



HAY AL SHAROOQ INTERNATIONAL SCHOOL
Owned and operated by Oman LNG

**HAY AL SHAROOQ
INTERNATIONAL SCHOOL**

**STUDENT CODE
OF CONDUCT**

2017-2018

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INTRODUCTION

One important lesson education should teach is discipline. Discipline is not a subject per se but supports and drives the whole educational structure by developing the students' self-control, character, orderliness, efficiency, good conduct and consideration for other people.

HASIS students are reminded that whether they are spectators or participants, in or out of uniform, they represent not only themselves, but they represent their School, parents, and community as well. Any improper action may bring discredit to the entire community.

HASIS students must exercise a constant and appropriate degree of self-discipline in their words and actions and they are expected to:

- submit to the authority of teachers and other officials and resolve conflicts in a constructive manner.
- respect the persons and property of fellow students and the School.
- comfort themselves with honesty at all times, and report violence, vandalism and other improper activity to a person in authority.
- show the highest characteristics of citizenship and sportsmanship at all times and in all places involving school activities.

We therefore expect the following attitudes from HASIS students:

- Respect themselves, others, and the world around them.
- Be curious about the nature of learning, about the world, its people and cultures.
- Be honest and demonstrate a considered sense of fairness.
- Be sensitive about differences and diversity in the world and be responsive to the needs of others.
- Imagine being in another's situation in order to understand their reasoning and emotions, so as to be open-minded and reflective about the perspective of others.
- Enjoy learning and willing put in the necessary effort to do their very best.
- Be creative and imaginative in their thinking and in their approach to problems and dilemmas.
- Cooperate, collaborate, and lead or follow depending on the situation.
- Be committed to their own learning, persevering and show self-discipline and responsibility.
- Think and act independently, make own judgments based on reasoned argument, and be able defend their judgments.

HASIS STUDENT CODE OF CONDUCT

The Principal and/or designees shall have the ultimate responsibility to implement the HASIS Student Code of Conduct with the help of every staff member. The Principal and/or designees may impose in-school and at-home suspensions from School to a student who engages in wrongful behaviour. The Principal and/or designees may order the immediate removal from class of a student whose behaviour is unruly, disruptive, or abusive, and seriously interferes with school operations or activities. The Principal may inform each teacher of a student who has committed an expellable offence. The HASIS Board of Trustees Chairman and/or designees shall have the final authority to expel a student for disciplinary infractions and/or violations in accordance with this code and Omani law.

Responsibilities of HASIS Administration

- Assure a safe and orderly climate for teaching and learning.
- Enforce the HASIS Student Code of Conduct.
- Provide appropriate support for teachers who seek help in discipline management.
- Notify parents of receipt of a report of violation of the HASIS Student Code of Conduct.
- Provide campus in-service related to the HASIS Student Code of Conduct.
- Communicate with parents when their child becomes a discipline problem.

Responsibilities of Teachers and Other Certified Personnel

- Be knowledgeable of the HASIS Student Code of Conduct.
- Develop, maintain, and communicate classroom rules and discipline management procedures that align with the HASIS Student Code of Conduct.
- Maintain an orderly classroom and atmosphere.
- Establish rapport and an effective working relationship with students and parents.
- Provide the School Administration with a written report of any known violation of the HASIS Student Code of Conduct.
- Maintain confidentiality upon receipt of information that a student has committed an expellable offence.

Responsibilities of Parents

- Make every effort to provide for the mental, emotional, and physical needs of their child.
- Teach their child to pay attention and obey School rules.
- Assure their child attends school regularly and report and explain absences and tardiness to School Reception.
- Be sure their child is appropriately dressed for School and for all other school-related activities.
- Support HASIS in enforcing the discipline imposed in accordance with the HASIS Student Code of Conduct.
- Participate in meaningful conferences with school personnel regarding their child's progress, behavior or general welfare.
- Discuss report cards and school assignments with their child.
- Bring to the attention of school personnel any problem or condition that may relate to their child's education or well-being.
- Supply all records required for enrolment. The information provided must be true and complete – any violation will result in the child losing his/her place in the School.
- Ensure that they view, discuss with their child and are knowledgeable of the responsibilities outlined in the HASIS Student Code of Conduct.

