

CODE OF CONDUCT

1. Introduction

The purpose of the Code of Conduct and Discipline Policy is to ensure that all students, parents, teachers and staff are aware of acceptable behaviour at The International School, and the repercussions for any inappropriate behaviour.

The Code of Conduct is based on three simple concepts that all students should follow:

- i. cooperation with your teachers, administrators and classmates
- ii. respect the rights and property of others
- iii. carry out your responsibilities as a student

2. Attendance and Punctuality

2.1. Attendance Requirements

Student attendance is of primary importance at TIS. Students should make all efforts to attend school every day of the school year. Parents are strongly encouraged to not excuse students from school for the purposes of extending vacations, appointments, outside activities or for minor ailments.

Students are responsible for all work that takes place during an absence; it is the student's responsibility to contact his/her teachers to make up missing assignments and to learn about all work that has taken place. The school does not condone the unexcused absence of students and respects the rights of students present; not to be affected by those who are absent. It is important that students, parents and school staff co-operate to ensure attendance and punctuality.

2.2. Excused Absence

If a student is absent, he or she must provide a written explanation, signed by the parent, on the following morning by 8:00am and submit it to the class teacher or Coordinator. There is no penalty for an excused absence; however, the student is responsible for obtaining any work that was missed. Any assignments due on the day of absence must be submitted the next day. However, MYP monthly tests will not be rescheduled under any circumstances.

Students, who are not present in school by 8:00am, cannot come into school, whether in uniform or home clothes, to make any submissions or attend classes of any kind. Parents will be emailed/ telephoned on the day of a student's absence and reminded of the necessary written excuse. Extended absences for medical reasons must be accompanied by a doctor's note. If parents know of a student's absence in advance, especially an extended absence, the school asks that notice be given to the office staff.

2.3. Unexcused Absence

If a student is absent and does not provide a written explanation signed by a parent, he or she will be marked down for an unexcused absence. Any assignments passed in late or not submitted because of an unexcused absence will not be extended or accepted.

After a student's second unexcused absence, he or she will be issued a lunch break detention by the class teacher/ Coordinator. If a third unexcused absence occurs, the student will be issued an after-school detention. In addition, a meeting will be scheduled with the parents, student and Coordinator to discuss the student's attendance.

2.4. Absence from Class

If at anytime a student is caught bunking a scheduled class, he or she will be given a non-submission and the parents will be informed. The second offence will lead to disciplinary action and possible suspension.

2.5. Late Arrivals to School

It is absolutely essential that students arrive on time for school in the morning. Students are expected to arrive before 7:50am. Any arrival between 7:50am and 8:00am will be considered a late arrival. The gate will close at 8:00am sharp. The third late arrival will result in the student being sent home. No student will be allowed to enter school after 8:00 am.

2.6. Late Arrivals to Class

If a student is late for class without justification, he or she will be warned and the incident will be reported to the Disciplinary Committee and Coordinator via email. The second offence will result in action being taken by the Disciplinary Committee.

2.7. Appointments During School Hours

The school strongly discourages any appointments during school hours. In the case that an appointment is unavoidable, the student should not be sent to school as he/ she will not be allowed to leave early or arrive late. For this absence to be considered excused, the parent must provide a letter/ email of excuse.

3. Preparation for Class

Students must be prepared for class with all their required texts, notebooks/paper and materials. Not being prepared for a particular class restricts a student's ability to learn and often causes a disruption for the teacher and the class. Forgetting a copy or text at home is not a valid excuse for not submitting work on time. If a student is continually unprepared for class, parents will be informed by the concerned teacher.

