



CODE OF CONDUCT

The International School of Paphos

Overall Aim

A safe, caring and orderly school is the foundation for a successful learning environment. This Behaviour Code supports socially responsible behaviour and allows members of the school community to be fully informed of 'The International School of Paphos' expectations for student.

Social Responsibility –The school promotes and actively encourages the following four aspects of Social Responsibility

- Contributing positively to the classroom and school community
- Resolving problems in peaceful ways
- Embracing diversity and standing up for human rights
- Exercising democratic rights and responsibilities
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Members of the school community must not discriminate against others on the basis of race, colour, ancestry, place of origin, religion, family or marital status, physical or mental disability, age, sex or sexual orientation nor should anyone publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule on the basis of any such grounds. All reasonable steps will be taken to prevent retaliation against anyone who has made a complaint of a breach in the Code of Conduct.

Supervision

All staff (teaching and non-teaching) have a general supervision responsibility during school time and at any school function, whether on formal duty or not.

School Rules

School rules apply at all school functions even when they occur off site or outside of the regular school day. Students are reminded that they may be held responsible to the school from the time they leave home before school officially begins until the time, they arrive home after school.

Early morning registration

It is expected that all students be punctual for early morning registration. If a pupil is late coming into school more than 20 times during the course of the year, he/she may not qualify for promotion (refer to school rules).

Attendance

Students are expected to attend all of their classes on time. Teachers record attendance for each class. Missed classes mean missed learning! Full attendance is essential to school success. Students who miss classes are responsible for making up the missed learning time by ensuring that they complete the work missed.

Late for lessons

Students are expected to arrive for lessons on time. "Late" is a type of absence and interferes with learning. Frequent lateness may result in teacher intervention and pupils may be given a detention to make up for the missed learning time.

Academic Honesty

Students are expected to present their own work in class and homework assignments. The working definition of plagiarism is "using another person's work and presenting it as your own." Plagiarism is a form of cheating, and could be in the form of written, visual, audio, or other media. If another person's ideas are used, credit must be given in the form of a citation. Plagiarism will result in consequences determined by the teacher and/or administration and may include loss of marks for the assignment.

Dress Code – School is a place of business

Students and their parents are expected to support the school in its uniform policy thus encouraging an appropriate learning environment. All students must adhere to the school uniform requirements. Students wearing clothing other than school uniform may be asked to go home and change.

Litter

The school environment should be neat and litter-free. We ask all students to dispose of their litter by putting it in the nearest dustbin or recycling container.

Respect for Public Property and Careful Use & Return of School Materials & Equipment

Students are expected to take good care of textbooks or school resources signed out in the student's name. There should be no damage to school resources, property or equipment.

We expect members of the student body to respect school and personal property. Students are responsible for any damage to other people's property and they will be charged for replacement or repair.

Students should also respect the property and rights of the people who live in the vicinity of the school. The same considerations should be applied when on school excursions.

Public Displays of Affection

Students are asked not to engage in public displays of affection. These are inappropriate in the school setting.

Appropriate Language

Language used by all members of the school community should be respectful and polite. Any communication that is disrespectful or demeaning to others, including lying, inappropriate or profane language, is unacceptable.

Security and Safety

Students are expected to refrain from any act, including verbal or written comments, which disrupts the good order of the school. Jokes that may be seen as a threat to security and safety will be addressed as a serious issue.

Authorised school activities

Student activities at the school should take into account student safety and minimise risks to students. The Health and Safety Manager should be informed about activities which are not part of the regular routine.

Intimidation, Harassment and Violence

Every student has the right to feel safe at school. Any acts of harassment, discrimination, intimidation or threats of any type (physical, emotional, verbal or sexual, including bullying, physical violence, or retribution against a person who has reported an incident) are unacceptable.

Instigators or Spectators

The daily tasks expected of students, and all school activities, should take place without interference or disruption. Students who encourage, support or promote acts of intimidation, harassment or violence either by direct action or by spectating are subject to school disciplinary action. This can include activities that occur during or after school hours, on or off school property.

Acceptable Use of Internet Technology

School computers and internet resources used carefully and wisely, can provide important avenues of learning for students. Inappropriate uses of Internet communications including the sending of threatening or harassing comments are unacceptable. Any such incident will be addressed as a very serious issue.

Students will not publish other people's personal details, for example name, location, phone number, images, video, work, username, or other personal information.

Alcohol, Drugs, Tobacco, E-Cigarettes

Individuals have the right to be in a learning environment free of alcohol, drugs, tobacco and E-cigarettes. Students must not be in possession of, under the influence of, or involved in providing to others: alcohol, drugs, tobacco or E-cigarettes at any time at school or during any school function. Smoking is not permitted in the school building, on the school grounds, in the vicinity of the school or at any school function.

Dangerous items

Students who bring any type of dangerous items to school are subject to temporary or permanent exclusion from school. Weapon "replicas" may also be considered as weapons and will be dealt with accordingly. Laser Pointers are not allowed in school.

Duty to Report

Students are expected to inform a member of staff of incidents of bullying, harassment and intimidation as well as of any knowledge related to possession of weapons or illegal substances. Any student who is involved in, observes, or knows about an emergency situation at school, or at a school function, should inform the nearest staff member as soon as possible, in a discrete manner, to report the details of the incident. Staff will take measures to prevent retaliation against a student who has reported a breach in the Code of Conduct.

Notification to Parents

The school has the responsibility to advise parents of unacceptable behaviour demonstrated by their child. We expect that parents and the school staff will work together to bring about a positive change of behaviour.

Intervention

Range of Interventions:

Regardless of the nature or location of unacceptable behaviour, or the member of staff involved, the following is a range of interventions and consequences that may be used:

- On-the-spot investigation
- Set up meeting between the student(s) and staff member(s)
- Contact parent or guardian
- Restitution, including a logical remedy for the problem (e.g. paying for damage caused willfully) and supporting anyone who is a victim or who suffers as a result of the student's actions
- Restorative justice conference (where appropriate)
- Supportive intervention and/or service to school
- Detention Warning
- Detention
- Referral to the School Counsellor
- Exclusion – including in-school or out of school
- Permanent Exclusion
- Police involvement