



The International School of Ahafo

Student Code of Conduct

January 2015

Vision for the International School of Ahafo

We will be a strong school community that aspires to open-mindedness, compassion and all-round excellence.

Mission

To achieve our Vision we offer the following:

- **Excellence** - we provide a student-centred, broad-based, international curriculum that meets the diverse needs of our students
- **Expectations** - we maintain high teacher and student expectations
- **Education** - we provide an education which incorporates individualized learning that is challenging and meaningful to children
- **Environment** - we offer a caring, respectful, stimulating and well-resourced environment
- **Community** - we recognize that success can be achieved only through community collaboration and cooperation

The ISA Code of Conduct

This code of conduct aims to establish a friendly but disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process. Learners and their parents/guardians are expected to acquaint themselves with the school's code of conduct and its provisions. As soon as learners are enrolled at the school, they are subject to the code, and must agree to adhere to it. Should learners disobey the code of conduct, they will be acted against in accordance with the disciplinary procedure for learners.

General Rules

Excellence:

- You are expected to be good ambassadors of the school and conduct yourselves in accordance with the school's code of conduct at all times.
- While wearing the school uniform, or while representing the school, you will refrain from any conduct that would bring the school into disrepute.
- Work will be completed to the best of your ability and submitted on time.
- You will arrive at lessons on time and have everything you need with you.
- Take pride in your learning.

- Look after the school environment; look after your books and equipment and keep your classroom clean and tidy, and do not bring chewing gum to school.
- Always act with honesty, responsibility and integrity.
- Aim high and rise to the challenge.

Respect:

- Treat everyone with respect – all ISA staff, visitors, each other and all members of the community.
- Be polite and courteous to everyone and never make hurtful remarks or call people names.
- Nobody has the right to stop others from learning so ensure your behaviour never stops the teacher from teaching.
- Care for one another.
- ISA staff must always be addressed by their family names, never their first names.
- Nobody deserves to be bullied so make sure you treat others in the way you wish to be treated yourself.

School work and homework:

- You must have your homework diary with you each day and use it appropriately.
- Do your homework promptly, diligently and with dedication in order to develop a consistent work ethic.
- Never leave the classroom without permission.
- Try and do your best at all times.

Environment:

- Keep the school environment clean and do not leave litter in school grounds or in the school buildings.
- Do not eat or drink in the Computer room or Library.
- Your mobile phone should be turned off during the school day unless there is an emergency, when a teacher will give you permission to use your phone.

We will not tolerate:

ISA stands firmly behind the statement that **no student has the right to take away the learning of others**. We will not tolerate:

- disruption of teaching and learning
- threatening or violent behaviour
- cruel or insensitive behaviour or bullying of any kind whatsoever
- rude or abusive behaviour
- bad language – either verbal or sign language
- unkind remarks or gestures, name calling or negative criticism
- anti-social behaviour (including littering)
- behaviour that is a threat to the health and safety of others
- inappropriate use of information and communication technology, e.g. computers, mobile phones, MP3 players, etc.
- failure or refusal to comply to health and safety regulations (including the wearing of helmets while cycling during school time and the wearing of seat belts at all times when on the school bus)
- behaviour that involves the use, storage, supply or abuse of drugs, alcohol or illegal substances on school premises or during a school supervised event
- defacement or damage to school buildings, contents or property, either deliberately or through irresponsible behaviour
- defacement or damage to others' property, either deliberately or through irresponsible behaviour
- theft
- bringing items to school that are unhealthy or potentially dangerous (unless the item is required for a particular activity and the school has given its express permission)
- possession of or dealing in drugs or alcohol
- smoking
- misuse of solvents
- any signs of disrespect from any member of the community
- arriving late to school or to lessons for no good reason
- leaving the school without permission or deliberately missing lessons

Procedures for Dealing with Unacceptable Student Behaviour

The management of unacceptable behaviour strives to curtail repeated misconduct. The emphasis is on proactivity rather than punishment. Procedures will vary according to the seriousness of the incident. Measures will increase in severity if unacceptable behaviour is repeated. We aim to respond to unacceptable behaviour quickly and simply at the lowest possible level. Therefore, minor infringements will be resolved by the teachers when they occur.

The class teacher will keep a record of more serious or frequent infringements and follow-up with actions. When considering actions, class teachers will liaise with the Principal. Students must always have the chance to explain themselves verbally to the member of staff who will make a decision about disciplinary response.

- frequent minor incidents will first be dealt with by the teacher involved. If incidents continue, the Principal will be informed and parents will be called in for a meeting to discuss the incidents with the teacher involved.
- more serious incidents will be dealt with by the Principal, after discussion with the class teacher.
- serious or repeated incidents will result in a written report being prepared by the class teacher followed by a meeting with the student, parents and Principal. This meeting should happen as soon as possible after the latest incident occurs to establish clear goals and a monitoring procedure to ensure these goals are met.
- serious or continual abuse of the *ISA Code of Conduct* may result in the student being suspended from school for a period amounting to the remainder of the day for Primary students and up to 3 days for Secondary students.
- in special and more extreme cases, when the student's presence at school is negatively affecting other students' learning or the learning environment, ISA may ask the parents to seek an alternative school for their child.

Disciplinary Responses to Breaking the Code of Conduct for Students

Any disciplinary response by a member of staff must take into account the age of the student, the seriousness of the incident, and whether this same incident has occurred previously. If possible, responses should help the student understand why breaking the *ISA Code of Conduct* cannot be tolerated. Providing opportunities to make amends, for example by giving something back to the school community, is encouraged.

Possible responses to poor behaviour may include:

- oral warning
- time-out (student to sit away from the group)
- writing apologies
- reflective essays
- removal or reduction of free-choice time
- being put on behaviour report cards
- written recording in school report
- detentions during breaks or after school
- confiscation of items (to be collected by students or parents at the end of the school day)
- removal from class by the teacher responsible for a particular lesson for the remainder of the lesson or block of lessons (up to 2 hours); the Principal must be informed and should keep a record; students must always be supervised when removed from class
- repairing or clearing up damage of school property
- community tasks with the student's agreement or of their own initiative
- refusal to allow use of a student's own laptop at school (if use of it has been abused)
- suspension from school for the rest of the school day (whole school) or for up to 3 days (Secondary school); this includes school trips and other activities and events organised by the school; only the Principal or his/her substitute should make this decision

- permanent expulsion of a student from ISA (with approval from the Board)
- reporting to the police of illegal acts or circumstances

Students must comply with disciplinary responses from the school. Failure to do so may result in further sanctions.

Policy approved by: ISA staff Date: 11th March 2015
Policy approved by Board: Date: 11th December 2015

Next review due: September 2016