selected students receive a timetable of all their classes with a box of "3" numbers
 - 1 = Behaviour was disruptive and inappropriate
 - 2 = Behaviour could have been better but was minimally disruptive
 - 3 = Behaviour was good and on track
- At the end of each lesson, students will bring the timetable to their teachers who will circle one of three numbers according to student behaviour.
- At the end of the school day, students will bring the chart to their class teacher who will sign it and debrief with the student about their behaviour for the day and discuss a plan for improvement.
- Students will bring this timetable home and have parents sign off on it each day. Parents are encouraged to discuss with their student about their progress and to contact the class teacher for updates.
- **A student's goal is to receive a total number of 16 for the day. If students receive a number of 12 or less, their long break and lunch break will be spent in detention the next day.**
- **Students are responsible for this timetable and will carry it with them to every lesson all week.**
- At the end of the week, the student will meet with their Class Teacher and Behavioural Coordinator to discuss and assess their individual progress. At this time, the Behaviour Modification Plan will be either concluded or renewed.

7. Behavioural Contract System

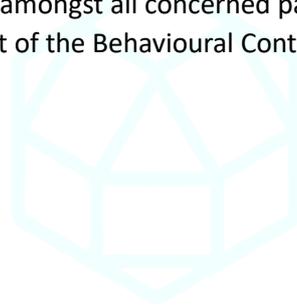
Leonardo V Academy is committed to ensuring a pleasant, successful, especially safe, learning and teaching environment for both our students, teaching faculty, as well as all members of the administration and maintenance staff. Beyond this commitment, for further information, all parents, students and staff members are encouraged to read the following Leonardo V Academy policies: i) Safeguarding & Child Protection; ii) Positive Behaviour Policy; and iii) Anti-Bullying Policy. These are available on our school website and in hard-copy form (secretary office).

In order to ensure a positive atmosphere in our school, good student behaviour is always encouraged. Negative behaviour will be dealt with strictly, though fairly, in accordance to the

following steps: 1) meeting with Class Teacher; 2) meeting with the Head of Secondary & High School; 3) parent-teacher meeting; and, in exceptional circumstances 4) convening of a behavioural committee which, following a fair discussion and investigation, may result in a period of suspension from school.

The purpose of this contract is to ensure that the proper etiquette of tackling negative student behaviour is undertaken professionally and fairly. Any negative student behaviour, including but not restricted to bullying, use of bad/negative language (for example: foul words, discriminatory, extremist, racist or sexist remarks), intimidation of other students and/or faculty members, theft, plagiarism of school work, cheating in examinations or during other classroom activities, the introduction of dangerous objects and substances in the school (including alcohol, tobacco and drugs), repeated disruption of class, as well as vandalism/damage of school property, will all be considered as violations of Leonardo V Academy's rules and will therefore prompt the initiation of this **Student-Parent-School Behavioural Contract**. Each contract will be active within the academic year in which commencement began. In extreme circumstances, Stages 1 & 2 of the behavioural contract can be voided, with an immediate Parent Meeting with the Head of School and Class Teacher. Leonardo V Academy is committed to involving the Class Teacher in all stages of the Behaviour Contract process.

In signing this document, all those concerned – students, parents, teachers and staff members – agree to abide by the conditions set out in both this form, Leonardo V Academy's policies, as well as the guidelines arranged in discussion amongst all concerned parties. Parents will be informed of each stage and the date of commencement of the Behavioural Contract (Class Teacher: Stage 1 & 2; Head of School: Stage 3 & 4).



Behavioural Incident Form & Contract

Stage 1: Meeting with Class Teacher

| | |
|------------------------------------|--|
| Date & Time of Incident | |
| Location (if appropriate) | |
| Observed or Reported? | |
| Other Students Involved | |
| Description of Incident | |

Class Teacher Signature: _____

Head of School Signature _____

Stage 2: Meeting with Head of School

| | |
|------------------------------------|--|
| Date & Time of Incident | |
| Location (if appropriate) | |
| Observed or Reported? | |
| Other Students Involved | |
| Description of Incident | |

Class Teacher Signature: _____

Head of School Signature _____

Stage 3: Meeting with Parent

| | |
|------------------------------------|--|
| Date & Time of Incident | |
| Location (if appropriate) | |
| Observed or Reported? | |
| Other Students Involved | |
| Description of Incident | |

Head of School Signature

Parent Signature

Stage 4: Behavioural Committee

| | |
|------------------------------------|--|
| Date & Time of Incident | |
| Location (if appropriate) | |
| Observed or Reported? | |
| Other Students Involved | |
| Description of Incident | |

Head of School Signature

Parent Signature

8. Important Updates to the Policy (2025) & Additional Behavioural Guidelines

For the academic year of 2025/2026, several important additions were released after the confirmation of the previous text. The update, sent out to parents, students and staff, was released in letter format. For the 2025/2026 policy update, these provisions will be incorporated into the policy as a whole. For the remainder of the 2025/2026 academic year, for which this policy is relevant, the information is repeated below verbatim to the guidelines sent out at the end of September 2025

8.1 Unacceptable Punishment

Corporal (physical) punishment may not be used at any time. It is against the law to strike a child.

Staff may not humiliate students and should avoid shouting at students. They should also discourage students from shouting, so that everyone shows respect and fosters high-quality relationships, both between staff and students and between students and their peers.

Class-wide punishments should be avoided. The behaviour of individuals should be addressed, rather than treating all students, some of whom may not have been involved in the same way. Students should not be sent out of the class and left there unsupervised for more than a few minutes. If a teacher uses such a dismissal to give an agitated student a moment to 'cool down' or to give instructions to the rest of the class before dealing with the student, the teacher should, as soon as is practical, go out to have a quiet and discreet word with the student (leaving the door open so as not to leave the class unsupervised) and then invite them back into the lesson. More than one student from a class should not be dismissed at any given time.

8.2 Suspension

Suspension is defined as the temporary recorded exclusion of the student from school. As it entails an interruption of the student's learning programme, this method of punishment is rare. However, in cases of serious misconduct or where circumstances are such that it is thought necessary for a student to return home, the Head of School is authorised to suspend students. Parents will be notified immediately.

8.3 Expulsion

In extreme cases of violation of acceptable social behaviour, the Head of School may expel a student from the school. The administration is informed of all potential expulsions. In the case of expulsion from school, prepaid tuition fees are not refunded.