4. Honesty and Respect

The values of the school are based on honesty and respect. Students must be honest in all of their day to day dealings at The International School. They must also show respect for their classmates, teachers, administrators and school staff. Parents will be called to school if a student:

- is caught disrespecting a teacher or member of the staff
- is using foul or disrespectful language toward anyone on school grounds
- displays disruptive/ destructive behaviour in class
- displays any kind of inappropriate/lewd physical and/or verbal behaviour towards another student or member of staff

4.1. Academic Honesty

Students must understand the basic meaning and significance of concepts that relate to academic honesty. Academic honesty is the original authorship and ownership of their own authentic work in all assignments and exams. An authentic piece of work is one that is based on the student's individual and original ideas, with the ideas and work of others fully acknowledged. All referencing is to be done in APA () style.

Malpractice is the behaviour that results in, or may result in, the student gaining an unfair advantage in one or more assessment components.

Penalties are imposed on a student found guilty of malpractice in order to:

- i. ensure that the candidate does not gain an unfair advantage;

Parent's Signature: _____

Student's Signature: _____

Date: _____



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- ii maintain the integrity of the examination or testing session;
- iii discourage other candidates from academic malpractice.

Students are required to read, understand and sign a comprehensive Academic Honesty Policy agreement which is given in the Learner Guardian Handbook.

4.1.1. Consequences of Academic Misconduct Internally Administered Assessments

For any student who has been found to be academically dishonest in any of the above ways, there will be an escalating process of sanctions. The school recognizes that there are different levels of severity regarding academic honesty.

First offence: students will be asked to redo the work, but will receive no grade. Parents are to be informed. A student- parent- teacher conference may be held with them.

Second offence: students will have to redo the work but receive no grade and, where applicable, a non-submission will be indicated on the bi-monthly/interim/term report. A student- parent- teacher conference will be held, and a warning letter will issued indicating that any further misdemeanor will result in a three day academic suspension.

Third offence: students will not be able to redo their work, will receive no grade and where applicable, a non-submission will be indicated on the bi-monthly/ interim/term report. Students may have further sanctions ranging from suspension to being asked to withdraw from the school, depending on the severity.

Final Assessments Submitted to IBO:

In the case of assessments that are to be submitted to the IBO, the school reserves the right not to submit them, if malpractice is suspected. Any confirmation of plagiarism or malpractice from High School students may result in the student being removed from the programme.

If questions arise about the authenticity of a candidate's Personal Project / ePortfolio/ Extended Essay/ Internal Assessments, before submission for assessment (or moderation), the situation will be resolved within the school.

First offence: If a teacher and/or Coordinator suspects that a student's work is plagiarized, they will be asked to resubmit it. Parents are to be informed. A student- parent- teacher conference will be held with them, and a warning letter will be issued regarding the consequences of a second violation.

Second offence: A second violation will result in the student being removed from that particular IB course. Hence they will not be able to participate in the MYP certificate or Diploma in that subject.

If academic misconduct (for example, plagiarism, collusion) is identified after a candidate's work has been submitted to the IB Organization for assessment (or moderation), the department Coordinator must inform the IB Organization as soon as possible. For the Personal Project / ePortfolio/ Extended Essay/ Internal Assessments, that are internally assessed, "submission" refers to the deadline by which teachers' grades must be submitted to the IB Organization.

Misconduct During Examinations

Taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, communicating with another candidate, any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, disclosure of information to and receipt of information from candidates about the content of an anIBO examination within 24 hours after the examination via any form of communication/media), is regarded as academic misconduct.

Misconduct During School Examinations

A confirmed incident of academic misconduct during any internal examination session will result in a cancellation of the said examination script.

Misconduct During IBO Examinations

Misconduct will be reported to the IBO and after investigation may result in a no grade in that subject, hence compromising the award of the MYP Certificate or DP Diploma. Except in cases of serious or repeat misconduct, the candidate will be permitted to register for future examination sessions, which may include the session that follows six months later, if the relevant registration deadlines are met.

In the case of an MYP Certificate Candidate, if the session in which the academic misconduct has been established is the candidate's third examination session towards achieving the award of the MYP Certificate, no further IB examination sessions will be permitted.

In the Diploma Programme, if the candidate has already been found in breach of regulations in any previous session, this will normally lead to disqualification from participation in any future examination session.

