

Code of Conduct – Behavior Standards

Dear Parents,

Your son/daughter has been accepted to attend the Saxony International School Cairo West. It is extremely important that parents and SIS Cairo West staff work together towards the success of your child in the pursuit of academic excellence, personal development and growth in social responsibility with respect to the local and global communities.

Being a member of the SIS community of learners requires our students to demonstrate an appropriate level of behavior which has a shared responsibility among students, parents and staff as well as our society

The SIS Code of Conduct guides and clarifies this appropriate level of behavior while:

- Attending school
- Travelling to and from school
- Attending a function and/or program organized or sponsored by the school
- Communication with staff members

This Code of Conduct, which is based on rights and responsibilities, will be communicated annually to students and parents/guardian and taught and reinforced by staff throughout the year.

As a step in the Admissions process, we are asking you to:

1. Carefully read the following information which outlines and explains the SIS Cairo West Code of Conduct, Discipline Policy and Process, and the Appeal Process.
2. Sign below to indicate that you have read and understood this information and are committed to working in cooperation with the SIS staff.

Parent/Guardian Name(s): _____ Signature: _____

Student(s) Name(s): _____

The Code of Conduct

Students have the right to:	Students have the responsibility to:
<ul style="list-style-type: none"> • Learn in an orderly environment free from unnecessary interrupts or delays • Live and work in an atmosphere of mutual respect and courtesy • Be safe and secure from threatening and abusive behavior • Live and learn in an atmosphere free of foul language, harassment and discrimination • Live and learn in a school environment that is free from vandalism and litter • Privacy and security of personal space • Be informed of the standard of behavior expected of them and the consequences of misbehavior 	<ul style="list-style-type: none"> • Arrive on time and attend all classes, be prepared with appropriate learning tools, work to the best of ability and exhibit a positive attitude towards learning • Be truthful and honest, take responsibility for own actions, show respect to students, parents, teachers and to our school staff • Be involved in positive conflict resolution, respect and support, the health and safety of others. • Conduct themselves in a manner worthy of respect of others. • Recognize that vandalism of school facilities is a crime against our school community and it will be treated as such • Respect and support the rights of others and their property • Learn about the standard of behavior and accept fair and logical consequences for misbehavior

Understanding the SIS Code of Conduct

In order to better understand and implement the **SIS Code of Conduct** please refer to the following examples of **rights and responsibilities**.

I have the right to:

1. **Learn in an orderly environment free from unnecessary interruptions or delays.**

Therefore, I have the responsibility to:

Attend all classes and be there on time, be prepared with appropriate learning tools, work to the best of my ability, and exhibit a positive attitude towards learning.

Suggestions to implement this:

- Recognize that attending school has the same responsibilities as in the "work" place
- Use an organizer to plan for homework, daily learning activities, athletic involvement, etc.

- Purchase the appropriate supplies at the beginning of the school year and have backup supplies
- Make sure all assignments are completed on time and to the best of your ability
- Practice good listening skills and don't interrupt others
- Remember that as a member of a team of learners, what you do affects others
- Dress appropriately for the "working and learning" environment by wearing your school uniform

2. Live and work in an atmosphere of mutual respect and courtesy

Therefore, I have the responsibility to:

Show respect to students, parents, teachers and my school staff members

Suggestions to implement this:

- Be truthful and accept the responsibility for your behavior at all times
- Avoid participation in activities that create disturbances and allow others to work without distraction
- Treat others in a friendly and considerate manner at all times.
- Always be prepared to show good manners by saying excuse me, please, thank you and you are welcome
- Practice "Random Acts of Kindness" through helping others and doing good deeds without being asked
- Be friendly and cooperative to all persons in the school

3. Be safe and secure from threatening and abusive behaviors on the part of others

Therefore, I have the responsibility to:

Involve myself in positive conflict resolution

Suggestions to implement this:

- Avoid becoming involved in bullying, fighting or other violent behavior
- Help solve conflicts by talking out problems with others and seeking help when necessary
- Avoid using belligerent, rude or intimidating behavior to others
- Do not use physical confrontation as a method of resolving a conflict
- Never pass rumors about others
- Be prepared to report violence or potential violence to a teacher, vice-principal or other adult

4. Live and learn in an atmosphere free of foul language, harassment and discrimination.

Therefore, I have the responsibility to:

Conduct myself in a manner worthy of respect of others

Suggestions to implement this:

- Avoid bad language or swearing in any language
- Recognize that all people are unique and worthy of respect and should be treated that way
- Don't pick on or make fun of people who are different from you
- Recognize that any sort of bullying or harassment is unacceptable conduct

5. Have privacy and security of personal space.

Therefore, I have the responsibility to:

Respect the property and privacy of others

Suggestions to implement this:

- Don't take or be involved with other people's property unless you have their permission.
- Make SIS a positive example for the community or any visitors who might enter our school.
- Be prepared to try to prevent violence through calmly talking issues out to a positive solution.
- Report violence to a nearest adult who is in charge.

