

Student Code of Conduct

Student Rights and Responsibilities



**Bonanjo
campus**

Student Code of Conduct

RIGHTS- all students at Enko Bonanjo Campus have the following rights:

- ✓ The right to non-discrimination on the basis of race, religion, colour, national origin, political affiliation, gender or disability;
- ✓ The right to be respected- for their views, opinions, perspectives or ideologies;
- ✓ The right to equal opportunities;
- ✓ The right to be able to express themselves and to have a 'voice'- student representatives are democratically elected to a Student Representative Council that brings student opinions about everyday matters in the life of the school to the attention of the School Management in a responsible and legitimate way;
- ✓ The right to be safe- from physical harm, corporal punishment, intimidation, bullying or harassment.

Enko Bonanjo Campus also recognizes, however, that a student is entitled to exercise his or her rights only in so far as, by doing so, the student does not interfere with the rights of others.

Liberty is being able to do whatever does not harm others- Declaration of Rights of Man (1789)

Therefore, in order to safeguard the rights of all students, it is necessary to outline a number of expectations that will guide student behaviour and, in particular, their interactions with others in order to ensure that the rights of all members of the EBIS community can be protected.

Responsibilities and expectations

Lessons and activities

Students are expected to:

- Attend all lessons and other activities that are scheduled on their timetables;
- Attend all afternoon activities for which they have signed up, and to attend all sessions for their selected activities throughout the semester;
- Be punctual for all lessons and activities: in the case of late-coming, parents should notify the school
- Come to lessons with the books that have been issued, and the stationery items, files, etc. needed to fully participate in the lessons;
- Involve themselves in the learning activities provided in the lessons that they attend and their behaviour during lessons and activities is expected to reflect an appropriate level of maturity and responsibility;
- To complete classroom and homework assignments; and
- To provide valid certification or any other credible evidence when absent from school;

Dress code, jewellery and make-up

Students:

- Are expected to follow the school's dress code;
- Females should not wear synthetic hair unless it is braided and should use black or coffee brown meshes only;
- Females are not restricted in their choice of hairstyle; however, hair that is longer than shoulder length should be tied back for all lessons that take place in the laboratory/the technology room and for all physical sport or education lessons;
- Males should wear low cuts;
- Females are not encouraged to wear make-up to school and those who do so will be asked to remove it before entering the swimming pool;
- Females may not wear nail polish to school;
- May wear only stud or small earrings- one in each year, for safety reasons. Facial piercings are strictly limited to one small-stud ring in the nose. Students are expected to remove all piercings when they participate in P.E. lessons, sport activities or any other activity where the supervisor of the activity deems it necessary or safer for them to do so.

Individual and School Property

Use of electronic devices:

- Cell phones are not permitted at school. If for any valid reason a student brings one to school, it should be switched off and kept at the reception until the end of the school day.
- MP3 players/I-Pods are not permitted at school;
- The school cannot accept responsibility for lost/stolen cell phones or other electronic devices: in the event of theft, students must pay for the property;
- Any form of cyber-bullying is unacceptable and will be dealt with accordingly;
- The use of laptops/computers in school is covered by the School's IT usage policy;
- Students are expected to respect school property- theft of, damage to or inappropriate use of school property will be considered a serious violation of this expectation;
- Students are strictly prohibited from the possession, use or sale of alcohol or drugs (including cigarettes) in school. Serious consequences may follow any violation of this expectation.
- Students are strictly prohibited from the possession of harmful objects or weapons in school and may face serious consequences following the carrying or use of an object with intent to do harm;
- Students are expected to seek permission from the school management before distributing material, or advertising products or events within the school community that are not directly related to school business or activities;
- Bags may be searched at the gate by teachers on duty for phones and other devices which are not allowed in school; and
- Computers used at odd hours may be taken away.

Respect for others

- Appropriate language is an expectation, abusive language and swearing shows disrespect and do not support the values of an international school;
- The school has also adopted a 'Zero Tolerance Policy' with regard to bullying, harassment, physical violence/fighting, extortion or any other form of aggression, physical or otherwise. Any act that is considered as aggressive will be treated as a serious breach of this policy and warrants a suspension.