HASIS Student Code of Conduct Violations

In case of violations of the HASIS Student Code of Conduct, discipline will be administered in order to correct disruptive behaviour, to protect other students, school employees, or property, and/or to maintain a positive learning environment. Student discipline shall be administered fairly and equitably, and based on a careful assessment of the circumstances of each case such as:

- The seriousness of the offence.
- The student's age.
- The frequency of misconduct.
- The student's attitude.
- The potential effect of the misconduct on the School environment.

JURISDICTION

Teachers and Administrators will have authority over all of its students during the regular school day and while traveling to and from school on school transportation, including any activity during the school day on school grounds, or adjacent to school grounds, attendance at any school-related activity, regardless of time or location, and with any school-related misconduct.

ABIDING BY OMANI LAW

Every student is expected to abide by Omani Law. Violation of Omani Law shall constitute a violation of the HASIS Student Code of Conduct and appropriate discretionary or mandatory disciplinary measures will be imposed.

Students at School or school-related activities are prohibited from:

- Cheating or copying the work of another student.
- Throwing objects that can cause bodily injury or damage to property.
- Leaving school and school-sponsored events without permission.
- Loitering on School property and/or surrounding areas.
- Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other School employees.
- Playing with matches, lighter, fire, firecrackers or committing arson.
- Committing robbery or theft.
- Damaging or vandalizing property owned by HASIS, other students, or School employees.
- Disobeying school rules regarding appropriate behavior on school buses.
- Fighting, committing physical abuse, or threatening physical abuse.
- Displaying self-harming behaviour or against others.
- Committing extortion, coercion, or blackmail, i.e. obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
- Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the School program or incite violence.
- Taking photos or videos of students, staff, visitors, and premises unless directed by a staff member for academic purposes.
- Engaging in any inappropriate physical disruptive to the School environment or disturbing to other students and the School community at large.
- Engaging in any other conduct that disrupts the School environment or educational process or brings dishonor to the School.
- Engaging in any behavior that compromises social harmony and safety of others.
- Committing indecent exposure.
- Being tardy or leaving School grounds when not permitted to do so.
- Engaging in any unruly, disruptive, or abusive behavior that seriously interferes with a teacher's communications with students, with students' ability to learn, or with the educational process.
- Engaging in any conduct constituting felony as defined by Omani Law.

KINDERGARTEN AND PRIMARY SCHOOL

Our goal is to help students acquire and maintain self-discipline and our staff stress positive attitudes at all times. At the start of the school year each classroom teacher will create essential agreements with the students. Consequences will be set in and understood by the students. All essential agreements will be displayed in a prominent part of the classroom and will be visited on a regular basis as constant visual reminders. The HASIS House system will be used to promote positive behavior.

HASIS students should be:

- Honest, helpful, respectful of others
- Respect and value their culture as well as others
- Respectful towards others' property use
- Respectful towards the property of others
- Prepared and punctual
- Co-operative and courteous in speech and action

Some consequences for inappropriate behaviour are:

- Student/teacher conference
- Involvement of parents – in case of a more serious offence or involving the safety or learning of others
- Teacher/Parent/Assistant Principal/Principal conference
- For repeated offences: a behaviour contract is developed with the Assistant Principal - KG & Primary School, teacher and parents
- If the behaviour contract still does not bring a solution, more serious consequences may be applied
- Detention and community service at lunch time
- After school detentions for Primary School students

MIDDLE SCHOOL AND HIGH SCHOOL

HASIS will foster a climate of mutual respect for the rights of others and we understand that we all work better with encouragement, rewards and success rather than sterile enforcement and failure. Students need to understand the relevance of their work and understand the expectations of their parents and the School. They are expected to respect the rights and privileges of all students, teachers, and staff. HASIS rules of conduct and discipline are established to achieve and maintain order in the School. Students who violate the rights of others and/or HASIS school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as members of the HASIS community.