6. Live in an environment where building walls, covering, lockers, windows are free from vandalism and litter.

Therefore, I have the responsibility to:

Recognize that vandalism of school facilities is a crime against the school community and will be treated as such

Suggestions to implement this:

- Counsel students who choose to abuse the rights and privileges of others and report these abuses to teachers, vice-principals, principal, etc.

- Utilize materials, equipment and furniture in a respectful way.
- Properly place all litter in garbage containers.
- Help keep our school clean by picking up garbage.
- Make SIS a positive example for the community or any visitors who might enter our school.

7. Be informed of the standard of behavior expected of them and the consequences of misbehavior.

Therefore, I have the responsibility to:

Learn about the standard of behavior and accept fair and logical consequences for misbehavior

Some suggestions to implement this:

- Listen carefully to your teacher when he/she explains the SIS Code of Conduct and classroom rules to you
- Listen carefully during assemblies when your administrators talk about the SIS Code of Conduct
- Ask your teachers' questions about the Code of the Conduct if you do not understand something

The Discipline Policy

The SIS School Board recognize that the **Principal of a school exercise paramount authority in matters concerning the discipline of students.** The standard of discipline applied to students shall be kind, firm and judicious but shall not include corporal punishment. Consequences will be logical, fair, consistent and, when possible, carried out immediately. This student disciplinary action shall take into account the development and unique needs of students and will not discriminate on the basis of gender, race, color, ethnic or national origin, language, or religion, expect as required to take into appropriate consideration all of the relevant circumstances.

We believe that most students demonstrate appropriate behavior most of the time. When, however, a student displays unacceptable conduct, **consequences will be implemented based upon the severity and frequency of the behavior.** Examples of consequences are that may be used include:

- Time out of the class until an opportune for the teachers to deal privately with a behavior
- Detention of varying lengths depending upon the severity and/or frequency of the behavior
- Logical consequences that are related to the behavior
- In-school suspension or out of school suspension
- Community service
- Recovery of costs
- Conflict resolution
- Loss of privileges
- On campus restriction
- Behavior plans/contracts

In some cases, include in-school, out-of-school or loss of the privilege to attend SIS may occur if a student consistently refuses to comply with:

- The SIS Code of Conduct
- The specific school rules authorized by the principal
- The requirement to apply oneself to a satisfactory level of work and achievement

The Discipline Process

Discipline is a progressive process that involves shared responsibility among students, parents and staff. In most cases parents will work with the classroom teacher to resolve behavior issues. Depending on the circumstance, the standard discipline process will involve the following levels of responsibility:

Level #1 – Teacher

Sample Behaviors: *lateness, absences, not prepared for class, not following directions, not working to potential, disruptive, disrespectful, defiance, swearing, bullying, threatening, etc.*

Classroom Teacher will assign appropriate consequences as per the SIS Discipline policy. If inappropriate behavior continues after interventions the teacher may refer the student to the Principal.

Level #2 – Principal

Sample Behaviors: *chronic misbehaviors from Level #1 – late, absences, disruption of the teaching and learning environment in the classroom, defiance, disrespect, non-compliance with teacher direction fighting, etc.*

The Principal can become involved with disciplinary action at any time in the process depending on the circumstances. Typically, the Principal is directly involved when there are serious incidents or the interventions by the Classroom

Teacher do not result in changed behavior. The Principal will determine an alternative plan for the student if and when necessary.

Attendance and Lateness Policy

Regular daily attendance and punctuality are essential for students to maximize learning and therefore a condition of enrollment at SIS. It is a shared responsibility of the student, parent, teachers and administration. Please note the following policy/process:

Lateness

The school day is from 8:00 AM to 2:30 PM / 3:30 PM (after school activities)

Students must be in class by 8:00 am. It is recommended that students arrive 15 minutes before classes. ***Students who arrive at school after 7:55 will be considered late.*** This is because it takes at least 5 minutes to get to class from the front entrance. Students who are repeatedly late for school might not be allowed into class until the next break. Late students often disrupt the teaching and learning environment in the class which is not fair to the majority of students who are on time.