Misconduct Pertaining to Community Service/ CAS

Falsifying community service or CAS records, will result in a non- completion of community service or CAS requirements and no MYP Certificate/ DP Diploma will be awarded to the candidate.

5. Cell Phones, Other Devices

The use of cell-phones is prohibited during school hours. Due to the distracting aspects of cell phones, their perceived influence on social status and their ability to transmit information electronically, any cell phone found in possession of a student will be confiscated.

First offence: the device will be returned to the student's parent whenever they are able to collect it from the school.

Second offence: the device will be confiscated for the entire term.

In the case of an emergency, students can use schools phone to make calls with prior permission from the Coordinator.

Parent's Signature: _____ Student's Signature: _____ Date: _____



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Laptops, cameras, iPads, are allowed for project work, **but remain the responsibility of the student.** If a student is caught using any such device during class without the prior permission of the teacher, it will be confiscated and returned to the student's parents whenever they are able to collect it from school. For the second offence the device will be confiscated for the entire term.

The school is in no way responsible for loss or theft of the device. Laptops should not be used for any other purpose except work which is sanctioned by the teacher.

Explicit or offensive sites, if viewed within school premises, will result in a three days suspension.

5.1. Storage of Devices in Lockers:

- a. Students must store electronic devices, such as cell phones in their lockers under the following conditions:
 - i. The International School is not responsible for any loss, theft or damage of these devices. The student stores such a device in their locker at their own risk.
 - ii. The device must be powered off. A ringing cell phone in a locker will be subject to confiscation.
- b. Use of cell-phones is prohibited during school hours. Students caught with phones outside their lockers will be subject to disciplinary action and the device confiscated according to The International School's Code of Conduct.
- c. Students may pass in their cell phones to the Coordinator's office in the morning till end of school day, if parents or students are comfortable with this option.

6. Respect for School Property

The campus of The International School is our most immediate environment and must be respected.

Students are expected to place all garbage in the rubbish bins and all recyclable bottles in their proper place. Any student caught purposefully littering will stay after school to help the domestic staff clean the yard.

Any disrespect to the property or structure of The International School in the form of vandalism will result in immediate disciplinary action. Complete restoration of said property will be the minimum punishment issued, and the financial responsibility will be borne by the student.

Electrical appliances such as overhead projectors, air conditioners, etc. must not be handled without the consent of the teacher.

7. Respect for the School Name

Students are considered ambassadors for our school and should set a good example at all times.

7.1. Social Network sites

If at any time, any student is found to have posted negative comments on any social networking site related to the school or teachers of the TIS, strict action will be taken by the Disciplinary Committee. Suspension or expulsion will be given with immediate effect, depending on the severity of the post.

The use of Facebook or any other social network is strictly prohibited in the school premises.

7.2. Extra-Curricular Activities

Any misconduct during extra-curricular activities will result in disciplinary action to be taken, on the next school day, as per the school's Code of Conduct.

7.3. Behavior Outside the School Premises

TIS students are expected to behave respectfully and responsibly at all times inside and outside the school premises, especially while wearing the school uniform. This includes driving without a valid licence. Such offences are subject to disciplinary action and parents will be notified.

7.4. Field Trips or CAS activities

All field trips are carefully planned by teachers with the express intention of complementing classroom learning. These trips are seen as an important part of your child's education and students are therefore expected to participate whenever possible.

Each trip will have a designated supervisor (e.g. a teacher or an administrator) who has the authority for all students and activities on the trip. The supervisor has the authority to mete out disciplinary measures or escort a student back to TIS at his/her discretion. The supervisor may have other school personnel on the trip in order to maintain a 10:1 ratio of students to teachers. This is needed to ensure appropriate supervision of all students on the trip.