Student Rights:

- To enjoy a pleasant, clean and safe environment.
- To work, learn and achieve success in an environment, which supports, helps and encourages them to successfully reach their full potential.
- To be part of an environment in which they are addressed politely, treated with respect and are free of any discrimination.
- To be part of an environment, which is free from intimidation, including all forms of physical abuse.
- To ensure that all property and equipment at HASIS, personal, shared or belonging to the School is free of damage, abuse or theft.
- To be an active member of the School which is valued by, parents and our community.
- To have any disputes settled within a reasonable time frame, in a fair and rational manner.

Student Responsibilities:

- Arrive to School on time.
- Attending all classes, daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Wearing the School uniform.
- Exhibiting respect toward others.
- Behaving in a responsible manner.
- Paying required fees and fines, unless they are waived.
- Refraining from violations of the HASIS Student Code of Conduct.
- Obeying all school rules, including safety rules.
- Exhibiting responsible conduct at school, on school buses, and at all school functions on or off campus.
- Cooperating with staff in the investigation of disciplinary cases and volunteering information relating to offences.

HONESTY POLICY

Honesty and integrity are highly valued at HASIS and part of the social instruction given to the students. We therefore consider that the following behaviors are to be dealt with seriously leading to disciplinary actions, eventually resulting in expulsion if repeated:

- Lying to staff members
- Plagiarism
- Use of other people's work (students, tutors, family members, etc.)
- Cheating on test, exam, etc (the student will receive a zero, '0', on the test and/or exam, etc.)
- Helping others cheat on assignments, tests, or exams (the student will receive a zero, '0', on the test and/or exam, etc.)

Students found to be plagiarizing, cheating, and/or helping to cheat for a homework, class, group or individual project will receive a zero, '0', and will re-do the project without receiving a grade for it. Students cheating and/or helping to cheat for tests, exams, quizzes, etc. will receive a zero, '0'. Repeated instances of dishonesty will lead to more severe disciplinary consequences such as being banned from taking exams and all subsequent papers.

STUDENT UNIFORM POLICY

All students must be dressed and groomed in a manner conducive to a good learning environment and follow regulations regarding the school uniform. Students entering school property must wear the proper and complete school uniform at all times, including during bus transportation to and from school, during exams, before and after school hours and on weekends. Students representing the school and/or participating in school activities outside the school must wear the complete and proper school uniform. Cleanliness and neatness are basic requirements. Modification(s) of school uniforms will not be accepted.

HASIS students are expected to wear their uniform with pride and in promoting this, adherence to school uniform regulations and the highest possible standards of appearance are expected.

a) Girls Uniform

- White trousers, white blouse and navy blue tabard
- Middle and High School girls are allowed to wear navy blue pinafore style dresses with a white blouse worn underneath
- Headscarves must be white
- Dark coloured, closed-in shoes [or trainers] with rubber soles.

Physical Education

- White t-shirt, sports pants and sports shoes
- Swim gear: one piece swimsuit & swim cap

b) Boys Uniform

- Omani: National dress
- Expatriate/Smaller Boys:
- White dishdasha, ma'ssar or kumma
- Navy blue trousers, white shirt.
- Dark coloured, closed-in shoes [or trainers] with rubber soles.

For Omani boys in the senior secondary classes (Grade 8-Grade 12) only, sandals are accepted.

