



Code of Conduct

(for Students and Parents)

(Version 2)

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1. 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 always interact in a positive manner with peers and adults and to support the School in ensuring that the rights of all members of the School community are respected.

2. Definition

This code of conduct is an agreed set of behaviours that are acceptable within our School. The code of conduct includes the levels of misconduct and disciplinary actions that apply. It also includes the rules that govern the conduct and relations between learners, educators, parents, and the community.

3. Student's Behaviour

3.1. Promoting Positive Behaviour – The 6 P's

Be Positive

Maintain a positive attitude, recognising your potential and the support around you. Your teachers are dedicated to your success, and a positive mindset helps maintain perspective.

Be Polite

Practice politeness in all interactions. Simple courtesies like "May I?", "Please", "Good morning/afternoon", "Thank you", and "Sorry" hold significant power in fostering a respectful environment.

Be Proud

Take pride in yourself and your accomplishments. Embrace your strengths and strive to do your best every day. Make choices that uphold your self-respect and honour your achievements.

Be Productive

Set clear goals and actively pursue them with dedication. Put in the extra effort to excel and reach your full potential. Your diligence will lead to success in school, classes, and other endeavours.

Be Punctual

Arrive on time and ready to engage in learning. Punctuality demonstrates respect for your education and the time of others. Being punctual sets a positive tone for the day and ensures you make the most of every opportunity.

Be Prepared

Equip yourself with the necessary materials and mindset for learning success. Being prepared means having all required supplies, completing assignments diligently, and approaching learning with enthusiasm.

3.2. Unacceptable Behaviour

Students are expected to uphold a positive atmosphere conducive to learning within the school environment. Any behaviour that disrupts the rights of others or undermines the orderly conduct of school activities, including classroom instruction, will not be accepted. As per the behaviours expected in section 3.1. the School will therefore not tolerate the following unacceptable behaviours:

- a) **Disorderly Conduct:** This includes fighting, flicking rubber bands throwing objects, causing harm, disobedience, and disruption.
- b) **Improper Attire:** Students must wear clean, tidy, and undamaged uniforms conforming to the School's dress code.

- c) **Improper Language:** Students are expected to communicate using polite language suitable for a learning environment. Rude, offensive, or profane language is not permitted. Students are encouraged to use English and/or French at all times on school premises, excursions, and when representing the School at an outside event. In class students must use English or French depending on the subject.
- d) **Inappropriate Touching of Other Students:** Students must respect personal boundaries and interact with each other in appropriate ways. Physical actions such as fighting, pushing, kicking, shoving, horseplay, roughhousing, play-fighting, or wrestling are strictly prohibited. Touching other students in a sexual manner is also prohibited. Students will not engage in public displays of affection.
- e) **Verbal Abuse / Rude Gestures:** This encompasses abusive language, insults, derogatory remarks, ridicule, and lewd gestures (including in photographs taken in school uniform at school, home, or school events).
- f) **Stealing:** Misappropriation of school or personal property is strictly prohibited.
- g) **Cheating:** Engaging in the exchange of information during tests or assignments, whether giving or receiving.
- h) **Plagiarism:** Copying information from sources such as books, the internet, or other students' work and presenting it as one's own. Students are also not allowed to use Artificial Intelligence (A.I.) for assessments and/or graded work.
- i) **Facilitating dishonesty:** Assisting others in engaging in cheating or plagiarism.
- j) **Vandalism:** This includes:
 - o writing on walls, desks, or lockers,
 - o carving on surfaces,
 - o defacing books,
 - o damaging property,
 - o misusing school facilities.
- k) **Attendance / Lateness / Truancy:** Unexcused absences, tardiness, or truancy from class or school grounds are unacceptable. School starts at 7:45am.
- l) Late students in the morning must obtain a late slip and promptly inform their class teacher. Students late to class must report to the class with a note explaining their tardiness.
- m) **Bullying:** Any form of taunting, name-calling, intolerance, physical abuse, extortion (forcibly misappropriating money, food or property belonging to others), threats, harassment, or intimidation is prohibited this includes all manner of cyber bullying.
- n) **Possession of Illegal / Offensive / Dangerous Objects:** Items such as drugs, weapons, pornographic material, and flammable substances are strictly forbidden. Also refer to section 11: Prohibited Items.
- o) **Influence Over or Encouragement of Wrongdoing:** Students must not influence or encourage others to violate school rules or engage in

harmful behaviours, including distribution or sale of alcohol, cigarettes, e-cigarettes, vapes, asking for nude photos or similar content..

- p) **Trespassing:** Entering staffrooms/offices/areas that are off-limits to students or without first seeking permission or without the presence of a staff member.