Parents should inform the school if they know their child will be late due to a previous commitment (medical appointment, etc.). Email info@sis-cairo-west.com or call the Front Desk (+2) 011 15648222 - (+2) 011 19788830

Procedure for Late Arrival to School:

Late arrival to school is cumulative process which encompasses the entire school year.

- **First late** reminder from Homeroom teacher;
- **Second late** warning from Homeroom teacher;
- **Third late** Vice Principal notified;
 - Parents are contacted;
- **Fourth (or more) late** Student is referred to the Vice Principal;
 - Parents are contacted by phone;
 - Consequences at discretion of the Vice Principal.

Attendance

When absences occur; they are defined according to the following two categories:

Excused Absence

This category includes illness and important family events such as weddings or funerals. In all cases except illness or emergency, the parent must contact the school at least 14 days prior to the absence to request that the student be excused. Parents are asked to inform the school every time your child is to be absent. ***Staying at home to study for exams is not an excused absence.***

If it is necessary for a student to be absent due to an extended time away from home, please let the school and the teacher know ***at least 3 days in advance so homework can be prepared.***

NOTE: Parents are discouraged from taking their children out of school for vacations or for their convenience. No amount of homework or other assignments can make up for classroom instruction, work, partnering opportunities, presentations and discussions. There is no doubt that ***students' marks will suffer.***

Unexcused Absence

This category includes absences that occur without the knowledge of parents or school administrators. Work that is not completed due to unexcused absence cannot be made up and this will have a detrimental effect on your child's achievement. These absences will be considered within the discipline policy.

Constant Absences

Chronic absences will be referred to the Principal and will result in a Student/Parent/Principal Meeting. Consequences will be at the discretion of the Principal.

The Appeal Process

SIS seeks to resolve complaints and disputes as close as possible to their point of origin, with minimum of formality and in a way that a neutral and reasonable observer would find reasonable in

all circumstances. Escalation to a formal appeal should not occur until all other avenues have been thoroughly explored.

Complaints may be filed by the parent via email or in person after arranging a meeting with the teacher and or principal

Parental Involvement

SIS supports active parent involvement. Nevertheless, we will not accept any form of disrespectful behavior towards our staff members at any time. Verbal, psychological or physical harassment will immediately be reported and consequences will follow.

Transportation and Bus Rules

Parents may choose to have their children commute between home and school by bus, private car or taxi. Students are not allowed to drive any type of motorized vehicle to or from school (car, motorcycle, motorized scooter, dune buggy, etc.). If parents choose to have their child picked up from the school by a driver or a taxi, they are requested to communicate with the security personnel at the gate to ensure their child's safety. Please have your child picked up within 10 minutes of the school bell (2:30) at the end of each day. Teachers and staff also leave the school by bus and therefore there is no extended supervision of students waiting to be picked up. **Plans to travel with a friend after school must be made in advance of that day and require a note from both sets of parents.**

SIS reserves the right to decline to provide school bus transportation to students whose residence is sufficiently remote from the school.

Parents and students are requested to comply with the following rules when using the SIS transportation services:

- At morning pick-up, the bus matron will contact the parents through a mobile 2 minutes before arrival of the bus. **The students should be ready and waiting when the bus arrives;**
- A parent or guardian should be at a bus stop 5 minutes before the scheduled drop off time at the end of the day;
- Students must get on and off the bus safely and carefully;
- Students must not communicate with the driver;
- Students must obey orders of the bus matron;
- Students must remain seated at all times with the seat belt buckled;
- Aisles must be kept clear of books and bags and students must not litter or throw objects in or out of the bus;
- Head and hands must be in the bus, not out the window;
- Students will use a quiet voice, be courteous and use proper language while on the bus;
- Electronic devices may be quietly used while on the bus;
- Students must only travel on the bus to which they are assigned as switching buses creates a security concern with overcrowding and accountability of students;

- If a student's home address is changed during the school-year he/she will be assigned seats on another bus upon availability;
- **Buses will leave the school within 10 minutes of the bell so students must proceed to the bus once dismissed.**

The SIS Code of Conduct and school rules apply to transportation to and from school and field trips. Any student who breaks the school bus rules or behaves in a manner that threatens the safety of others on the bus will be reported to the administration and the parent. The student may be denied the privilege to use the school bus at the discretion of the Administration.

The bus driver is not allowed to use his mobile while driving and will commit to the speed limits for the safety of the students

I _____ the parent of _____ have read the SIS Transportation Policy. I understand and accept the expected student behavior and consequences as outlined in the policy.

Signature: _____

Date: _____