Physical Education

- White t-shirt, sports shorts or pants and sports shoes
- Swim gear: swim trunks/shorts & swim cap

NOTE: As most of the flooring in the main school building is made of tiles, it is highly recommended that students wear rubber-soled shoes.

c) Aprons and Other Laboratory Safety-Wear

To protect clothes, eyes, hands, etc., during art and laboratory periods, aprons and other safety-wear will be provided and must be worn.

d) Name Tapes/Marking

It is advisable for all clothing to be clearly marked either in indelible ink or by personal name tags.

e) Make-Up

Nail varnish and make-up must not be worn.

f) Hair

In the interest of safety, hair (of both girls & boys) should be kept neat in style and brushed well off the face. Girls long hair is to be tied back at all times and especially during art, science and PE lessons. Boys' hair is to be kept short at all times.

g) Jewellery

Students may wear a watch (to be given to PE staff during PE lessons if required), and one other item of discrete neckwear. Girls with pierced ears may wear small stud/sleeper earrings. All other pierced jewellery is not accepted. The school is not responsible for any jewellery items, which may be misplaced or lost at School.

Exaggerated, provocative, unusual or coloured hair styles/footwear/jewellery/appearance are not considered appropriate for School and are not accepted.

Consequences for not wearing the proper uniform

- Students wearing incorrect uniform will be sent to the School Reception. Their parents will be contacted and requested to bring in the correct uniform.
- Students will not be accepted at School until the appropriate corrective action has been implemented (e.g. cutting long hair (boys), removal of jewellery, make-up, nail polish, etc).
- More serious consequences will apply for continued disregard for the HASIS School Uniform policy.

SCHOOL ATTENDANCE POLICY

Upon enrolment in school, all students, including Kindergarten students will be required to attend school daily. There is no specific age (all levels from KG to Grade 12) in which attendance is more or less critical. Absence is disruptive to the student's educational process and to the child's class, as teachers may have to alter their plans in order to accommodate the student who missed instruction for excused medical or emergency reasons. Parents and students should avoid missing school whenever possible (i.e. constant late arrivals and early departures, vacations during school, day(s) before report cards are given, etc.). If this cannot be avoided, the parent/student must apply in advance to the Principal and students will be held accountable for all work missed. It is the responsibility of the student to gather make-up work from teachers. In case of absence, parents should notify the school by 8:00am on the day of absence. In the absence of notification, a school employee will call parents to clarify the absence. When returning to School after an absence, a student must bring a note signed by the parent that describes the reason for the absence. The Principal may deny students credit for class(es) if they miss days of school in a semester for reasons other than excused absences. Absence on testing/exam days is only excused for a medical reason sanctioned with a medical certificate. Without the certificate, the student will receive a zero, '0', for the exam/test.

ATTENDING MORNING ASSEMBLY AND CLASS

Skipping assembly or class, loitering or standing in the halls or anywhere on school grounds between classes is not permitted and will result in strict discipline consequences. During class time, only those students who have received a hall pass are allowed to be outside the classroom for any purpose.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct before or after school activities on school premises and at school-sponsored events off school premises, such as athletic practice, competitions outside school and/or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to discipline consequences established by the HASIS Student Code of Conduct.

UNSTRUCTURED TIME

There are no free periods at HASIS and students may not study or congregate in the halls while classes are in session. In the rare event that a teacher does not arrive for class, students are to wait quietly outside the classroom while an assigned class monitor notifies the office of the absence.

TARDINESS

We wish to remind you that students should be at School by a given time dependent on their corresponding grade level – please refer to the 'HASIS Parent Handbook 2017-2018' for specific timings. All Grade 1 to Grade 12 students arriving after assembly will not be accepted in class and be sent to the School Reception where lateness will be officially recorded and discipline consequences may apply for repeated lateness. Three (3) tardies will be recorded as one (1) full day's absence.

DISMISSAL

Students can either be riding school buses, personal cars or walking home. The School will issue student dismissal passes to students walking home against a permission slip signed by a parent. The School is not liable or responsible for the whereabouts and activities of the students walking home. The School is also not liable or responsible for the whereabouts and activities of the students who leave School grounds without permission. Additionally those students will face strict disciplinary consequences.

