



CODE OF CONDUCT

Secondary 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.

1. BEING HONEST
2. BEING RESPECTFUL
3. BEING CARING AND KIND
4. BEING RESPONSIBLE
5. BEING OPEN-MINDED

BEHAVIOURAL EXPECTATIONS - SECONDARY SCHOOL

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
- organise their lockers appropriately

Students may not:

- disturb the learning of others
- leave school without permission
- use the elevator
- 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 can be defined as a repeated physical, psychological, verbal or virtual attack against an individual or a group of individuals by a person or group of persons, causing physical or psychological harm to the victim. It is usually conscious and wilful and commonly consists of repeated acts of aggression and / or manipulation. It can take a number of forms both physical and non-physical, either in combination or in isolation. Any bullying, whether physical or non-physical, may result in lasting psychological damage to the individual.

Bullying in any form will not be tolerated and appropriate measures will be taken against perpetrators.

Substance Abuse

Drug Abuse is defined as being under the influence of illegal drugs as well as 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 or the possession of alcohol drinks during school time or during school events. All instances of alcohol abuse will be referred to the Director.

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

The school takes academic dishonesty very seriously. This is defined as: presenting the words or ideas of another as one's own work to gain better marks; 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 document in order to mislead others. The above is not an exhaustive list and other instances of academic dishonesty could occur. Their identification will require the prudent judgement of the faculty.

In any instance of academic dishonesty, a conference with the student and the parents will be organized. If the facts warrant it, this will be followed by a written report which will be placed in the student's file, a temporary suspension and a temporary loss of privileges.

Inappropriate Use of Internet

The school takes internet use very seriously and promotes safe and appropriate use at all times. Whilst the school takes responsibility to instil guidelines, parents must reinforce these at home, and should regularly monitor their children's internet use. All parents and students will be asked to sign an internet contract at the beginning of each school year which outlines the ISM rules and expectations.

Any instances of on-line bullying, or other inappropriate internet use, will be dealt accordingly and in line with school policy.



BEHAVIOUR MANAGEMENT

Developing appropriate behaviour by the students is a cooperative effort involving the school and the parents. For its part, the International School of Monaco believes in a sense of positive reinforcement to promote good behaviour. We promote the core values of the school which are honesty, respect, responsibility, care & kindness and open-mindedness. 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.

	Examples:	Consequence
Level 1	<ul style="list-style-type: none"> • <i>Lateness or leaving school without permission</i> • <i>Bringing inappropriate games or other items to school</i> • <i>Chewing gum in school</i> • <i>Use of mobile phones in the classroom</i> • <i>Inappropriate dress</i> • <i>Homework not done</i> 	<ul style="list-style-type: none"> • Warning • Detention
Level 2	<ul style="list-style-type: none"> • <i>Repeated missing Homework</i> • <i>Chewing gum (placed on property)</i> • <i>Anti-social behaviour</i> • <i>Lack of respect</i> • <i>Foul and abusive language</i> 	<ul style="list-style-type: none"> • Letter to parents • Temporary loss of privileges
Level 3	<ul style="list-style-type: none"> • <i>Academic dishonesty including cheating in an exam/test, plagiarism</i> • <i>First case of bullying</i> • <i>Fighting</i> • <i>Racism or lack of respect towards other religions/cultures</i> 	<ul style="list-style-type: none"> • Parents Conference • Temporary suspension • Temporary loss of privileges • Letter in file
Level 4	<ul style="list-style-type: none"> • <i>Use of or under influence of alcohol</i> • <i>Vandalism of school property</i> • <i>Theft</i> • <i>Repeated Fighting</i> • <i>Repeated academic dishonesty</i> • <i>Smoking in school</i> 	<ul style="list-style-type: none"> • Parents conference • Temporary suspension • Temporary loss of privileges • Letter in file
Level 5	<ul style="list-style-type: none"> • <i>Illegal behaviour: possession or use of drugs.- see policy statement</i> • <i>Bringing weapons to school</i> • <i>Assault</i> • <i>Persistent bullying / theft</i> • <i>Persistent disregard of behaviour rules/antisocial actions</i> 	<ul style="list-style-type: none"> • Director's Panel (inquiry) and/or • Expulsion

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

