



INDEPENDENT SCHOOL

CODE OF CONDUCT

PREAMBLE

"Learning to Grow with My Rights and Responsibilities"

THE SCHOOL CODE OF CONDUCT IS BASED ON:

Respect of Self

Respect for Others

Respect for Property

Students are encouraged to keep an "I can!" attitude. By believing in themselves, building on their strengths and focusing on their accomplishments, our students will develop respect for themselves and others. Students are expected to resolve disagreements or conflicts with others in a constructive manner. Harassment, threats or teasing of any kind, both verbal and non-verbal, is a serious infringement on the rights of others to learn in a safe environment, and will not be tolerated. Students are also expected to interact in a positive manner with peers and adults at all times and to support the school in ensuring that the rights of all members of the school community are respected.

STUDENT'S COMMITMENT

My school's code of conduct is a guide that I must follow to help me know my rights and responsibilities as a student. Its primary aim is to show me what I must endeavour to do in order to be able to develop socially, intellectually and morally.

I have to spend the greater part of my formative years in school and it is therefore like a second home to me. I must learn to obey its rules and regulations, and uphold its values and ethics so as to become a model citizen. With the help of my teachers, parents and peers I will have the chance to develop social values such as respect, tolerance, appreciation, gratitude, kindness, understanding, compassion, care, self-discipline, and many more positive traits.

I know that if I endeavour to do my best both academically and socially, I will grow to be a responsible and noteworthy citizen. I therefore pledge to respect my school's code of conduct, and to accept responsibility for all my actions. If the latter do not comply with the code of conduct then I must be prepared to face the consequences specified in the guide.

STUDENT'S RIGHTS:

As a student, I have the right to:

- ☐ be valued as a member of the school community;
- ☐ get help when I seek it, whether with my work or with bullying or other personal worries, and to have a sympathetic audience for my ideas and concerns;
- ☐ make mistakes, and learn from them;
- ☐ be treated fairly, consistently and with respect;
- ☐ be consulted about matters that affect me, and have my views listened to and, as far as is reasonable, acted upon;
- ☐ be taught in a pleasant, well-managed and safe environment;
- ☐ work and play within clearly defined and fairly administered codes of conduct;
- ☐ experience a broad, balanced curriculum.
- ☐ develop and extend my interests, talents and abilities

STUDENT'S RESPONSIBILITIES:

As a student I have a responsibility to:

- ☐ come to school on time, with homework done, and suitably equipped for the lessons in the day ahead;
- ☐ respect the views, rights and property of others, and behave safely in and out of class;
- ☐ co-operate in class with the teacher and with my peers;
- ☐ work as hard as I can in class;
- ☐ conform to the conventions of good behaviour and abide by school rules;
- ☐ seek help if I do not understand or when in difficulties.
- ☐ accept ownership for my behaviour and learning, and to develop the skill of working independently.

UNACCEPTABLE BEHAVIOUR:

I know that the following behavioural patterns are not acceptable, and that I should refrain from them at all times:

Disorderly Conduct

This includes fighting, throwing objects at others, causing bodily harm to others, being disobedient, being disruptive.

Improper Attire

This includes dirty, untidy, wet, un-ironed or torn uniform, and any other form of attire that does not conform to the school's dress code.

Verbal Abuse / Rude Gestures

This includes unacceptable language - abusive language, insults, upsetting or derogatory remarks, insolence and rudeness, ridicule, upsetting or lewd gestures and behaviour.

Stealing

This includes the misappropriation of school or others' property.

Vandalism

This includes:-

- ☐ Writing on walls;
- ☐ Writing or carving on chairs, desks or tables;
- ☐ Defacing books;
- ☐ Damaging or destroying school or others' property;
- ☐ Misuse of School facilities.

Poor Attendance / Lateness

This includes unexcused or unexplained absences and repetitive lateness. Students who arrive after the registration period (8:00am) must obtain a late slip from reception; the signed slip must be handed over to the class teacher at the first opportunity.

Bullying

This includes taunting others, name-calling, intolerance or ostracism of others for any unacceptable reason such as racial, ethnic, religious, social, intellectual or physical differences, physical abuse or assault, extortion (forcibly misappropriating money, food or property belonging to others), issuing threats, harassment, and intimidation. Mobile phones and other electronic devices are not to be used to intimidate others.

Possession of Illegal / Offensive / Dangerous Objects

This includes pornographic material, cigarettes, e-cigarettes and e-shishas, drugs, dangerous objects that can cause physical or bodily harm to others, such as penknives, cutters, syringes, elastic bands, fire crackers, matches, lighters, alcohol, flammable liquids and gases, acids and other sharp or pointed objects.