HOMEWORK

All students will have a Contact Book. Every day, students must enter their homework tasks in their Contact Book. The student Contact Book also acts as a daily link between the School and home. Very often a teacher will enter a comment in the Contact Book for the parents to read. Homework forms part of the continual assessment record and should be completed by the prescribed time. Parents are encouraged to discuss the homework with their children, but the parents or others are not to do the homework for the student. Students who do not complete their homework assignments may be asked to do so during breaks or after school. Further consequences will apply for repeat offenders. Students who hide messages from parents and teachers or falsify pages of their Contact Book will face disciplinary measures.

LIBRARY AND SCHOOL TEXT BOOKS

A fine for damage to library books, text books or materials, or their loss, must be paid for and costs will vary according to the extent of the damage and the original cost of the item(s). Students who do not return all books or who have not made appropriate compensation for damaged books will not be given report cards, and no records will be released or transferred by the School.

STUDENT LOCKERS

Students who have been assigned a locker are fully responsible for its usage, content and upkeep. They will be provided with an individual lock with a combination registered at the School Reception.

Students are expected to:

- use the lock provided with the locker.
- keep their lockers clean at all times.
- handle the inside of the locker, the door and the lock in a gentle and respectful manner.
- report any problem with the lock or locker to one of the Assistant Principals immediately.

Students are expected not to:

- share their lockers/combo with anyone else.
 - 'over stuffing' the locker as it is the primary cause of locker-jams.
 - keep food or perishables in the lockers.
 - keep wet, dirty and smelly clothes and shoes in the locker.
 - keep prohibited equipment, materials and substances in lockers.
 - keep money and valuables in the locker.
 - "slam" the locker door for any reason.
 - vandalize the locker with any types of writing, drawing, carving, stickers, etc. on any surface.
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- HASIS is not responsible for any loss, theft or damage to materials/equipment stored in the lockers.
 - HASIS has the authority to conduct locker searches, with or without prior notice to students and parents. A minimum of two (2) HASIS staff members will be present when the locker is searched and every effort will be made to ensure that the student concerned also attends.
 - HASIS reserves the right to confiscate all prohibited equipment, materials and substances found in the lockers.
 - HASIS reserves the right to dispose of or return illegal items to the students.
 - HASIS will schedule regular locker cleaning exercise for students for general housekeeping.

Students who purposefully damage their personal locker or anyone else's will be required to pay for the cost of repairs and receive further disciplinary consequences. Where a student does not comply with the School's locker policy, the use of the locker will be suspended for a determined amount of time or for the entire academic year. Additional disciplinary consequences may also apply.

VANDALISM/DAMAGE TO SCHOOL PROPERTY

Student shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by HASIS. Students found guilty of vandalizing HASIS or others' property will be subject to severe punishment. Parents of students, found guilty of damaging school property, shall be financially liable for damages. Students who trigger a false emergency alarm at School will be suspended and their parents will be responsible to pay the cost/fine charged by the attending fire brigade or any other emergency services that may be involved.

CLEANLINESS OF SCHOOL GROUNDS

Great care will be given by the students to keep the school grounds clean and free of litter. Students who are caught littering will face disciplinary consequences, which will most likely include community service time, which may involve the collection of litter at School. Repeated offences will lead to more serious consequences.

CHEWING GUM

Chewing gum is not allowed on School property and during all school organized activities off campus.

HARASSMENT/BULLYING

Students, either individually or with others, will not subject other students to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. No student shall engage, encourage, and/or assist in any form of harassment and/or bullying. Severe punishment will apply to students guilty of harassing/bullying others, including expulsion.

TOBACCO/ALCOHOL/DRUG USE

While wearing the HASIS school uniform, students shall not possess, pass on, distribute or attempt to possess, use, pass on or distribute, or be under the influence of alcohol, tobacco, tobacco products, and drugs (including glue sniffing) including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco on or off School premises. Severe punishment will apply, including expulsion.

NOTE: HASIS is a non-smoking campus.

THEFT

A student will not possess or attempt to possess stolen property. When a student is suspected of stealing School or another person's property, the incident shall be investigated by teachers and/or the School Administration. Theft is a serious offense and severe consequences will apply, which may include expulsion. Referral of the case to the local authorities can also be expected.

