

TIS CODE OF CONDUCT

1.0 About this Code of Conduct

The Tabubil International School aspires to promote

- § responsibility,
- § respect,
- § civility, and
- § academic excellence

in a safe learning and teaching environment.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The TIS Code of Conduct sets clear standards of behaviour and conduct for all persons whilst on school grounds. It specifies the consequences for actions that do not comply with these standards.

The TIS standards of behaviour apply to everyone involved in the school – the school management team, teachers, other staff members, students, parents or guardians, volunteers, school board members and visitors to the school.

2.0 Guiding Principles

2.1 Application

This Code of Conduct applies to all participants involved in the TIS.

This includes:

- § the principal and the management team
- § teachers
- § students
- § other staff members
- § parents or guardians
- § volunteers, and
- § visitors

whether they are on school property, on school buses or attending events or activities organised by the school.

2.2 General Responsibilities

REVISION # : 1 _____

REVISION DATE: 1st July 2003

DOCUMENT: TIS CODE of CONDUCT

CUSTODIAN : TIS PRINCIPAL

- § All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
- § Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, and as a duty of care to others in the school community, they accept responsibility for protecting their rights and the rights of others.
- § Members of the school community are responsible for maintaining a safe and nurturing environment where conflict and difference can be addressed in a respectful and civilised manner. Insults or disrespect, and other hurtful acts that disrupt learning, teaching and working in the school must not occur.
- § Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not an acceptable or responsible way to interact with others. Endangering, or threatening to endanger the safety of others will not be tolerated.
- § Confidentiality of personal information is to be respected by all users of the school and members of the school community.

2.3 Specific Responsibilities

The School Board provides direction to the school management team comprising the Principal and the teaching staff to ensure students are offered the opportunity to achieve academic excellence and understand the responsibilities of citizenship at the school. The School board:

- § develops a framework for reviewing and implementing the **TIS Code of Conduct**, summarized in the **TIS School Charter**;
- § establishes a process for clearly communicating the **TIS Code of Conduct** to all parents, students and staff in a manner that invites their commitment and support;
- § develops strategies for intervention and response to all infractions related to the **TIS Code of Conduct**, in order to maintain civility, responsible citizenship and physical safety at all times;
- § provides opportunities for all staff to acquire the knowledge, skills and attitudes necessary to develop a safe learning and teaching environment and to proactively prevent serious breaches of the **TIS Code of Conduct**.

REVISION # : 1 _____

REVISION DATE: 1st July 2003

DOCUMENT: **TIS CODE of CONDUCT**

CUSTODIAN : **TIS PRINCIPAL**

The Principal and school administration team, guided by the Board, take a management and leadership role in the daily operation of the school. They provide this leadership by:

- § demonstrating care and commitment to a safe teaching and learning environment;
- § communicating regularly with all members of their school community the importance and purpose of the **TIS Code of Conduct**;
- § posting the **TIS School Charter** at strategic points on the school grounds advertising the **TIS Code of Conduct** in summary;
- § Reinforcing the importance and purpose of the **TIS Code of Conduct** among students by example and by regular feedback on continuing high standards of behaviour;
- § holding everyone under their authority and on school premises accountable for their behaviour and actions;
- § dealing with any conflicts that may occur in a sensible and civilized manner to ensure an effective and early resolution of the conflict in line with the code of conduct.

Teachers and School staff, under the leadership of the principal, maintain order in the school and hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- § help students achieve their full potential and develop their self-worth;
- § communicate regularly and meaningfully with parents;
- § maintain consistent standards of behaviour among students;
- § demonstrate respect for all students, staff and parents;
- § prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- § comes to school prepared, on time and ready to learn;
- § shows respect for themselves, for others and for those in authority;
- § refrains from bringing anything to school that may compromise the safety of others;
- § follows the established rules and takes responsibility for his or her own action.

Parents play an important role in the education of their children. They are a critical part of the school community and they are actively encouraged to participate in school activities. They have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- § show an active interest in their child's school work and progress;
- § communicate regularly with the school;
- § help their child be neat, appropriately dressed, properly feed and prepared for school;
- § ensure that their child attends school regularly and on time;
- § promptly report to the school their child's absence or late arrival;
- § become familiar with the **TIS Code of Conduct, TIS School Charter** and school rules;
- § encourage and assist their child in following the rules of behaviour;
- § assist school staff in dealing with disciplinary issues;
- § understand that **they are guests in the school** and as such should give attention to the **TIS Code of Conduct** as it applies to school visitors.

Community members are essential partners in making the school and the community safer. Community members need to support and respect the rules of the school.

Visitors are any persons not being an employee of the school or a student of the school. Whilst visitors, **including parents and guardians**, are welcome in the school **as guests**, they must be aware that:

- § visitors to the school are expected to come into the school to conduct their business and leave as soon as that business is concluded;
- § It is not permissible to be on school grounds for no reason.