Influence Over or the Encouragement of Others to Do Wrong

This includes the influence over or encouragement of others to break rules and regulations of the school, the use, abuse, distribution or sale of dangerous substances such as drugs, alcohol or cigarettes.

DISCIPLINARY MEASURES

I am aware that if I do not abide by the rules and regulations of the school, and if I display any of the afore-mentioned unacceptable behaviour, I will face disciplinary measures laid down by the school. I also know that the measures laid down are for my own good and for the good of the school community as a whole.

The ***severity*** of any measure taken will vary according to the ***gravity*** of the inappropriate behaviour.

DISCIPLINARY MEASURES

Minor Offences - measures that may be taken

- ⇒ A reminder and explanation of the school rules and regulations
- ⇒ Verbal apology
- ⇒ Discussion / counselling by subject teacher → class teacher
- ⇒ Time out (out of class) **
- ⇒ Doing particular tasks assigned by teacher /detention
- ⇒ Written apology (may be used along with other measures)
- ⇒ Referral to Section head

Serious Offences - measures that may be taken

- ⇒ Written apology
- ⇒ Discussion/counselling by class teacher/Head of Section
- ⇒ Refund of property
- ⇒ Call in parent/interview with parent by class teacher
- ⇒ Referral to Section Head
- ⇒ Deprivation of certain privileges
- ⇒ Written warning

It also becomes difficult for the teachers to monitor the student's progress. In consequence, the student will experience certain difficulties as he/she moves on to other classes. Studies show that long absence or repeated absence from school is an important contributory factor to low achievement and disinterest in learning.

The following procedures will therefore apply to any student on long leave of absence (i.e. one week and above.)

1. Upon return of the student, the parents should liaise with the subject teacher for topics and reference material which have been missed, and ensure that help is given at home. The subject teacher, ***at his or her own discretion***, may give other assistance.
2. Teachers will not prepare special activities for a student to take with him/her on overseas leave. Topics, titles or references may be given. If a student is on medical leave locally, then the subject teacher can advise the parent on the kind of activity that the student can attempt while on leave.
3. ***Assessments: (Updated May 2016)***
If a student is away on sick leave during an assessment, the assessment will be given when the student returns to school and the points will be counted.
If a student is away for other reasons, the assessment may be given but the points will not be counted.
4. Exams will be given on the scheduled dates only. Depending on the length of absence, a teacher may, at his/her own discretion, give an exam if the parent or the returning student so requests. However, the teacher is under no obligation to give marks, although he/she can give an opinion on how the paper was done and point out the weaknesses and strengths.
5. A student who misses an official exam will not have any points recorded and therefore is at a disadvantage when the year's points are added for prize giving.

END

- ⇒ School community service
- ⇒ Time Out / In-school suspension
- ⇒ Suspension
- ⇒ Expulsion

NOTES:

**** To consider age of student**

For Repetition of minor offences, go to "Serious Offences"

A third disciplinary incident after two suspensions, may lead to dismissal.

RECORDING OF MISBEHAVIOUR

Any measure taken by subject teachers relating to students' misbehaviour must be recorded in the **Behaviour Record file**.

The **Behaviour Record file** is regularly checked by the Class Teacher for follow-up, if necessary.

PROMOTING POSITIVE BEHAVIOUR – the 6 P's

The School is committed to promoting positive behaviour and self-discipline and wants students to be **positive, polite, proud, productive, punctual and prepared.**

BE POSITIVE

You have to maintain a POSITIVE attitude. Everyone around you knows you have potential and wants you to recognise it. Your teachers work hard to help you achieve success. Keeping the right attitude will help you keep things in perspective.

BE POLITE

Be POLITE to everyone around you. Saying "May I?", "Please", "Good morning / afternoon", "Thank you", "Sorry" is far more powerful than you may think.

BE PROUD

Be PROUD of what you are and where you come from. Take pride in the things that you do well. Know and show that you have done your very best every day and that no one can tell you otherwise. Make decisions that will keep you proud of yourself. Avoid those that will not make you proud.

BE PRODUCTIVE

Set your goals and work towards achieving them. Go the extra mile; earn the extra point. In the end you will thank yourself for the effort.

BE PUNCTUAL

You will succeed **at school if you are on time**, all the time, for school, classes, other events **and hand in assignments promptly.**

BE PREPARED

Have what you need, when you need it, so you can learn everything you can. Being prepared includes having all the necessary materials, assignments and the right attitude toward learning.