ASSAULTS

Students are prohibited from assaulting anyone at school, on school property, or at any school related event.

An assault is defined as:

- intentionally, knowingly, or recklessly causing bodily injury to others.
- intentionally or knowingly threatening others with imminent bodily injury.
- intentionally or knowingly causing physical contact with others when the student knows or reasonably believes that the other student will regard the contact as offensive or provocative.

Severe consequences can be expected for students who assault others, including expulsion.

DISTRIBUTION OF MATERIALS

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be posted, sold, circulated, or distributed on school campus by a student, a non-student, and/or parent without the approval of the Principal. The material must be in accordance with campus regulations and school policies.

USE OF SCHOOL NAME

The name of the School (Hay Al Sharooq International School and/or HASIS) may not be used for any event, social, athletic, or political event, nor may anything be published under the name of the School without the expressed permission of the Principal. Severe consequences can be expected for all students for all cases of School name abuse, including but not limited to forgery, unauthorized use of school letter heads, etc.

ACCEPTABLE COMPUTER USE BY STUDENTS

HASIS promotes the responsible use of information technology in the learning process. The computer network is intended to promote educational excellence and to locally and globally share educational resources. As a general rule, the following guidelines are to be observed by students in all grades while using computers and other IT resources:

General Use Guidelines

- Students will access and transmit information over the Internet or network for educational purposes only. Students should be aware that network traffic including the internet and/or email is routinely monitored at HASIS.
- Computers are to be used ONLY at times deemed appropriate by subject teachers.
- No food or beverages are to be consumed while using computers.
- Listening to music and use of headsets in class are not permitted.
- Students are to log out after each session to prevent unauthorized use of computers by others.

Use of the Internet

Students can access the Internet through the computers in the Lab / Library. Whenever applicable, the User ID / password to access the network will be provided by HASIS and cannot be changed. Access to the Internet is filtered and restricted for educational purposes only. As part of the learning process, students will:

- Access the internet and World Wide Web ONLY at appropriate times in lessons as instructed by the subject or ICT teacher.
- Use the internet on campus for educational research and educational purposes only.
- Access websites approved by the subject teacher.
- Access websites in a language known to the subject teacher.
- Not access chat/social-networking sites on campus.
- Refrain from downloading unless instructed to do so by the teacher.

Safe Computer Use

While using the computer network, students:

- Should not give out names, phone numbers, addresses or any personal information about themselves or others.
- Should not engage in activities that violate the HASIS ICT Policy or the HASIS Student Code of Conduct.
- Should not use the internet to send or receive messages that discriminate against others.
- Should not use abusive language or profanity over the internet.
- Should always be polite and respectful of others.
- Should communicate with caution.

Keep in mind:

- Privacy cannot be guaranteed in a network environment.
- You cannot see the person with whom you are communicating.
- You cannot tell the age or the gender of the person with whom you are communicating.
- You cannot always be sure you are being told the truth.
- You should think carefully about what you say and how you say it.
- Should report any problems to their teacher

Inappropriate Network Usage

Accessing the internet through school network is a privilege, not a right, and inappropriate network usage will result in disciplinary actions. HASIS shall take actions to uphold the safety and security of users on the network. Any HASIS student can be found in violation of network usage if he or she:

- Uses the internet or network for illegal, inappropriate, or obscene purposes, or supports such activities. Illegal activities shall be defined as those that violate national laws.
- Violates copyrights, license agreements or other contracts.
- Intentionally disrupts information network traffic or crashes the network and connected systems.
- Uses the HASIS internet or network for commercial or financial gain, fraud, political campaigning or solicitation.
- Steals or damages data, equipment, or intellectual property.
- Gains or seeks to gain unauthorized access to the network system.
- Forges electronic mail messages or posts anonymous messages.
- Uses an account owned by another user or invades the privacy of individuals.
- Changes or deletes another user's account information.
- Discloses personal information about anyone.

Consequences of network use violations include but are not limited to:

- Suspension or revocation of network privileges.
- Suspension or revocation of computer access.
- School suspension or expulsion.