3.3. Passageway Behaviour

Students are expected to move through corridors and stairways in a respectful manner, adhering to the following guidelines:

- a) **Walk at all times:** Running or jumping is not permitted.
- b) **Keep to the left:** Maintain a consistent flow of traffic by keeping to the left side of the passageway.
- c) **Keep hands to themselves:** Refrain from touching or interfering with other students or objects in the passageway.
- d) **Speak in a conversational tone:** Use an appropriate volume of voice conducive to a calm and orderly environment.
- e) **Respond respectfully to staff:** When addressed by a staff member, students are expected to respond with respect and attention.

4. The Rights and Responsibilities of Students

4.1. As a Student I have the right to:

- a) Be valued as a member of the school community;
- b) Receive help in confidence when I seek it, whether with my academic work or with concerns such as bullying or other personal worries, and to have a sympathetic audience for my ideas and concerns;
- c) Make mistakes, and learn from them;
- d) Be treated fairly, consistently, and with respect;
- e) Be consulted about matters that affect me, and have my views listened to and, as far as is reasonable, acted upon;
- f) Be taught in a pleasant, well-managed, and safe environment;
- g) Engage in work and play within clearly defined and fairly administered codes of conduct;
- h) Experience a broad, balanced curriculum;
- i) Develop and extend my interests, talents, and abilities.

4.2. As a Student I have a responsibility:

- (a) To learn
- (b) To uphold the values of the School at all times
- (c) To attend all classes daily and on time
- (d) To do all academic activities including homework
- (e) To be in possession of appropriate working materials
- (f) To be responsible for my own work and work as hard as I can in class
- (g) To respect all persons and property
- (h) To co-operate in class with the teacher and with my peers
- (i) To refrain from abusive language and inflammatory actions
- (j) To conduct myself in a safe and respectable manner
- (k) To promote a high standard of cleanliness and neatness
- (l) To protect school property
- (m) To arrive at school each day with the materials needed to be productive that day. This includes PE kit, homework, books and stationery.
- (n) To accept ownership for my behaviour and learning, and to develop the skill of working independently
- (o) To practice tolerance within the context of interpersonal relations in the school
- (p) To respect the views, rights and property of others, and behave safely in and out of class
- (q) To refrain from the use of drugs, assault, carrying of dangerous weapons, bullying, sexual harassment, drunkenness, and smoking/vaping

5. The Responsibilities of Parents/Guardians with Regards to Students

Parents/Guardians have a responsibility:

- (a) To be active partners in their child(ren)'s education by recognizing that the education of their child(ren) is a joint responsibility of parents and the school community;
- (b) To keep contact information updated on EdAdmin: address, email, telephone, and other emergency contact information.
- (c) To inform school officials of changes in the home environment that may affect student conduct or performance;
- (d) To make sure that their child(ren) attend school regularly and on time;
- (e) To let the school know when and why the child is absent, and provide written documentation when their child(ren) return to school;
- (f) To request and assure completion of missed work when child is absent from class;
- (g) To send their child(ren) to school dressed and groomed in a manner consistent with the School's dress code as prescribed in this Code of Conduct;
- (h) To provide a place for study and ensure that homework and assignments are completed on time;
- (i) To help their child(ren) resist negative peer pressure;
- (j) To be respectful and courteous to staff, other parents, and students at all times;
- (k) To respond promptly to all correspondence from their child's school;
- (l) To tell school officials about any concerns or complaints they have in a respectful and timely manner;
- (m) To work with principals and school staff to address any academic or behavioural problems that their child(ren) may be having and attend school meetings when requested;
- (n) To talk with their child(ren) about school and expected academic performance and behaviour and help them to understand their rights and responsibilities;
- (o) To read and become familiar with the School's Code of Conduct and other School policies;
- (p) To work cooperatively with school officials when their child(ren) have not behaved in accordance with the Code of Conduct;
- (q) To teach their child(ren) that all child(ren) have the right to attend school and be treated with respect and dignity without any forms of discrimination, which will promote learning;
- (r) To teach their child(ren) the value of respecting and preserving school property and working with the School, when necessary, in holding their child(ren) accountable for any damage caused;
- (s) To bring to the attention of school staff any issues of discrimination, harassment, bullying, and cyber bullying involving their child, and report incidents that may affect the school environment;

- (t) To ensure the timely collection of their child(ren) from the school premises and acknowledge that the School will not be held liable for any incidents occurring after 3PM (Primary) and 3:30pm (Kindergarten), when no school personnel are present for supervision;
- (u) To absolve the School of liability for any loss or damage to valuable possessions, including phones, tablets, jewelry, or substantial sums of money;
- (v) To work with school staff to find school and community resources that meet family needs;
- (w) To attend meetings and otherwise keep in touch with the School where your Child's interest require you to do (e.g. read reports, Attend Parent-Teacher Consultations);
- (x) Regularly check the Edana App for parents to keep updated on their child/ren's progress and behaviour.