3.0 Confidentiality and Privacy

Many things seen or heard on school grounds should be regarded as confidential and must not become the subject of discussion outside the school.

4.0 Intervention and conflict resolution

REVISION # : 1 _____

REVISION DATE: 1st July 2003

DOCUMENT: TIS CODE of CONDUCT

CUSTODIAN : TIS PRINCIPAL

Principal and Teaching Staff

The Principal and teaching staff will adhere to the principles of the **TIS Code of Conduct** in an exemplary manner. They will be proactive in preventing any breaches in behaviour. They will advertise and reinforce the **TIS School Charter** and will regularly counsel students and advise them of their responsibilities and duty of care.

Students

Students will observe the **TIS Code of Conduct** and will be aware of their responsibilities and their duty of care to themselves and to others.

The Principal and teaching staff will counsel students in breach of the **TIS Code of Conduct**. They will apply disciplinary procedures only when absolutely necessary, and then in a fair manner, without diminishing a student's self-respect.

Visitors

Visitors are **guests** at the school. They must understand that entry on to school grounds is a privilege and **not** a right. They must be neutral and impartial whilst on the school grounds.

If a visitor or parent has any concern relating to the management of the school or the teaching staff, whether it concerns their own child or a child they know, then the visitor should arrange to meet with the principal to discuss the matter in order to resolve the issue in a reasonable and civilised manner.

No visitor or parent is to take it upon themselves to discipline a student or interfere with the teaching staff over any matter whatsoever. Visitors may not disturb, interrupt or distract teachers whilst teaching or supervising students. This includes the instance of a parent witnessing a teacher speaking with or disciplining their own child, or a child they know, during the teaching process or while supervising the child.

Any matters of concern are to be addressed to the Principal, see **7.0** below.

Withdrawal of visitor privileges

Any person, including a parent, who is in breach of the **TIS Code of Conduct**, may have the privilege of entering the school grounds

REVISION # : 1 _____

REVISION DATE: 1st July 2003

DOCUMENT: TIS CODE of CONDUCT

CUSTODIAN : TIS PRINCIPAL

withdrawn for a specified period by the school management and/or the School Board.

5.0 Standards of Behaviour

Respect, civility and responsible citizenship

All school members must:

- § demonstrate honesty and integrity;
- § respect differences in people, their ideas and opinions;
- § treat one another with dignity and respect at all times, and especially when there is disagreement;
- § respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- § respect the rights of others;
- § show proper care and regard for school property and the property of others;
- § take appropriate measures to help those in need;
- § respect persons who are in a position of authority;
- § respect the need of others to work in an environment of learning and teaching.
- § respect and comply with all applicable national, state, provincial and municipal laws;

6.0 Safety, Welfare and Personal Protection Issues

Weapons

All school members must:

- § not be in possession of any weapon, including but not limited to firearms;
- § not use any object to threaten or intimidate another person;
- § not cause injury to any person with an object.

Alcohol and Drugs

All school members must:

- § not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. *See the School Substance abuse Policy for more detail.*

REVISION # : 1 _____

REVISION DATE: 1st July 2003

DOCUMENT: TIS CODE of CONDUCT

CUSTODIAN : TIS PRINCIPAL

Physical Aggression

All school members must:

- § not inflict or encourage others to inflict bodily harm on another person;
- § seek staff assistance, if necessary, to resolve conflict peacefully.

Improper Conduct

All school members must:

- § not behave in any way which brings the school into disrepute. This includes:
 - § conducting personal arguments or disputes on school grounds,
 - § engaging in malicious and or unfounded gossip on school grounds or about the school or school members when on or off the school premises.

7.0 Managing Code of Conduct Issues

Any person observing an action by a member of staff, student, parent, visitor or other school community members which they consider to be improper or inappropriate, is to take the matter, without delay, directly **to the Principal**, or in their absence, **to the Deputy Principal**.

At this stage the matter should not be discussed with anyone else except the Principal who will put in place the appropriate course of action.

Should it be felt that any issue has not been satisfactorily addressed by the school administration the issue may be referred in writing to **the School Board of Governors**.

8.0 Administration

The **School Principal** will be responsible for administering procedures to meet the requirements of this Code of Conduct.

9.0 Communication

This policy, and any updates, will be made available to the following:

- § Staff, teaching and other
- § Students

REVISION # : 1 _____

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CUSTODIAN : TIS PRINCIPAL

- § Parents
- § Visitors
- § OTML
- § IEA

9.0 Exceptions

The approval for granting exceptions to this policy may only be given by the **School Board**, on the advice of the **TIS Principal**.

REVISION # : 1

REVISION DATE: 1st July 2003

DOCUMENT: TIS CODE of CONDUCT

CUSTODIAN : TIS PRINCIPAL