

# Student Code of Conduct

The Academia Bilingual School community recognises that effective learning can only occur in a secure environment where the rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied. It is our overarching goal to create a healthy school culture to support and facilitate high levels of achievement in all areas of our school. Managing the Code of Conduct is a shared responsibility between the student, parents/guardians and the school.

At ABS school rules that guide behaviour link the values of respect, responsibility and safety. These key principles guide students to:

- take care of others
- take care of themselves
- take care of the school environment

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## Behaviour Management Processes

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Academia Bilingual School pillars its student standards on the recognition of positive behaviors and standards met by staff and students. Together we see this as critical in setting a school tone that recognises excellence.

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## Key Elements of the Student Code of Conduct

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- Academia Bilingual School sets up its school rules for the student body. It is the expectation that teachers are obligated to see to the enforcement of these rules.
- Academia Bilingual School employees are obligated to encourage the good behaviour of students through our positive reinforcement systems and are authorised to take necessary steps to support the right intentions.
- The staff's conduct towards a student includes acceptance, understanding, consistency and respect.
- Students are required to follow the instructions given by the staff and to abide by them with respect. All actions which may jeopardise the safety of another student, or any other person, and which intentionally damages any material possessions are not tolerated.
- Smoking is forbidden on the school premises.
- Mobile phones should be switched off during school time and their use shall only be permissible under the supervision of staff during school hours (primary) and within designated times (secondary). Students are to hand phones to teaching staff should this not be followed for collection at the school day's end.

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## Consequences should the student Code of Conduct not be met

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Should a student fail to abide by the school regulations the staff is obligated to take measures. Measures may only be taken by the school staff. Should problems arise concerning the regulations, reliability and discipline in class according to the school regulations, the following measures shall be met:

- Verbal warning
- Visual warning
- Time out / Reflection in buddy class
- If situation persists thereafter parents will be notified
- Repeated infringements would lead to a discussion among Principal, parents and teacher, and if need be with the student
- Written warning

Should these measures show no results, the Principal will send the student's parents a written final notice. Should the student show no intention of adhering to the written final notice, the institution will formulate the student's expulsion from the school. The cancellation of contract will adhere to the guidelines set out in the general terms and conditions of the school contract.