6. School Attendance & Absences

6.1. Attendance and Punctuality

- a) Students are expected to attend school regularly and arrive on time for both school and classes.
- b) Any absence from school, school grounds, or class without permission is considered **unexcused**.
- c) Students who are absent due to legitimate reasons, such as illness, must provide a medical certificate endorsed by a parent or a letter from the parent explaining the absence on the following day.
- d) Tardiness is defined as arriving after the designated registration period. For school registration, this is after 7:45 a.m., and for class periods, it is **five** minutes after the start of the period.
- e) Students arriving late must obtain a late slip/pass from reception and submit it to the class teacher promptly.
- f) Students out of class must obtain permission from the teacher.
- g) Poor attendance/truancy may result in detention (break, lunch or after school).
- h) Many absences without medical justification may result in the student not progressing to the next grade or not being registered for some CIE exams. The School's policy is that students must attend a minimum of 90% of their lessons to be considered for admission to Cambridge exams with Independent School.

6.2. Leaving During School Hours

- a) Students must obtain permission to leave school during school hours by completing the Permission to Leave form available at reception.
- b) For primary students, the endorsed form must be returned to the Reception, while for secondary students, it must be returned to the Security Guard for filing.
- c) All students must clock in and out, and they are not to leave in between lessons without filling in the permission to leave form.

6.3. Long Absences from School

The School acknowledges concerns regarding long leave of absences during term time, defined as absences lasting one week or more. While the School cannot prevent parents from taking their children away for extended periods, it is important for parents to understand the negative impact of such absences on student learning.

During long absences, although students will still have access to some information on Google Classrooms, students miss crucial learning opportunities, including:

- a) Introduction of new topics/modules
- b) Explanations

- c) Collective discussions
- d) Practical and written activities
- e) Notes and references provided in class
- f) Application and reinforcement of skills and concepts
- g) Research
- h) Class presentations and assessments

6.3.1. Before, During and Upon Return

- a) Parents must inform the Vice-Principal of upcoming student absence as a first step. Parents are encouraged to communicate with subject teachers before/while absent and/or upon the student's return to obtain missed topics and reference materials.
- b) It's essential for parents to facilitate necessary assistance at home for the student to catch up on missed content.
- c) Subject teachers may provide additional assistance at their discretion.

6.3.2. Special Activities During Absence

- a) Teachers will not prepare specific activities for students to take during extended leave, whether local or overseas.
- b) Instead, teachers may offer topics, titles, or references for independent study during the absence period.
- c) For students on local medical leave, subject teachers can advise parents on suitable activities for the student to engage in while away.

6.3.3. Assessments (Updated May 2023) *Refer to full policy for details

- a) (Primary) If a student is away on sick leave during an assessment, he/she will be given the assessment upon his/her return (within 3 days of the assessment date) if a medical certificate is produced or a letter from the parent if the student has been sick and does not have a medical paper. If a student is away for other reasons, the assessment may be given but the points will not be counted.
- b) (Secondary) If a student is away on sick leave during an assessment, he/she will be given the assessment (or one similar – if teachers are concerned that the assessment has been compromised – in question type/format/difficulty to ensure validity and reliability of results) upon his/her return (if within a week of the assessment date) if a medical certificate or an email/letter from the parent is produced. Parents should be questioned if they are often writing notes for their children who miss assessments. If a student is away for reasons other than medical, the assessment may be given but the points will not be counted.
- c) Note that assessments will be given if a student is representing the school in an outside activity.

6.3.4. Examinations:

- a) Exams will be held on scheduled dates only.
- b) Depending on the length of absence, teachers may, at their discretion, administer an exam if requested by the parent or returning student.
- c) Teachers are not obligated to assign marks for such exams but may provide feedback on performance, highlighting strengths and weaknesses.
- d) If a student misses an official exam, no points will be recorded for that exam. This could potentially disadvantage the student when the year's points are tallied for prize giving.

7. Dress Code & Appearance

All students are expected to dress appropriately for school and at school-sponsored functions. Students and their parents/guardians are responsible for ensuring that student dress (including jewellery) and appearance is appropriate and does not disrupt or interfere with the educational process. School personnel should help students develop an understanding of appropriate appearance in the school setting.

7.1 Skirts

Skirts/skorts must be knee-length.

7.2 Shorts (for girls and boys)

- a) Shorts must fit at the top of the hip bone, not lower.
- b) Shorts should not be baggy or have a low crotch.
- c) Shorts must have straight sides (slight A-line allowed for girls).
- d) Shorts must not extend below the knees nor be very short or folded up.

7.3 Belts

Secondary boys may wear a (functional) black or grey belt (2-3 cm in width).

7.4 Shoes

- a) Shoes must be plain black, grey and white (with no additional colours) and enclosed.
- b) Socks must be plain white, grey or black.
- c) Early Years students (Kindergarten to Primary 2) may wear sandals.
- d) Slippers, flip-flops, crocs, clogs and sandals are not allowed.

7.5 PE Attire

At the teacher's discretion, students may change for PE one period before the session.