Eating and drinking in class

- Unless a teacher has specifically given permission for a student to do so, students are not allowed to eat or drink during class time. On a particularly hot day, a teacher may allow students to drink water during class time;
- Food and drink should NOT be brought into any of the science laboratories AT ANY TIME;
- Students are not allowed to chew gum in the class;

- Littering is not acceptable.

EXPECTATIONS APPLY WHETHER INSIDE THE SCHOOL CAMPUS OR WHEN STUDENTS ARE ON SCHOOL TRIPS.

CONSEQUENCES

Students who do not comply with the expectations outlined in the Student Code of Conduct may face a consequence.

Consequences will be applied along a scale that recognizes the level of severity of the particular omission or act of misbehaviour and that provides for a more serious consequence to apply where that omission or act of misbehaviour is repeated.

Where an offence is deemed by the school to be sufficiently serious, the school may apply one of the more serious sanctions listed below without having to follow the steps outlined. Any offence involving physical violence or an offence of a criminal nature will be addressed by way of suspension or expulsion, depending on the circumstances of the case.

1. Verbal Warning: For a first 'offence' a student who does not follow the expectations of the Student Code of Conduct will receive a verbal warning.
2. Incident Report: For a second or further 'offence' an Incident Report will be prepared. This document places on record the school's concern for the student's behaviour. The report is kept in the student's file. The student may also be asked to fill in 'Reflection Form.' This document allows the student to reflect on his/her behaviour and encourages the student to accept responsibility for his/her own actions and to understand the consequences of those actions for him/her and for others.
3. Written Warning: Where there is sufficient concern regarding a student's behaviour, a written warning will be given. When such a warning is given, parents will be consulted and will receive a copy of the warning letter. A written warning will be given where there have been repeated verbal warnings and/or Incident Reports but where there is continuing concern for behaviour despite those earlier interventions.
4. Suspension: Suspension will apply where there have been regular breaches of the Student Code of Conduct or where there has been

an act of physical aggression or of intimidation. Suspension may also follow any case of vandalism, smoking cigarettes or drinking alcohol on school premises or school trips, serious defiance or disrespect of EBIS staff, dishonesty and/or where an act has interfered with the rights of other students. Before a decision is taken to suspend a student, a hearing will take place with that student and any other affected party. Parents will be consulted and will receive formal, written notification of the suspension outlining the reasons and the duration. Re-entry into school following a period of suspension will be granted after the student has completed a Reflection Form and such re-admission may be conditional upon the student meeting certain conditions.

5. Expulsion: A student who has already been suspended on two previous occasions will be expelled upon the third offence that is deemed sufficiently serious for the sanction of suspension to apply. Students who commit serious acts of violence or who take part in illegal activity may be expelled upon the first offence.

At any time, the school may require that a student's attendance to class, performance in class or behaviour be monitored by way of 'tracking.' The student will be given a 'tracking sheet' that he/she will carry with him/her to all classes and activities for a specified period of time. In addition, a student whose behaviour has been of concern to the school may be required to follow a 'Behavioural Contract'.

By Signing below, I acknowledge that I have read and agree to abide to this student code of Conduct.

Parent Names, Signature

Student Names, Signature

Intervention Forms to be used by the teachers and Students



Student Code of Conduct Incident Report

Name of Student: _____ Date: _____

Teacher: _____ Room: _____

- | | |
|--|----------------------------------|
| _____ Refusing to work | _____ Destroying property |
| _____ Throwing items | _____ Talking without permission |
| _____ Disrupting language | _____ Using Inappropriate |
| _____ Teasing classmates directions | _____ Refusing to follow |
| _____ Moving out of assigned area gestures | _____ Making inappropriate |
| _____ Sleeping | _____ Using physical aggression |
| _____ Employing excessive and inappropriate attention-seeking behaviours | |

Supporting details:

Actions Taken:

Outcomes:



Student Code of Conduct- Behaviour Reflection Form

Name: _____

Teacher Referring: _____

Date: _____

Directions: Read each question and answer them as thoroughly as possible. Do not leave out any details and please be honest.