I know that if I behave well and follow the code of conduct guidelines, I will become a self-disciplined and responsible citizen. I will earn the respect and approbation of my parents, teachers, peers and others, and I

Appendix 2

November 2009

Information Note to Parents

Long Absences from School

The school is increasingly concerned by the number of requests it receives for long leave of absence during term time.

The school considers long leave of absence to be those that last for one week and more, and which undoubtedly have important consequences for a student.

These requests can be for a variety of reasons, and although the school cannot stop parents from taking their children away for these long periods, parents need to be made aware of the negative effects of such absences on the student and the learning process.

A student on a long leave of absence will miss out on:

- i. the introduction of new topics/modules,
- ii. the explanations,
- iii. collective discussions,
- iv. practical and written activities,
- v. notes and other references which take place in the class, as well as –
- vi. the application and reinforcement of skills and concepts,
- vii. research,
- viii. class presentations and assessments.

Upon his/her return, the student is then under pressure to try and cope with all subjects at the same time.

Due to time constraints and workload, subject teachers cannot always organize individual catch-up tutoring (which, after all, is not part of the teacher's normal duty) and when such arrangement is possible, it is necessarily limited in scope. Therefore skills, concepts and subject content are not adequately mastered by the student.

Date: _____

Appendix 1

INDEPENDENT SCHOOL

PERMISSION to LEAVE DURING SCHOOL HOURS

NAME : _____ CLASS: _____
ON : _____ at: _____
REASON : _____

20

TEACHER/ADMIN

PERSON COLLECTING

APPROVED: _____ NAME: _____
(capital)
SIGN: _____
RELATION TO STUDENT: _____
CONTACT NUMBER: _____

N.B: Please return this note to the Reception/Security Guard for retention.

will become a model member of society.

SCHOOL PRACTICE

1. ***PASSAGEWAY BEHAVIOUR***

Students are expected to move through corridors and stairways in a polite fashion. Students will:

- ☐ Walk at all times; not jump or run
- ☐ Keep to the left
- ☐ Keep their hands to themselves;
- ☐ Speak in a conversational tone of voice;
- ☐ Respond with respect when addressed by a staff member.

2. ***LANGUAGE***

Students are expected to use polite language appropriate for a learning environment. Students should not use language that is rude, offensive or profane.

3. ***TOUCHING OTHER STUDENTS***

Students are to touch each other only in appropriate ways. They will not fight, push, kick, shove, horse around, rough-house, play-fight or wrestle.

Students will not engage in public displays of affection.

4. ***CARING***

Independent School is a wonderful place to learn, with state of the art equipment and classrooms available. Just as students learn to care for themselves and others, they are also expected to show care towards school property and the property of others.

5. ***DRESS CODE***

Students are expected to take pride in their appearance and to dress appropriately for school. The normal mode of dress is the school uniform.

These should be worn in the following manner:

- The design of shorts and skirts/**skorts** must conform to the pattern issued to parents
- They must be worn at the top of the hip bone, not lower.

5.1 **Skirts and Skorts**

- Skirts must be knee-length or not higher than 4cm above the knees.

5.2 **Shorts**

- They must not be baggy or have ‘long drop bottom’.
- The sides must be straight, not A-line.
- They must **not** reach lower than the knees.

5.3 **Belts/Key chains**

- A black or grey belt (width: 2.0 to 3.5cm) must be worn by secondary boys.
- Belts should be functional and worn to hold the shorts in place.
- A discreet key chain may be worn from belt to pocket

5.4 **Shoes**

- Shoes must be: black, grey, brown or any other dark colours.
- White trainers and flat, closed, plastic shoes in the colour mentioned above may also be worn.
- Sandals are allowed for primary students only.
- Slippers, flip-flops and clogs are not allowed.

5.5 **PE Attire**

At the discretion of the teacher, students may change for PE **one** period before PE session.

5.5.1 **Proper attire for PE for girls**

- Shorts should be mid-way down the thigh, not shorter;
- Students must wear t-shirts that do not show their midriff when their hands are raised above their heads.
- On special occasions students are allowed to dress informally. On such occasions, the following are considered inappropriate and disruptive to the school environment:
 - Revealing and suggestive clothing. This includes spaghetti straps, muscle shirts, low-riding, baggy pants, bare midriffs, and visible underwear;

policies/documents and acknowledge that it is our responsibility to familiarise ourselves with those documents. The school undertake to make copies of all policies available on request and free of charge.