7.5.1 Proper Attire for PE for Girls

- a) Shorts (not short leggings) should be mid-thigh length, not shorter.
- b) Long leggings are allowed.
- c) T-shirts must cover the crotch (Secondary) and cover the midriff even when hands are raised above the head.
- d) For swimming lessons, girls must wear an appropriate swimsuit (No bikinis).

7.6. Appearance

7.6.1. Hairstyles

- a) Students' hair should be neat and tidy and follow the Schools' guidelines as indicated in **Annex 1**, and the hair style and colour (no bleaching) should not be a source of distraction.

- b) All students must ensure their hair is tied back if it is long, braided, or in dreadlocks, with no hair covering their eyes. Hair should be kept neat, combed, and must not exceed a height of **two** inches to avoid obstructing the view of others in class. These expectations apply equally to both boys and girls.

7.6.2. Facial Hair

- a) Boys must be clean-shaven at all times. Beards, goatees and moustaches are prohibited.
- b) Sideburns must be neat and well-groomed and may not extend below the ear lobe or flare at the bottom.

7.7. Acceptable Jewelry

- a) Plain earrings for pierced ears, such as studs or small earrings (one pair only worn in the lower lobe) for girls.
- b) One plain chain or necklace worn inside the blouse or shirt. This should not be showing; students with clearly visible chunky necklaces will be told to remove them.
- c) One plain low-profile ring such as a signet ring.
- d) One bracelet.
- e) No student shall be permitted to wear visible piercings on body parts other than the ear. (i.e., nose, eyelids, lips, tongue, etc.) No student will be allowed to wear gauged plugs and/or other objects in the ear.
- f) Covering body piercing with Band-Aids, tape, or any other temporary covering is not acceptable.
- g) Students may not wear chains that have the potential to be used as a weapon.
- h) Male students will not be allowed to wear earrings in the ear.

7.8. Tattoos/Make-Up

- a) Students should not have visible tattoos.
- b) Tattoos and/or any other drawings **presently** on the skin must be covered by the school uniform or t-shirts/shorts (A Levels/Non-uniform days).
- c) Any Primary/Secondary/A Level student getting new (visible) tattoos after this version of the Code of Conduct starts, may be asked to leave the school.
- d) Primary and Secondary students are not permitted to wear make-up or other beauty accessories (e.g. False eyelashes and/or eyebrows).
- e) No nail varnish allowed and nails must be kept short and neat.

7.9. Sunglasses

Students must not wear sunglasses in the building without written verification from a doctor.

7.10. Special occasions/no-uniform days

On special occasions, students are allowed to dress informally. On such occasions, the following are considered inappropriate and disruptive to the school environment:

- a) Revealing and suggestive clothing. This includes spaghetti straps, muscle shirts, low-riding, baggy pants, bare midriffs, leggings (if not worn with long top), and visible underwear;
- b) Clothes with vulgar language and / or pictures;
- c) Clothes that have inappropriate connotations;
- d) Clothes & accessories that mention/picture alcohol/drug use;
- e) Skirts and shorts that fail the finger-tip test (skirts must extend below the fingertips when arms are at one's side).

7.11. Dress Code and Grooming Violations

If the Principal determines that a student's grooming or clothing violates the School's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be isolated for the remainder of the day, until the problem is corrected, or until a parent or designee takes the student home to amend the problem or brings an acceptable change of clothing to the school.

Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Breaches of the dress code that are not amended will result in a written warning and students sent home until the breach is amended.

8. Extracurricular Activities ("ECA") and After School Supervision

- a) Students are expected to use their time provided by the school during the ECA session productively.
- b) Students who stay after school to participate in clubs, activities and sports must be supervised by an adult at all times.
- c) Students may not leave school grounds and then return after school hours without permission.

9. ICT and Internet Use

9.1. ICT Equipment/ Device Use

ICT equipment and devices encompass computers, iPads, portable storage (such as USB or flash memory devices), cameras, software, and privately owned devices (such as iPods and mobile phones).

- a) The student will use all ICT equipment and devices appropriately in the school environment, regardless of whether they are school-owned or personally owned.
- b) The student shall refrain from using any ICT equipment or devices to engage in mean, rude, offensive, or harassing behaviour towards any members of the school community, whether during school hours or while participating in school-related activities. The same principle applies to the use of school ICT equipment at any time, whether on or off-campus.
- c) The student agrees to adhere to cybersafe rules and will report any irresponsible behaviour to the teacher immediately.
- d) The student will not bring software or games from outside school to use on school equipment.
- e) In the event of accidentally breaking school ICT equipment or devices, mishandling, or discovering damage upon use, the student will promptly inform a teacher.
- f) In cases of purposeful damage to school ICT equipment or devices, the Principal will be notified, parents informed, and disciplinary action taken, potentially resulting in the withdrawal of ICT equipment and device access for a specified period.
- g) The student will only log onto the school network using their assigned username and password, refraining from sharing their password with anyone else.
- h) The student will log off or shut down the computer upon completing its use.