When did my inappropriate behaviour occur? Where was it and who was present at the time?
What bad choice did I make?
What negative outcomes occur when I use unacceptable behaviour?
What could I have done instead?
What positive outcome may occur if I choose an appropriate behaviour to handle the problem?

Please turn paper over to complete the behaviour reflection form



Student Code of Conduct- Observed Student Behaviour Report

This form is used to document a recurring behaviour incident. The student has been given a warning and re-taught the expectation and specific rule concerning the infraction prior to recording on this form.

Student:	Teacher:	Grade:	Gender:
Incident Type (check One)			
Respect <input type="radio"/> Disruption <input type="radio"/> Disrespect/Non-Compliance <input type="radio"/> Inappropriate language	Acting Responsibly <input type="radio"/> Lying/Forgery on class assignments <input type="radio"/> Dress Code <input type="radio"/> Tardy	Care for others/Safety <input type="radio"/> Property damage <input type="radio"/> Physical aggression (minor) <input type="radio"/> Horseplay	Everyone Matters <input type="radio"/> Harassment/teasing/bullying <input type="radio"/> Other: _____

Discuss and conference on the expectation and write in the student's planner. Date _____

I will cooperate with these interventions to improve my behaviour.

Student's signature

2nd Observation of Behaviour incident: _____ Date: _____ Time of _____

Intervention (check one)	Possible Motivation (check one)	Others involved (check one)
<input type="radio"/> Seating change <input type="radio"/> Commitment group <input type="radio"/> Time out in Alternate classroom <input type="radio"/> Working lunch with an adult <input type="radio"/> Student contract with a reward <input type="radio"/> Use of timer during activities <input type="radio"/> Controlled movement during passing time <input type="radio"/> Planner signed daily <input type="radio"/> Loss of privilege <input type="radio"/> Team after school detention	<input type="radio"/> Avoid adults <input type="radio"/> Avoid Peer(s) <input type="radio"/> Avoid task/activities <input type="radio"/> Don't know <input type="radio"/> Obtain adult attention <input type="radio"/> Obtain items/activities <input type="radio"/> Obtain peer attention <input type="radio"/> Other _____	<input type="radio"/> None <input type="radio"/> Peers <input type="radio"/> Staff <input type="radio"/> Teacher <input type="radio"/> Substitute <input type="radio"/> Unknown <input type="radio"/> Other _____

Parent Call: _____ Date: _____ Time: _____

Comments:

Next offense if less than 30 days has passed- office discipline referral.

Interventions

Conference with Student	This document should be written with the student expressing a desired academic goal and a desired behavioural goal. The written contract should have a positive tone and include incentives, but may also include consequences for misbehaviour.
Parent Calls	Parent contact should be made by phone or in person. It is important to reflect positive feelings toward the child and affirm the cooperation between teacher and parent to improve performance or conduct with some interventions. Always agree to follow up after an agreed period of time.
Time-Out in Alternate Classroom	A pre-arranged agreement with another teacher on your team to host the time-out. Students should be sent with work and a designated time to return to the class. This intervention should not be used frequently.
Loss of Privileges	Some classrooms have inherent privileges, in some cases, privileges can be denied or postponed, but this should be used carefully.
Commitment group	This intervention is designed to create positive peer pressure for student success. Students can be linked to other students in a group for a group reward if they all succeed on the goal in a determined period of time.
Working lunch with an adult	Teachers may volunteer to host detention with students as long as students are able to eat their lunch.
Student contract with a reward and consequence	To improve personal accountability students may enter a contract with the teacher that designates a specific reward or consequence if attained.
Use of timer during activities	Students often need shorter periods for tasks before breaks or reinforcement. The use of a timer will help the student and teacher identify success.
Controlled movement during passing time	Students who are disruptive during passing time (i.e. bullying, horseplay, tardiness) may lose the privilege, staying in class until the halls are clear to pass to the next class.
Planner signed daily	This intervention is designed to restore a learning relationship with feedback on student performance or behaviour during a class period. It may be done at any point in the period.
After school detention held by team member	Some teams may choose to rotate volunteers for after school detention.