7.4.1. Specific rules for TIS sponsored field trips include the following:

- in order to participate in any field trip or out-of-school excursion, children must return a signed field trip permission form at least 24 hours prior to the trip. A child who is not permitted to attend a trip will be supervised at school if possible. If this is not possible, parents will be notified to make alternate arrangements.
- parents must alert the supervisor, in writing, of any temporary, chronic or acute medical conditions before allowing a student to go on a field trip. If a student attempts to go on a field trip while ill, TIS has the right to deny the student to participate.
- field trips are designed to be completely run by TIS faculty and staff. Parents cannot visit students while on a field trip, nor can parents volunteer to chaperone field trips without permission from the Principal.
- the Principal or Coordinator has the right to bar any student from going on a field trip. Reasons for this may include being on academic probation, prior violations of the Code of Conduct, and excessive absences from school or otherwise.
- unless otherwise specified by the supervisor, all students must dress in the correct and neat school uniform while on field trips.

8. Prohibited Items

Under no circumstances are students permitted to bring fire crackers, acid, weapons, drugs, cigarettes, alcohol, pornographic material, or any other article deemed indecent, harmful or prohibited by law, onto the school premises. Such cases will be subject to severe disciplinary action and/or expulsion.

9. Food and Beverages

In order to maintain cleanliness within the classrooms, food and beverages are not allowed to be consumed inside the school building, unless permission is given by the concerned teacher. In addition, students are only allowed to make purchases from the canteen during break time or free periods. Snacks from home are also encouraged. **No student is allowed to order food from outside school.**

10. Break Times and Free Periods

Students are required to leave the building during break unless they are completing extra work assigned by the teachers. In such cases, the students must be supervised by the concerned teacher. Students may enter the building to use the bathroom. The same rules apply to students who have a free period. All classrooms will be locked during both breaks.

Students are not permitted to leave their classroom when the bell rings between classes unless they are in transit to another class. If a student needs to use the bathroom outside of break time, they must wait to ask the teacher's permission. Students who leave the classroom between classes will be considered late for the next class and subject to disciplinary action as mentioned above.

11. Dress Code

The International School considers it important that students appear neat, clean and well groomed at all times. It is the responsibility of the student to dress in an appropriate manner. It is recommended that the uniform be purchased from school specified vendors only.

BOYS:

- i. Short/Long white sleeve shirts with new school monogram.
- ii. ONLY white under shirt or vest.
- iii. Dark green trousers.
- iv. Black belt
- v. Plain black or white socks.

Parent's Signature: _____

Student's Signature: _____

Date: _____



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- vi. Plain black laced shoes or moccasins with NO buckles (NEITHER sandals NOR platform shoes).
- vii. In winter, the students may wear plain black cardigan or sweaters.
- viii. Hair should be neatly combed or tied.
- ix. Facial hair must be neatly trimmed and managed.
- x. Students are NOT permitted to wear jewellery, except for plain watches with no form of other gadgetry allowed. No piercings (e.g. facial) are permitted.
- xi. For official school events ONLY:
Green and black striped school tie - tied correctly with the top shirt button done up.
- xii. For the extended PHE classes:
Black OR white tracks
Continent T-shirts
Joggers of any colour

GIRLS:

- i. Short/Long sleeve white shirts with new school monogram, dark green trousers OR dark green skirt with black belt
OR
- ii. White shalwarkameez (with green collar and cuffs) with the new school monogram and green sash.
- iii. Plain white socks.
- iv. Plain black laced shoes or moccasins with NO buckles (NEITHER sandals NOR platform shoes).
- v. Black OR white headscarves (optional)
- vi. In winter, the students may wear plain black cardigan or sweaters.
- vii. Students with shoulder-length hair or longer will wear it tied back neatly away from the face. Only black or brown coloured clips/ties are allowed for hair. Hair bands of the same colour are also allowed.
- viii. Students are NOT permitted to wear jewellery, except for plain watches with no form of other gadgetry allowed.
- ix. One pair of simple earrings (studs or small rings). Other piercings (e.g. facial) are not allowed.
- x. Students are NOT permitted to wear make-up, nail-polish, hair extensions etc, NOR wear nose/eyebrow/lip rings NOR CAPS. Such items will be confiscated for the remainder of the school term.