10.2. Internet Use

- a) If the student encounters mean, rude, or dangerous material online accidentally, they will promptly inform the teacher without showing it to other students.
- b) The student will acknowledge the source of any work they have copied from the internet, including graphics and sound files used in schoolwork.
- c) The student will refrain from disclosing their home address, phone number, or any personal information about themselves or their friends online to mitigate the risk of potential harm or privacy compromise.

10.3. Responsibility of the students

- a) Misuse of computer systems may result in disciplinary action including long-term suspension and/or expulsion.
- b) Computer systems shall not be used to conduct illegal activities or to send, receive, view, or download illegal materials.

10. Medication

10.1 Primary:

All medication **MUST** be submitted to and stored by the school nurse. Each medication must be clearly labelled with the student's name and pertinent instructions regarding dosage and administration.

10.2. Secondary:

Students are **REQUIRED** to notify their class teacher if they are taking medication and provide information regarding the timing of administration. Additionally, students with special medical conditions should communicate this information to their class teacher.

10.3. General:

The misuse of medication and other substances, including drugs, is strictly prohibited.

11. Prohibited Items

To ensure a safe and conducive learning environment, the following items are not allowed at school or on school grounds without explicit permission:

11.1 Restricted Items

The following items are prohibited without prior authorisation due to their potential to cause disruption or harm:

- a) **Items for sale not sponsored by the school:** Unauthorized commercial activities.
- b) **Metal rulers:** Can be used as weapons.
- c) **Glass bottles:** Risk of injury if broken.
- d) **Cutters:** Not allowed in primary classes due to safety concerns.
- e) **Cutters in secondary:** Permitted only during Art lessons in the Art room.
- f) **Large amounts of money:** Risk of theft and distraction. (More than Rs500)
- g) **Collectible items such as trading cards:** Allowed but not for sale.
- h) **“Look-alike” weapons:** Items that resemble real weapons, including toy guns and knives, are allowed only upon the request of teachers, e.g., for Drama classes.
- i) **Fizzy/Energy drinks:** Parents/Guardians are not to give their children fizzy /energy drinks to bring to school. Fizzy/energy drinks found with students will be confiscated until after school.

11.2 Banned Items

The following items are strictly prohibited on school premises at all times due to their inherent danger and potential to disrupt the educational environment:

- a) **Matches and lighters:** Fire hazards.
- b) **Chewing gum:** Potential for litter and property damage.

- c) **Body Spray:** Fire hazard
- d) **Weapons:** Including, but not limited to, knives, pocket-knives, firearms.
- e) **Alcohol, tobacco, and other drugs:** Prohibited substances.
- f) **E-cigarettes, e-shishas, vapes:** All forms of electronic smoking devices.
- g) **Pornographic material (of self/others):** Offensive and inappropriate content.
- h) **Explosives and fireworks:** High risk of injury and damage.

11.3 Discouraged Items

While not strictly prohibited, bringing toys to school is actively discouraged due to their potential to cause distraction or disruption (except when allowed by the teacher for a class activity).

11.4 Reporting and Consequences

Students are encouraged to report any information regarding the presence or potential presence of prohibited items to an adult or staff member immediately. Failing to report such information can endanger the safety of the school community and may result in severe consequences, including but not limited to suspension or expulsion.

11.5. Random Searches

- a) Authorised staff members (security personnel, teachers, Year Level Coordinators, Vice-Principals, and/or Principal) will conduct random searches for prohibited items (where possible, by a minimum of two staff members).
- b) Any student found possessing such items will be subject to disciplinary actions in accordance with the School's code of conduct.

11.6 Rationale

Understanding why certain items are restricted or banned is crucial:

- a) **Safety:** Preventing accidents, injuries, and ensuring a secure environment.
- b) **Discipline:** Maintaining focus on educational activities and preventing disruptions.
- c) **Legal Compliance:** Adhering to laws and regulations governing school environments.

11.7 Guidelines for Parents

Parents are advised to:

- a) Ensure their children do not bring large amounts of pocket money to school.
- b) Educate their children on the importance of adhering to school policies regarding prohibited items, and the taking/sharing of nude photos.
- c) Communicate with school authorities if there is any uncertainty about specific items.