Responsibilities of the School

The academic and support staff of HASIS are committed to supporting the students and their appropriate use of technology while on campus. As such the school will:

- Promote appropriate use of computers and information technology.
- Promote proper care and storage of computers.
- Enhance curriculum with the use of computers and information technology.
- Communicate with parents if problems arise.
- Enforce all rules regarding the use of computers on campus.

Responsibilities of Parents (if/when students are permitted to bring their own computers to school)

Parents are a vital partner in the appropriate use of computers at HASIS. Parents are requested to:

- Support their child in the appropriate use and proper care of computers at school.
- Ensure their child meets all academic requirements and deadlines.
- Label computers for ease of identification in the case of loss/theft.
- Ensure personal insurance policies include personal computers used at School in case of loss or theft.

Electronic devices, games and toys

Students are not allowed to bring mobile phones to School. In case a mobile phone is brought to School, it will be confiscated. Beepers, personal stereos, MP3/4 players and other electronic devices, large sums of money, games, toys and other items that are disruptive to the educational process while at School or at School sponsored activities (including field trips) are not allowed and will be confiscated.

First offence: confiscation of the items and retain in office for five official school days.

Second offence: the items will not be returned until the end of term and a discipline consequence will follow. Only parents will be able to collect items from the School.

The following constitute violations of the HASIS Student Code of Conduct:

Computer/handheld device use:

- a. Unauthorized use and access of another person's account or password.
- b. Using computer or handheld devices for illegal, criminal purposes or commercial activities.
- c. Accessing unauthorized, undesirable websites, including pornographic sites.
- d. Copying and/or distributing pornographic material.
- e. Sending or forwarding unsolicited email, chain-letters or spam.
- f. Copying, modifying or tampering with software or hardware for intention of concealment, cheating, break in codes or unauthorized purposes.
- g. Use of handhelds to control or attempt to control school electronic devices or instruments.
- h. Unauthorized computer network snooping or attempts to disrupt any School computer networks or wireless systems.
- i. Use of electronic devices to cheat during tests/exams/quizzes or any such School activity.
- j. Inappropriate use of ICT showing disrespect to staff and/or the School.
- k. Posting on the web any School-related material (images and/or text) taped on School premises or during outside activities without the prior approval of the Principal is prohibited.

STUDENT CONDUCT ON SCHOOL BUSES

School buses shall be considered an extension of the classroom and the school and students are expected to conduct themselves accordingly. Students being transported in school vehicles to and from home as well as on fieldtrips shall fully comply with the HASIS Student Code of Conduct.

Behavior which is not permitted includes but is not limited to the following:

- Not wearing the seatbelt.
- Being disobedient or disrespectful to the driver and/or bus monitor.
- Standing or moving around while the bus is in motion and the bus driver or monitor has not given permission to get off.
- Directing derogatory remarks/gesture(s) to anyone on or outside the bus.
- Throwing object(s) and liquids or sticking head or hands out of a window.
- Loud talking or laughing, using obscene and/or unacceptable language.
- Disturbing others.
- Eating or drinking on the bus, including chewing gum, littering the bus.
- Tampering with the bus and/or equipment.
- Possessing or being under the influence of tobacco, alcohol, and/or drugs.

Should the rules be broken, the following consequences will be invoked:

1. First Bus Report: The student will have a conference with the Principal or designee and disciplinary action may be taken. The student will retain bus privileges contingent upon not receiving another bus report. Parents will be notified of the offence, the conference, or other disciplinary action.
2. Second Bus Report: The student loses bus privileges for five (5) school days.
3. Third Bus Report: The student will lose bus privileges for twenty (20) school days.
4. Fourth Bus Report: The student will lose bus privileges for the rest of the year.

Please note that any damage created by a student to a bus interior will be charged to the student's parents.