NB: It is mandatory for all students to wear the TIS student ID card as part of their uniform at all times.

11.1 Dress Code for extended PHE classes:

The uniform for extended PHE classes is as follows

Black OR white tracks

Continent T-shirts

Joggers of any colour

On days when extended PHE classes are scheduled, students must wear the sports uniform all day. In the event that the student is unwell, he/she will be able to continue with a written assignment in lieu of physical exercise, on submission of a medical certificate. Illness/ injury does not exempt the student from attending the class or wearing the required sports uniform.

Penalties for violation of the dress code are as follows:

First offence: a verbal warning will be issued to the student

Second offence: an email will be sent to parents

Third offence: the students will be sent home

11.2 Mufti Days (Non-Uniform Days)

On occasions, school may allow students to wear home clothes. On these days students are required to dress modestly and appropriately; (no shorts, no sleeveless, no miniskirts, no flip flops). Local cultural sensitivities must be respected.

12. Bullying

Students must, at all times, be respectful of their fellow schoolmates. It is not acceptable in any way for students to unfairly influence or bully other students.

12.1 Bullying And Cyber bullying

Bullying is when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself.

Usually, bullying happens repeatedly. This can include:

- punching, shoving, and other acts that hurt people physically
- spreading rumours about people
- keeping certain people out of a "group"
- teasing people in a mean way
- getting certain people to "gang up" on others

Cyber bullying is when children or teens bully each other using the Internet, mobile phones or other cyber technology. This can include:

- Sending mean texts, emails, or instant messages
- Posting nasty pictures or messages about others in blogs or on websites
- Using someone else's user name

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Bullying or cyber bullying at TIS is not tolerated. All TIS students are expected to help prevent bullying by supporting one another and reporting any and all instances of bullying or cyber bullying to a teacher or the Disciplinary Committee.

Reporting can be done in person or by sending an email. Students found bullying others can be suspended and/or expelled from school.

Being a witness to bullying or cyber bullying and not reporting it to an adult is as damaging as being the bully yourself. Everyone has a responsibility to help prevent bullying or cyber bullying from occurring and to help those being bullied.

If a student is caught exhibiting such behaviour, they will be dealt with in a severe manner. If parents feel that their child is being unfairly influenced at school, they are urged to contact the school to discuss the issue. Students, who either are the victim or the bully, can be asked to go for counselling.

12.2 Fighting

Physical violence is a very serious issue. If students are caught fighting, they will face the possibility of a suspension, ranging from 1 to 5 days, the length of which will depend on the severity of the case. When a fight occurs, it will be investigated by the Disciplinary Committee to attempt to determine the cause and provocation of the skirmish. In all cases, the student who strikes first will be more severely punished, as violence is never the correct solution, even when provoked. The other student may or may not be disciplined, depending on the situation.

13. Science Laboratory Safety Rules

Students should conduct themselves in a responsible manner at all times in the science laboratory. Special attention must be given to the following:

- i. students must not enter the lab without permission from the respective teacher.
- ii. students must enter the laboratory wearing a lab coat.
- iii. students must perform only those laboratory activities which are permitted by the teacher.
- iv. students must follow all written and verbal instructions given by the teacher, precisely.
- v. students should work with responsibility and quietly in the laboratory to avoid any accidents.
- vi. all accidents, breakage/leakage of apparatus should be reported to the teacher immediately, no matter how minor.
- vii. safety goggles must be worn when working with chemicals.
- viii. never taste, smell, or touch chemicals unless specifically instructed to do so.
- ix. great care should be taken in noting odours or fumes. These should be noted using waft motion of the hand. Never put a bottle to your nose and breathe deeply.
- x. students must use a cloth/holder when handling heated apparatuses.
- xi. students must not mix chemicals, or pour water in any other chemical unless instructed otherwise.
- xii. students should not bring any substance into contact with a flame unless specifically instructed to do so by the teacher.
- xiii. direct viewing of the sun, infrared, ultraviolet light or laser sources should be avoided at all times.
- xiv. never allow the open end of a heated test tube to be pointed towards anyone.
- xv. horseplay, running, pushing, shoving and practical jokes will not be tolerated.
- xvi. hands should be washed thoroughly (15 sec) with soap at the conclusion of each experiment or laboratory class.
- xvii. long sleeves should be rolled up above the wrist. Ties, jackets and sweaters should be removed. Long hair should be tied back during laboratory activities.
- xviii. students should always clean and wipe dry all desks, tables or laboratory work areas, at the end of each experiment or laboratory period.
- xix. students should know the location of the first aid kit and fire fighting-equipment and emergency exit.
- xx. no cell phones, iPods or cameras are allowed in the laboratory without prior permission from the teacher, for recording purpose only.
- xxi. no food and/or beverages are permitted in the science laboratory.
- xxii. in case of emergencies, all students must be aware of the shower area and eye-wash station.

14. Art Room Regulations

Students should conduct themselves in a responsible manner at all times in the art class. Special attention should be given to the following:

- i. no food or beverage is permitted in the Art Room.
- ii. it is the student's responsibility to bring an apron to protect their uniform.
- iii. students will not be allowed to do any studio art work without wearing aprons.
- iv. all lacquer paints, sprays or any kind of coating on art for protective measures, should be done outdoors and under supervision.
- v. all accidents should be reported to the teacher immediately, no matter how minor.
- vi. only those art activities should be performed, where instructions and permission have been given by the teacher.
- vii. only materials and equipment authorized by the teacher should be used.
- viii. long sleeves should be rolled up above the wrist. Jackets and sweaters should be removed. Long hair should be tied back during all art activities.
- ix. work areas should be kept clean and tidy, and cleared at the end of all activities.
- x. all water/oil/paint containers should be cleaned and returned to designated storage areas before class ends.
- xi. broken glass should be removed from work areas and the floor as soon as possible. Never handle broken glass with your bare hands; domestic staff must be called to clean up.
- xii. horseplay, running, pushing, shoving and practical jokes will not be tolerated.
- xiii. students are not allowed to use the art room as a common room or visit art students during the class.
- xiv. no cell phones, iPods or cameras are allowed in the Art Room (unless prior permission has been issued by the teacher)
- xv. misuse of video cameras, multimedia, computers, digital cameras or any art tool or equipment will result in student losing privileges to work, or removal from class.
- xvi. students misuse of the internet will result in immediate loss of computer privileges.
- xvii. it is mandatory for all students to carry Art journals and stationary/materials to every class or stored in designated storage areas.
- xviii. the School is not responsible for the loss of any Art material or projects.
- xix. it is strictly forbidden to touch or damage art displays. Suspensions will be issued in such cases.
- xx. student should know the location of the first aid kit and fire fighting-equipment and emergency exit.

15 Library Rules and Regulations

Students must follow the following rules while using the Library:

- i. students are allowed to use the library for research and reading purposes only.
- ii. silence and discipline must be observed at all times.
- iii. group discussions are only permitted with the instruction and supervision of a teacher.
- iv. students must observe proper decorum
- v. seats must be returned to their proper places after use.

Parent's Signature: _____ Student's Signature: _____ Date: _____



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- vi. students must not write on or mark any material; fines will be charged for damages incurred.
- vii. students are required to leave books on the table after use; do not shelve them.
- viii. students can borrow two books at one time, for a period of two weeks. Additional books be borrowed after written consent to the Librarian from the subject teacher/supervisors.
- ix. after the due date, a fine will be chargeable at the rate of Rs. 15 per day per book.
- x. in case of loss of books or other library material the current market price plus a fine for the whole period (after due date) will be charged.
- xi. current newspapers, magazines, journals and reference books may not be borrowed or removed from the library.
- xii. bags are not allowed in the library.
- xiii. all personal books/materials must be declared to the Librarian on entering.
- xiv. eating or drinking is prohibited in the library.
- xv. in the event of misbehaviour, the Librarian has the discretion to ask the student or a whole group of students to leave.
- xvi. a library clearance certificate must be obtained by all students who are leaving The International School.