12. Mobile Phones, Tablets and Kindles

12.1 Mobile Phones

12.1.1 General Prohibition

Mobile phones are strictly prohibited on school premises at all levels, including Kindergarten, Primary, Secondary, with the following exceptions and guidelines:

12.1.2 Secondary/A Level Students (on IDP campus only)

- a) A-Level students are permitted to use mobile phones solely on the ground floor of the Secondary Block after school hours only or in the A Level Block.
- b) Permitted activities for A level students include receiving or making calls and sending/receiving messages exclusively.
- c) Phones should not be used in class unless permitted by the teacher.
- d) Secondary students must ensure their phones are switched off upon entering school premises and remain off during school hours, stored securely in their phone locker.
- e) For activities under the supervision of a teacher, mobile phone use may be permitted upon application to the Vice-Principals or Principal.
- f) Any mobile phones seen, heard, or found on students or in their desks/bags during school hours will be confiscated and handed over to the Principal.
- g) Mobile phones and other electronic devices must not be used to intimidate others or store/transmit inappropriate or lewd content.
- h) Confiscated phones will be retained with the Principal until the end of the current term, and any misuse of mobile phones will be considered a disciplinary offense and students issued a warning letter that will go into their file.
- i) The school bears no responsibility for the loss of such phones and advises parents to permit A-Level students to bring phones only if deemed absolutely necessary.
- j) The school provides a dedicated direct line for students' use during school hours in the reception area.

12.2 Electronic Dictionaries

- Students are permitted to use electronic dictionaries in class.

12.3 Headphones and AirPods

- Usage of headphones and/or air pods is allowed after 2.30pm (or last period of the day) only. Students should NOT walk onto school grounds using air pods or headphones.

12.4 Tablets (without SIM Cards)

- a) Tablets are to be used for educational purposes only and must not contain any inappropriate material such as movies, games, apps.
- b) Students found using their tablets for non-academic purposes during school hours, may have their device confiscated as per the mobile phone policy.

12.5 Kindles

- a) Kindles, as aids to encourage reading, are permitted for use during breaks and after school.
- b) In-class usage for reading is allowed only with the teacher's explicit permission.
- c) Electronic devices must not be used to store or transmit inappropriate or lewd content.

12.6 Guidelines for Responsible Usage

- a) All electronic devices, including mobile phones, tablets, iPods, MP3 players, and Kindles, are to be used responsibly and in accordance with school policies.
- b) Students are responsible for the content stored on their devices and must adhere to guidelines for appropriate usage at all times.
- c) If students lend their device to another student and it is used inappropriately, the same measures will apply.

13. Disciplinary Measures

All students are expected to conduct themselves in an appropriate manner. The best discipline is self-discipline. Students must learn to assume responsibility for their own behaviour. Schools require cooperative intervention of the parent/guardian for all inappropriate behaviour.

13.1. Defining Disciplinary Measure Considerations

13.1.1 Severity of Measures: This clause establishes a principle that the disciplinary measures will be proportional to the seriousness of the inappropriate behaviour, which is reasonable and fair.

13.1.2. Disciplinary Measures for Minor Offenses: This section outlines a range of measures that can be taken for minor offenses. The measures include reminders of school rules, verbal apologies, discussions or counselling, time outs, assigned tasks, written apologies, and referrals to section heads. These measures seem appropriate for addressing less severe misconduct.

13.1.3. Disciplinary Measures for Serious Offenses: This section lists measures for serious offenses, such as written apologies, discussions or counselling by higher authorities, refund of property, parent involvement, and referrals to section heads. These measures are more stringent and appropriate for addressing serious breaches of conduct.

13.1.4. Deprivation of Certain Privileges: This part details additional disciplinary actions that can be taken, including written warnings, community service, time outs, in-school suspension, suspension, and expulsion. These measures escalate in severity and are suitable for addressing repeated or severe misconduct.

13.1.5. This section includes considerations such as the age of the student, repetition of minor offenses leading to more serious consequences, and the possibility of dismissal after repeated disciplinary incidents.

13.2. Categorising Disciplinary Measures

LEVEL 1: Involves minor inappropriate behaviour that can be addressed by teachers and any other school personnel.

LEVEL 2: Involves inappropriate behaviour which interferes with orderly educational process and can be addressed by teachers and other school personnel.

LEVEL 3: Involves inappropriate behaviour that seriously impacts school and classroom safety and order which may result in a suspension. Level 3 infractions require intervention of the parent/guardian, teacher, and school administration.

LEVEL 4: Involves behaviour that presents an imminent threat of serious harm to the school community, or seriously affects the safety of others in the school and/or the educational process. Level 4 infractions require intervention of the parent/guardian, teacher, school administration, and the Board of Governors, resulting in an automatic suspension and possible expulsion.

13.3. Recording Misbehaviour

Any measure taken by class or subject teachers relating to students' misbehaviour must be recorded in the **Behaviour Record file** and **EdAdmin** which will be checked regularly by the class teacher and Year Level Coordinator.

13.4. Teacher Removal of a Student from the Classroom

A student's behaviour can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. Teachers should do their best to attempt to redirect inappropriate behaviour through the use of interventions other than removal. However, if the student's behaviour jeopardises safety in the classroom or if, after other interventions have reasonably been exhausted, the student's behaviour is substantially disruptive to the educational process or substantially interferes with the teacher's authority over the classroom, the Code of Conduct allows for student removal from the classroom (Secondary/A levels only) to a safe place within eye-sight of a teacher. The age of the student is to be considered in this instance, and the teacher is to address the student within five minutes of sending outside or seek help from the Year Level Coordinator if the time should exceed five minutes/greater disciplinary action needs taking.