Fighting on the bus is considered a serious offence and will be sanctioned with a mandatory twenty (20) school days suspension from school transportation and additional consequences such as at-school or at-home suspension in the first occurrence. A second occurrence will be followed by school expulsion. If a child is suspended from the bus, the School is not liable for transportation of that child to and from School and his/her parents will need to make alternative transportation arrangements. Because of previous inappropriate behaviour on buses, a student may be denied participation in field trips.

GUIDELINES FOR ASSESSING DISCIPLINE INFRACTIONS AND CONSEQUENCES

The following consequences may be used for first and/or lesser offences (not necessarily in this order):

- Verbal warning
- Teacher/student conference
- Written warning in the student's Contact Book to be signed by parents
- Counselor/student conference
- Administrator/student conference
- Parent call
- Parent conference
- Disciplinary action plan with daily report
- Student isolation
- In-class disciplinary actions or assignment
- Withdrawal of student privileges, including recess and other activities
- Confiscation of nuisance items or materials
- Community service on school grounds during lunch, break time, before or after school

For repeated and/or more serious offences, the following consequences may be applied by School Administration (not necessarily in this order):

- Exclusion from extracurricular activities
- After-school detentions
- Daily report
- In-school suspension for one or two days
- In-school suspension for up to five days
- At-home short-term suspension for one or two days
- At-home long-term suspension for three to fifteen days
- Suspension until further notice
- Expulsion - *Expulsion may apply in cases of extreme behavior and/or repeated suspensions*

DETENTION

The HASIS Discipline Committee may request students to attend an afterschool-detention. Before assigning a student to a detention the student shall be informed of the conduct that allegedly constitutes a HASIS Student Code of Conduct violation, and the student shall be given an opportunity to explain his or her version of the incident. When detention is used, notice shall first be given to the student's parents to inform them and to permit arrangements for necessary transportation of the student. Failure to appear for a detention is a serious infraction that will most likely result in a suspension. Transportation is not provided for students placed on a school detention.

SUSPENSION

The HASIS Discipline Committee may decide that a HASIS Student Code of Conduct violation by a student constitutes a School suspension. Before suspending a student, the student shall be informed of the conduct that allegedly constitutes a HASIS Student Code of Conduct violation, and the student shall be given an opportunity to explain his or her version of the incident. When a suspension is used, notice shall first be given to the student's parents to inform them.

There are two types of School suspension:

- I. *In-school suspension*: Students assigned to an in-school suspension will not enjoy the privilege of outside/free time and will remain in the area for the entire length of the punishment. Only bathroom breaks will be given. Students who are in an in-school suspension will be expected to complete the work given by teachers while reflecting on their behavior. Failure to appear for an in-school suspension will most likely result in more serious action being taken by the School.
- II. *At-home suspension*: Students may also be assigned an at-home suspension during which time they will be responsible for the work given by teachers. Parents will be given a copy of the suspension letter and asked to sign it, acknowledging that they have understood why the suspension has been given and that they have read the letter.

EXPULSION

A student shall be recommended for immediate expulsion from HASIS if the student, while attending a school-sponsored or school-related activity, on or off school property, uses, exhibits, is engaged in, or possesses:

1. a firearm or knife.
2. aggravated assault on peers or adults.
3. arson.
4. the offence of possessing, selling, passing on, distributing, or delivering pornographic material.
5. the offence of selling, distributing, or delivering, using, or possessing controlled substances, drugs or alcoholic beverage.
6. any good and just cause as determined by the HASIS Discipline Committee and/or the HASIS Board of Trustees.

PHYSICAL RESTRAINT

Any HASIS employee may, within the scope of the employee's duties, apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. protect a person, including the employee, from physical injury or restrain an errant student.
2. obtain possession of a weapon or dangerous object.
3. protect School property from serious damage.

SEARCHES

Searches of student's outer clothing, pockets, school bags, lockers may be conducted at any time. Two HASIS staff members will conduct the search with one of those being a School Administrator or designate. At least one of the staff members will be of the same gender as the student. School Administration have the authority to question students regarding their conduct or the conduct of others in relation to a search.