16. IT Laboratory Rules

Students must follow the following rules while using the IT laboratory:

- i. students must follow the instructions given by the lab technicians and assistants.
- ii. students must responsibly operate all equipment properly and report any problems immediately.
- iii. the IT lab is intended to be used for educational purposes only.
- iv. students must shut down the computer when they are finished using it and push in the chair before leaving.
- v. students may work in groups, quietly.
- vi. disruptive behavior will not be tolerated at all.
- vii. pornography is prohibited on the campus.
- viii. if your instructor has asked for you to view a site that might be questionable, please inform the lab assistant or technician in advance.
- ix. printing is only permitted with prior permission.
- x. students are not permitted to install software on units in the lab. This includes the downloading of shareware, freeware, and evaluation copies of software from the internet.
- xi. copying of any copyrighted material, such as music, is prohibited.
- xii. no food and/or drinks are allowed in the IT lab.
- xiii. during break times, the students are not allowed to sit in the IT lab unless supervised.
- xiv. the privacy of all users must be respected; all students must focus on their own screen.

17. The Locker Policy

All lockers assigned to students are the property of The International School. At no time does the school relinquish its exclusive control of its lockers. Students are permitted to store personal items and electronic devices such as cell phones in their lockers according to the following guidelines:

- a. students and their parents will be informed of the rules and conditions of locker use and locker searches after admission.
- b. a locker will not be assigned until both student and parent have signed the Locker Policy. Signing the policy indicates that it has been read and understood and the student agrees to abide by the conditions therein.
- c. The International School reserves the right to change the locker policy. Any changes to the Locker Policy will be posted within the school and a notice sent home to parents.

17.1 Locker assignment

- a. Lockers will be labeled in the following alpha-numeric series, starting TIS-001 onwards.
- b. A locker will be assigned to a student for use during the school year based on the following rules and conditions of use:
 - i. students are responsible for their assigned lockers. The locker is not to be used by any unauthorized person. Students may not switch lockers without the express written permission of the Coordinator or Principal.
 - ii. students are to provide their own locks as long as it does not impede the opening of an adjacent locker.
 - iii. combination locks are recommended.
 - iv. the International School is not responsible for loss, theft or damage of material stored in student lockers.
 - v. students may decorate the interior of their lockers, but any permanent changes will be considered vandalism of school property and are strictly prohibited. Decoration must be decent and appropriate.
 - vi. no illegal substances, weapons or other prohibited or offensive materials are to be placed in school lockers.
 - vii. permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules.

17.2 Locker Searches

Parent's Signature: _____ Student's Signature: _____ Date: _____



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17.2.1 Named searches

- a. School officials may search a student's locker in those instances where there exists reasonable grounds to do so, and without prior notice, in order to ensure compliance with the conditions of use and other school policies and rules. Every effort will be made to ensure that the student and a member of the Disciplinary Committee will be present when a locker is searched, except in an emergency situation.
- b. The following criteria must be considered by a school administrator in the determination that reasonable grounds exist to conduct a search:
 - i. credible information received from one or more student(s);
 - ii. the Principal's or Coordinator's own observation;
 - iii. a Teacher or Admin Staff's own observation;
 - iv. any combination of the above.
- c. If any student refuses to allow a locker to be searched, The International School reserves the right to cut the lock in order to conduct a search.
- d. If a student has reason to believe that any locker contains material that may threaten the safety of other persons, that student is expected to immediately report the information to a teacher or the school administration. The name of the student making the report will be kept confidential.