13.5. Suspension from School

a) Suspension: Suspension (internal or external) from school/class is a severe assigned consequence which may be imposed only upon students who are insubordinate, disorderly, violent, or disruptive, or whose conduct otherwise endangers the safety, morals, health, or welfare of others. The Principal has primary responsibility for the external suspension of students. All suspensions from school shall be imposed in accordance with the requirements of applicable laws and this Code. The Principal may recommend that the Board of Governors considers exclusion/expulsion of a student from school after **three** suspensions and following a thorough investigation.

b) Indefinite suspension: This is put in place when a case is referred to the Board of Governors to determine whether a student is to be excluded or not.

c) Exclusion (expulsion): Extremely severe cases will be brought before the Board of Governors to decide on the consequences. This could lead to exclusion if other consequences are considered and rejected. This is a last resort after lengthy deliberation by the Board members.

13.6. Catalogue of Disciplinary Measures

Level 1 offences (minor)	Level 1 corrective sanctions
<ol style="list-style-type: none"> 1. Academic: Homework/assessment/equipment/books left at home or (work) incomplete 2. Purposeful failure to complete work given in class 2. Questionable behaviour in class: disruptive, uncooperative/defying staff directions, discourteous, damage done, littering, minor swearing 3. Late to class 4. Failing to respond to reasonable instructions 5. Dishonesty – lying or making false accusations about incidents - 6. Dress code violations (including PE kit) or 7. Wearing of non-permissible jewellery/clothing items/shoes or 8. Hairstyles that do not adhere to the School policy - 9. Minor vandalism of school property 	<p>Action will be taken by the class teacher, Subject teacher, Year Level Coordinator (YLC) or Vice-Principal.</p> <p>Incident report written (older students)</p> <p>Verbal warning</p> <p>Time-out</p> <p>Detention (break, lunch, or after school)</p> <p>Extra school/physical work (constructive) e.g.tidying the classroom; cleaning desks; picking up rubbish</p> <p>-</p> <p>Give one chance to rectify and email/phone parents to remind them of the code of conduct. If no/insufficient change, escalate to YLC (>L 2 Offence)</p> <p>-</p> <p>Remove graffiti from tables, walls, etc.</p> <p>Written warning if repeated</p>
Level 2 offences (major)	Level 2 corrective sanctions
<ol style="list-style-type: none"> 1. <i>Repetition of Level 1 misconduct</i> 2. Violent behaviour (including games) such as hitting, punching, pushing, kicking causing some, but not serious, harm to another student 3. Using abusive/inappropriate language (swearing) 4. Being disrespectful to another person 5. Being dishonest with more serious consequences 6. Interrupting education in the classroom 7. Selling of sweets and other non-permitted items on school property (excluding drugs/alcohol/vapes etc) - 8. Major vandalism of school property (e.g. graffiti) 9. Stealing - 10. Plagiarising 11. Cheating during all forms of assessment/ tests and examinations - 12. Being truant from class/school 	<p>YLC to talk with the student and report to parents – may require a meeting</p> <p>Incident report written (older students)</p> <p>Discussion/meeting with parent/s of the offender</p> <p>Written warning</p> <p>Behaviour monitoring – form to be completed by subject & class teachers</p> <p>Duties that contribute to the improvement of the school e.g. cleaning</p> <p>Removal of privileges</p> <p>Time-out and/or Detention</p> <p>-</p> <p>Student (or Parent of offending student) to pay back the stolen amount/ pay for damages & Warning Letter</p> <p>-</p> <p>Student receives zero for the assessment or test/exam, and out of the running for a school prize at the end of the year for that or any subject</p> <p>-</p> <p>Parents informed/Warning Letter & detention (which may include work)</p>