- We acknowledge that we will ensure that our child obeys all school rules and policies where these apply to the Child.
- We acknowledge that they cover all areas of development to which our child is entitled as a student, and include his /her rights that pertain to his/her well-being within the school community.
- We will do our utmost to work with the school community to ensure that he/she attains the highest level of achievement possible by him/her.

Signed: _____

Name/s in block letters: _____

Date: _____

PARENT'S OBLIGATIONS:

In order for the school to fulfil its obligations regarding the students, the school requires parents' co-operation. For the best interest of the child, both parties undertake to work in close partnership so as to maintain the ethos of the school.

Parents are required to fulfil their own obligations (e.g. payment of fees etc...) as well as the following:

- Encourage your child in his or her studies, and give appropriate support at home;
- Keep the School informed of matters which affect your Child;
- Maintain a courteous and constructive relationship with School staff and management;
- Display appropriate behaviour and attitude on the school premises;
- Attend meetings and otherwise keep in touch with the School where your Child's interest require you to do (e.g. collect reports, Attend Parent-Teacher Consultations)

PARENT'S / GUARDIAN'S ENGAGEMENT

- We declare that we have read and understood the Code of Conduct, school practices, ... adopted and published by the School from time to time and agree to abide by these

- Clothes with vulgar language and / or pictures;
- Clothes that have inappropriate connotations;
- Clothes and accessories that mention or picture alcohol or drug use;
- Skirts that fail the finger-tip test (skirts must extend below the fingertips when arms are at one's side).

6. **APPEARANCE**

Students' hair should be neat and tidy, and the hair style and colour should not be a source of distraction. Boys should all be clean-shaven. Girls may use clear nail varnish.

7. **ACCEPTABLE JEWELLERY**

- plain earrings for pierced ears, such as studs or small earrings (one pair only) for girls.
- one plain chain or necklace worn inside the blouse or shirt.
- one plain low profile ring such as a signet ring.
- one bracelet.

8. **HONESTY**

Students are expected to demonstrate integrity in their actions. Students should be honest in word and deed. This means the following behaviour patterns are not acceptable:

- ☐ Cheating - either giving or receiving information on tests or assignments;
- ☐ Plagiarism - copying information from books, the internet, or other students' books and claiming that it is your own work.
- ☐ Helping others to do the above.

9. **AFTER SCHOOL ACTIVITIES**

Students are expected to use their time after school productively. Students who stay after school to participate in clubs, activities and sports must be supervised by an adult at all times.

Students may not leave school grounds and then return after school hours

without permission.

10. **COMPUTER USE**

Students are expected to use all computers and associated technology responsibly.

11. **DISRUPTIVE BEHAVIOUR**

Students are expected to contribute positively to the school learning environment. Conducting oneself in a manner that interferes with the rights of others and / or disturbs the orderly business of the school or classroom will not be tolerated.

12. **MEDICATION**

Primary: All medication must be left with the school nurse. Medication must also be properly labelled, with clear instructions on dosage/application etc..

Secondary: Students should inform the class teacher when on medication and the time when this is to be taken.

Students with special medical conditions should inform the class teacher.

Misuse of medication and other drug-related substances is strictly prohibited.

13. **PROHIBITED ITEMS**

The following items are not allowed at school, or on school grounds without permission:

- ☐ Matches, lighters;
- ☐ Chewing Gum;
- ☐ Items for sale not sponsored by the school;
- ☐ Metal rulers (as they can be harmful to others);
- ☐ Glass bottles, (as they may be dangerous, if broken)
- ☐ Cutters are not allowed in primary classes;
- ☐ In secondary, cutters are allowed only during Art lessons in the Art room;
- ☐ Large amounts of money. Parents are advised not to give large amounts of pocket money to their children when coming to school.;

The following items are **banned** from school:

- Weapons (knives, pocket knives, firearms etc...);

*event that anything happens to a child after that time.
Parents may be asked to sign a Disclaimer Form to this effect.*

**ENGAGEMENT of STUDENTS, TEACHERS and
PARENTS / GUARDIAN to the
CODE of CONDUCT GUIDELINES**

STUDENT'S ENGAGEMENT:

I, _____ of Independent School, clearly understand and know my rights as a student. I also understand that my rights work in line with my responsibilities as a student. I will therefore endeavour **to follow the school practices laid down, to** ensure that every member of the school community, including me, has the chance to be the best he or she can be.