17.2.2 Random Locker Searches

- a. From time to time, The International School reserves the right to randomly search whole banks of class lockers to ensure adherence to the Locker Policy and The International School - Code of Conduct.
 - b. On such occasions, the following procedures will be followed:
 - i. prior to the search, students will be informed that their lockers have been secured.
 - ii. students will then be asked to remove their personal lock in the presence of one or more members of the Disciplinary Committee.
 - c. If any student refuses to allow a locker to be searched, The International School reserves the right to cut the lock in order to conduct a search.
 - d. Any contraband, prohibited, or stolen materials found in locker searches will be confiscated and dealt with in accordance with The International School's Code of Conduct.
 - e. Any vandalism discovered during searches will result in the students in question losing their locker privileges. In addition, any costs associated with returning the locker to its original state, will be borne by the student.
- Confiscations may result from any of these searches.

17.2.3 Accessing Lockers

- a. Students may access their lockers during the following times:
 - i. before school
 - ii. during breaks
 - iii. during free periods
 - iv. after home time (until 5:00 pm)
- b. Students are not permitted to access their lockers during class time without the express consent of the subject teacher.
- c. Given the close proximity of the lockers, students are expected to access their lockers in a responsible and safe manner. Any reckless actions or misconduct while accessing lockers will be subject to disciplinary action.

17.3 Loss of Keys or Combination of the Lock

- a. Students are encouraged to store an extra key, or a copy of their combination, with the department Coordinator.
- b. If a student is unable to open their lock due to loss of keys or combination, they are responsible for bearing any costs of opening the lock.

17.4 Personal Search and Confiscation

Any member of the Disciplinary Committee may conduct a search of a student if there is reasonable belief that a student has in his/her possession an item or evidence of an activity which is contrary to the school rules, in breach of law, or the student's contract with the school. The search of a person shall be conducted by a member of staff of the same gender as the person being searched and in the presence of one additional person entitled to make the search.

Any member of the Disciplinary Committee may also conduct a search of electronic devices and systems, and any part of the school premises, including lockers, book bags, desks, laptops and cupboards.

Confiscations may result from any of these searches.

18. Glossary of Repercussions

Violations of the Code of Conduct may result in any of the following:

18.1 After school detentions

Students may be required to complete written work or to sit quietly where assigned. Parents will be notified in advance, informing them of the date and time so that alternate arrangements for transportation can be made. Disruptive behaviour during detention will result in an additional after-school detention.

18.2 Suspension

As attendance at school is of the utmost importance, suspensions are reserved for more serious infractions and/or continual misbehaviour. A suspension can be issued by the Disciplinary Committee, Coordinator or Principal, who will also determine the duration of the suspension. The parents will be contacted by telephone at the time the suspension is issued, and a letter will be sent home indicating that a suspension will be reflected in the student's permanent record, which must be acknowledged, signed and sent back to the school. After the suspension has been served, a meeting will be scheduled for the parents and student to discuss the situation with the Coordinator and/or Principal, and any teachers or staff directly involved.

18.3 Expulsion

In extreme cases, or prolonged misbehaviour and disobedience, a student may be permanently expelled from school. Due to the serious nature of an expulsion, it can only be issued by the consensus of a committee composed of the Principal, Coordinators, Disciplinary Committee. The student and his or her parents will be a part of this process and have the opportunity to make an appeal for the student.

19. Lost And Found

It is the responsibility of all students to hand in any item found on the school property, to the purchasing department next to the canteen.

20. Parent Concerns

Parents who have concerns about any classroom issues should privately discuss the matter with the concerned teacher by arranging an appointment, in the presence of the Coordinator. If the matter is not resolved to the parents' satisfaction, a parent's next course of action is to refer the issue to the Head of School.

Parent's Signature: _____ Student's Signature: _____ Date: _____



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21. Other Offences

The above list is to be considered a guideline; it is by no means exhaustive. Any misbehaviour, other than those listed above, will be subject to disciplinary action at the discretion of the Principal or Coordinator and the teachers involved.

If changes are made to the Code of Conduct during the academic year, parents will be duly informed.

Parent's Signature: _____ Student's Signature: _____ Date: _____



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