<p>- 13. Misuse of mobile phone</p> <p>- Any of the above</p>	<p>- Phone confiscated and handed over to Principal</p> <p>- Possible internal suspension - outside the Vice-Principal's office.</p>
<p>Level 3 offences (serious)</p>	<p>Level 3 corrective sanctions</p>
<p><i>1. Repeating Level 2 misconduct where action taken by school authorities is considered ineffective</i></p> <p>2. Inflicting major injury on another person 3. Being severely disruptive of classes 4. Refusal to comply with consequences 5. Forging documents or signatures with minor consequences 6. Gambling 7. Racist, sexist or other discriminatory behaviour 8. Possessing or distributing racist or sexist materials 9. Possessing dangerous weapons 10. Possessing and/or using tobacco/cigarettes/vapes 11. Severe theft or vandalism</p>	<p><i>Vice-Principal and/or Principal involved & Parents must attend a meeting</i></p> <p>Any level 2 punishment and/or Suspension from some school-related activities e.g. Sport. Written final warning that out of school suspension may be implemented or Suspension and Referral to counsellor or outside agency</p>
<p>Level 4 offences (very serious)</p>	<p>Level 4 corrective sanctions</p>
<p><i>1. Repetition of level 3 misconduct</i></p> <p>2. Threatening another person with a dangerous weapon or serious/continuous bullying 3. Causing intentional serious injury to another person 4. Verbally or non-verbally threatening the safety of another person 5. Engaging in sexual activity or sexual assault 6. Selling drugs 7. Possessing or using alcohol or narcotics/drugs on school grounds/while participating in school activity 8. Possessing pornography (of self or others) 9. Making and distributing pornography (including naked 'selfies' that circulate among other students) 10. Severely disrupting the running of the school 11. Forging documents or signatures with serious consequences 12. Inciting violence 13. Assaulting member of staff</p>	<p><i>Principal and Board of Governors involved</i></p> <p>Any level 3 punishment Referral to relevant outside agencies (e.g. Police/Child Protective Services/ NCC) and/or Expulsion (following a thorough investigation and decision by the Board of Governors)</p>
<p>Parent offences</p>	<p>Corrective sanctions</p>

<ol style="list-style-type: none"> 1. Threatening (either verbally or in writing) or yelling at/being rude to a staff member 2. Threatening (either verbally or in writing) or yelling at a student on school grounds 3. Disrupting the running of the school - 4. Refusing the consequences designated by the School for breaches of the Code of Conduct e.g. after-school detention, return home to shave, cleaning desks, their child to see the counsellor 5. Refusing to sign a warning letter to acknowledge they have read it - 5. Leaving their child at school after 4pm * 6. Repeatedly leaving the child at the school after 4pm - 7. Trespassing on School grounds (going upstairs/into classrooms or offices etc. without permission) 8. Assaulting a member of staff or student 9. Repeated threatening/disrupting/refusing to follow the Code of Conduct 	<p>Warning letter and/or Banned from school grounds</p> <p>-</p> <p>Their child not allowed to return to school until the parent accepts the consequences</p> <p>-</p> <p>Additional penalty fees Meeting with Principal/ possible police or child services involvement</p> <p>-</p> <p>Banned from school grounds and/or Exclusion (expulsion) of their child from the School</p>
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****The School will not be held responsible for any incidents involving students remaining on school grounds after 3.30pm, as official supervision ends at this time. Parents/Guardians are encouraged to ensure timely pickup of their children.***

Appendices

Appendix 1: Hairstyles

Acceptable Boy's hairstyles

Acceptable hairstyles

All hair should be clean and tidy.
 Hair worn down should be combed and not obscuring the eyes.
 Hair shouldn't be so big that it blocks other students from seeing the board.
 These photos are a guide. Variations of these styles may be acceptable.

Acceptable Girl's hairstyles

Conditional hairstyles

Simple pattern is OK but no beads

Shading should not be quite so dramatic

Long hair worn loose is OK but must be tidy/ not obscuring vision

The above style is OK if kept neat and tied back

Hair design is OK but must be tidy (not too messy)

Unacceptable hairstyles

No distracting patterns or beads

No unruly long hair

No messy/untidy hair

No distracting shaved lines

No unnatural or distracting colours for Primary/Secondary

Hairstyle Guidelines For Independent School

Grandir Pour Grandir
INDEPENDENT SCHOOL

Appendix 2: PARENT AND STUDENT STATEMENT OF UNDERSTANDING, RECEIPT AND REVIEW OF STUDENTS' RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT

TO THE PRINCIPAL:

We, the undersigned, join the Independent School in an effort to “successfully create a clean, safe, and healthy environment to promote positive student behaviour and achievement.”

Therefore, we, the undersigned, agree to:

FOR THE STUDENT

- Read and follow the rules and regulations outlined in the Student Code of Conduct.
- Not engage in bullying and report bullying when I see it.
- Not bring a weapon or anything that may endanger others to school or to a school event.
- Notify school staff if I see a weapon or dangerous situation in school or at a school event.
- Seek school staff assistance when conflicts arise involving me or my peers.

STUDENT'S SIGNATURE _____ DATE _____

FOR THE PARENT/GUARDIAN

- Read, and follow, the rules and regulations outlined in the Student Code of Conduct.
- Teach and encourage my children to follow school guidelines.
- Respect school staff and adhere to school policies and procedures.
- Notify school officials when conflicts arise involving students.

We agree to this commitment and expect that the School's Principal will:

- Respect the rights of students and parents/guardians and enforce the Student Code of Conduct.
- Promote conflict resolution.
- Listen and act on parent and student concerns where appropriate to develop a safe and healthy school environment.

PARENT/GUARDIAN'S SIGNATURE _____ DATE _____