Signed: _____

Name in block letters: _____

Date: _____

SCHOOL'S ENGAGEMENT:

I, _____, having accepted the responsibility for the above-named student **on behalf of the School**, will endeavour to do my utmost to assist, support and ensure the well-being of the said student. I will endeavour to ensure he/she **has the chance to grow to his/her full potential**.

Signed: _____

Name in block letters: _____

Students are expected to arrive at school each day with the materials they will need to be productive that day. This includes PE uniforms, homework, books and stationery.

20. AFTER-SCHOOL SUPERVISION

The school provides supervision services to kindergarten and primary students *up to 4:00 pm.*

DISCLAIMER

Leaving children at school after 4:00pm is at the discretion of parents, and the school will not be held responsible in the

- Alcohol, tobacco and other drugs;
- e-cigarettes, e-shishas;
- Pornographic material;
- Explosives and fireworks.

Students should report any information they have about such items to an adult or a staff member. Students who withhold information about a dangerous situation become part of the problem and may face severe consequences.

14. RANDOM SEARCHES

Random searches for prohibited items will be carried out by authorized staff members. Any student found in possession of any such items will face the consequences as stipulated in the school's code of conduct.

To Note:

- ☐ Collectable items such as trading cards are allowed as long as they are not for sale;
- ☐ "Look-alike" weapons (items that look like real weapons, including toy guns and knives) can be brought **only upon request of the teachers** e.g. for Drama classes;
- ☐ Parents are encouraged **not to give** their children fizzy drinks to bring to school.
- ☐ Bringing toys to school is actively discouraged.

15. MOBILE PHONES, TABLETS AND KINDLES

15.1 Mobile Phones

Mobile phones are prohibited in school at Kindergarten, Primary and Secondary levels. A-Level students are only allowed to use mobile phones on the ground floor of the Secondary Block and may use their phones on the premises **after school hours only**. The phone may be used for receiving or making calls and sending / receiving messages only.

Other activities, such as recording, taking photos, playing music etc. are prohibited. Students must ensure that all phones are switched off as soon as they enter school premises, and remain switched off during school hours; the phone must not be on the student but in his/

her locker. Phones seen, heard, or found on students or in their desks, will be confiscated and handed over to the Director.

Mobile phones and other electronic devices **are not to be used to intimidate others.**

Mobiles phones **are not to be used to store or transmit inappropriate / lewd pictures and texts.**

Phones taken from students will be kept for 4 months. Misuse of mobile phones will be considered a disciplinary offence.

The school shall not be held responsible for any loss of such phones and recommends that parents allow A-level students to bring phones only if they deem it truly necessary to do so.

The school will continue to provide a dedicated direct line for students' use during school hours in the Reception area.

15.2 Electronic Dictionaries

Students are allowed to use electronic dictionaries in class.

15.3 Ipods and MP3 Players

Students are allowed to use these after 2.30 p.m.

15.4 Tablets: (without SIM Cards)

Should be used for educational purposes and should not contain any inappropriate material.

Can be used after 2.30 p.m. for games.

15.5 Kindles

We encourage any process or piece of equipment that encourages reading. Such technological aids include **Kindles**.

However, like with everything else, such modern devices have to be used **responsibly**.

Kindles can be used - for **reading** during breaks, and after school.

It can even be used in the classroom for reading, *if the teacher has given his/her permission.*

Electronic devices are not to be used to store or transmit inappropriate / lewd pictures and texts.

16. ATTENDANCE

Students are expected to attend school regularly and to arrive at school and for class on time.

Any absence from the school, school grounds, or class without permission is considered unexcused.

Students who are absent from school for legitimate reasons, for example illness, have to bring a medical certificate **endorsed by the parent**, or a letter from the parent/s, the next day explaining their absence.

17. PUNCTUALITY

Arrival to school registration period after 7.45 a.m. is considered tardy.

Arrival 5 minutes into any class for a subject period is considered tardy.

Students who arrive after the registration period (8:00am) must obtain a late slip from reception; the signed slip must be handed over to the class teacher at the first opportunity.

Poor attendance will result in detention.

17. LEAVING DURING SCHOOL HOURS

Students who leave school during school hours must obtain permission by using the *Permission to leave form* available at reception. **See Appendix 1 for copy of the Form.**

Primary: *The form once endorsed by the parent or guardian must be returned to the Reception.*

Secondary: *The form once endorsed by the parent or guardian must be returned to the Security Guard, who will file them.*

18. LONG ABSENCES FROM SCHOOL – See APPENDIX 2

19. PREPARATION for SCHOOL and CLASS