



# CODE OF CONDUCT

## Middle School

***ISM is our school and each of us has the responsibility to make it a safe environment and a wonderful place to learn. We are committed to the following five principles on which we base the Behavioural Expectations we have for everyone.***

BEING HONEST

BEING RESPECTFUL

BEING CARING AND KIND

BEING RESPONSIBLE

BEING OPEN-MINDED

## BEHAVIOURAL EXPECTATIONS

We expect students to:

- come to school on time and be ready to learn
- learn with a positive attitude
- behave in a courteous and respectful manner
- be honest
- keep the school environment clean and tidy
- dress in a respectful, appropriate and inoffensive manner

Students may not:

- disturb the learning of others
- use the elevator
- leave the school premises without permission
- chew gum
- use mobile phones or portable music systems during the school day
- bully others either verbally or physically

## Non Acceptable Behaviour

While the school firmly believes in positive reinforcement to promote good behaviour, there is no negotiation when behaviour is deemed extremely serious, dangerous, persistent and defiant or beyond the normal school misdemeanours.

### ***Bullying***

Bullying is defined as repeated verbal, physical, or cyber attacks against a student or a group of students which could cause physical or psychological harm to the victim(s). It is usually conscious and wilful and consists of repeated acts of aggression and /or manipulation. It can

take a number of forms both physical and non-physical. At ISM, bullying, as defined above, will not be tolerated and appropriate measures will be taken (see Behavioural Consequences).



### **Substance Abuse**

Drug Abuse is defined as being under the influence of illegal drugs; the use of possession, buying or selling of any drugs. Drug taking violates Monaco law and is therefore a criminal offence. Any student found under the influence, or in possession of any drugs will be expelled from the school.

Alcohol Abuse is defined as being under the influence of any alcoholic drink, during school time or during school events. All instances of Alcohol Abuse will be referred to the Director who will take the necessary action.

Smoking is forbidden on, or near the school premises during the school day and during school events. The school is a smoke free zone and a student who breaks this rule will be referred to the Director.

### **Academic Dishonesty**



Academic Dishonesty is defined as:

- presenting the words/ideas of another, as one's own work
- cheating in an examination by bringing in notes/aids;
- obtaining parts of, or an entire examination document for oneself or another student
- altering, or forging any academic records or comparable documents

In any instance of academic dishonesty, a conference with the student and parents will be

organised. This will be followed by a written report which will be placed on the student's file. Depending on the severity, the case will be referred to the Director and the student will be suspended.

### **Inappropriate Use of Internet**

Computer access at school is a privilege and students and parents are asked to sign a contract each year which outlines the school's expectations for appropriate use. The school prevents access to offensive and inappropriate sites and restricts access to games, chat rooms and media sites such as Facebook and YouTube. Respect for these access controls are part of the contract. Any instances of online bullying or inappropriate use of internet will be dealt with according to our Behavioural Consequences.

Parents are asked to reinforce the school's rules at home and monitor carefully their child's internet use.



## MIDDLE SCHOOL BEHAVIOURAL CONSEQUENCES

Examples of Reasons for White Sheets	Examples of Reasons for Red Sheets
In possession of phone during school time	Disrupting the class in a serious manner
Forgot homework	Fighting at any time
Forgot materials for lesson	Disrespecting the teacher
Disruptive behaviour in class and between lessons	Dangerous behaviour at break/sport
Using an i-Pod at any time	Spitting/Swearing
Jumping line in the cafeteria	Using elevator without permission
Talking out in class inappropriately	Severely breaking the school rules
Disrespecting other students, and school property	Bullying - verbal or physical
Chewing Gum/Eating in class	Leaving school without permission
Inappropriate dress	Serious academic dishonesty (e.g. copying in a test, plagiarism)
No sports uniform	Carrying dangerous items
Disturbing the learning of others	Continually disturbs the learning of others

**Detentions are given in the following way:**

- 4 lates = detention for 1 hour
- 3 white sheets = detention for 2 hours
- 1 red sheet = detention for 2 hours

**Detentions will take place on a Wednesday afternoon, or at the teachers discretion**

***\* Parents will be informed of detentions, and parent conferences will be called if any student repeatedly receives white or red sheets***

## BEHAVIOUR MANAGEMENT

The International School of Monaco believes in a sense of positive reinforcement to promote appropriate behaviour. We promote the core values of the school which are honesty, respect, commitment, courage, responsibility, care & kindness and open-mindedness. All the members of our community are expected to abide by these goals. In order to clarify what is expected of our students, we have outlined the following levels of behaviour management to deal with incidents which breach our behavioural expectations.

	<b>Example of incident:</b>	<b>Consequences</b>
<b>Level 1</b>	<ul style="list-style-type: none"> <li>• <i>Any example from white sheet list</i></li> </ul>	<ul style="list-style-type: none"> <li>• White Sheet</li> <li>• Warning</li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• <i>Any example from red sheet list</i></li> <li>• <i>1<sup>st</sup> case of physical/mental bullying (depending on severity)</i></li> <li>• <i>Frequently missing Homework</i></li> <li>• <i>Racism or lack of respect towards other religions</i></li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Letter Home</li> </ul>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• <i>Continued accumulation of white or red sheets</i></li> <li>• <i>Cheating in an exam/test</i></li> <li>• <i>Repeated bullying</i></li> <li>• <i>Fighting</i></li> <li>• <i>Continually missing homework</i></li> <li>• <i>Most forms of academic dishonesty</i></li> <li>• <i>Inappropriate communication by computer/phone</i></li> <li>• <i>Disrespectful behavior</i></li> <li>• <i>In possession of cigarettes</i></li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Counselling</li> <li>• In School Community Service</li> <li>• Referral to Unit Head</li> </ul>
<b>Level 4</b>	<ul style="list-style-type: none"> <li>• <i>Smoking in school</i></li> <li>• <i>Vandalism of school property</i></li> <li>• <i>Theft</i></li> <li>• <i>Continued fighting</i></li> <li>• <i>Under influence of alcohol</i></li> <li>• <i>Serious or repeated academic dishonesty</i></li> <li>• <i>Serious inappropriate communication by computer/phone</i></li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Director</li> <li>• Temporary Suspension</li> <li>• In-school community service</li> <li>• Letter on file</li> <li>• Referral to outside agency</li> </ul>
<b>Level 5</b>	<ul style="list-style-type: none"> <li>• <i>Illegal Behaviour</i></li> <li>• <i>Assault</i></li> <li>• <i>Persistent bullying</i></li> <li>• <i>Persistent theft</i></li> <li>• <i>Repeated serious misdemeanours</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Director's Panel</b> and/or</li> <li>• Expulsion (at the Director's discretion)</li> </ul>

***Students who fail to comply with the ISM Mission, who demonstrate anti-social behaviour on or off campus, and who by their actions fail to follow our behavioural code put their enrolment at risk.***

***Random drug testing may be carried out at the discretion of the school at any time.***

***The levels of behavioural management outlined in the Student/Parent Handbook are intended to be for a general guidance. They will be applied flexibly in line with the circumstances of specific incidents.***

\_\_\_\_\_  
Parent's signature

In Monaco on : \_\_\_\_\_

\_\_\_\_\_  
Student's signature