

## **A Safe and Accepting Learning Community: Rules and Expectations at Zhuhai International School**

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*The attributes of the IB Learner Profile provide a benchmark for our words and actions. It is important still to clarify foundational parameters for maintaining a safe and accepting school climate, as outlined here.*

### **Common Areas**

Students will conduct themselves in an orderly and safe manner. Pushing, shoving and/or shouting is not acceptable. Running is not permitted within the school building. Students will not use vulgar or profane language on school grounds. Moving through hallways will be done quietly with respect for classes which remain in session. Students should always give way to adults in doorways and corridors.

### **Assemblies**

Students will listen attentively; respect the feelings of others; behave courteously toward speakers, performers, and guests.

### **General Conduct**

School policies and procedures for student conduct apply in the school, on school grounds, in all bus loading and offloading areas, on route to and from school, and in areas near the school grounds. This includes any time students are on campus before and after school, while students are participating in or observing school sponsored activities, and on all school sponsored trips. Maintaining and supporting a positive learning environment is everyone's responsibility.

### **Code of Conduct**

As an IB School, ZIS's code of conduct is essentially the IB Learner Profile. Teachers will discuss the Learner Profile and what this means in terms of student expectations and responsibilities at various times throughout the year.

### **School-wide Rules**

In line with the IB Learner Profile and the expectations of making ZIS a happy and safe learning environment, students, faculty, and office staff members will abide by the following rules.

1. Be prepared for class.
2. Treat others as you want to be treated.
3. Keep hands and feet to yourself.
4. Obey the instructions of all adults in the school.

### ***Attendance Violations/Truancy***

Students cannot learn effectively if they do not attend class. Parents are expected to inform the school of all absences, by email to the classroom or homeroom teacher, or by calling the school office. Extended absences will lead to a review of the student's place in the Year Group.

### ***Tardiness***

Students should move promptly and directly to each class.

### ***Excessive Absences***

Being absent more than 10% of school days during a semester (9 days or more) is considered excessive. Principals will contact parents to discuss this issue.

### ***Active participation***

Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. Classroom or homeroom teachers will contact parents to discuss this issue.

### ***Alcohol, tobacco, and other prohibited drugs***

Students may not consume, nor be in possession of alcohol or tobacco products at school or at any school event. A breach of this rule will likely result in suspension.

### ***Inappropriate Clothing***

On free dress days, or on school activities where the school uniform is not required, students should be modestly and appropriately clothed for the activity. Clothing that promotes alcohol, tobacco, illicit substances, firearms and inappropriate activities, or has inappropriate messages, is not permitted.

### ***Bullying***

We define bullying as **when someone keeps doing or saying things to have power over another person.**

Some of the ways they bully other people are by: calling them names, saying or writing unkind things about them, leaving them out of activities, not talking to them, threatening them, making them feel uncomfortable or scared, taking or damaging their things, hitting or kicking them, or making them do things they don't want to do.

**School bullying is:** Psychological, emotional, cyber, social or physical harassment of one student by another at school or within the school community. This includes at school and within its grounds, in transit between school and home, local shopping and sporting centres, at parties or local parks and in cyberspace. The playground is the most common place for bullying to occur.

ZIS does not tolerate bullying in any form. Students who engage in bullying others may face serious consequences, such as suspension or expulsion.

### **Academic Dishonesty**

*Secondary school:* Refer to the Academic Honesty and Plagiarism policy.

*Primary school:* We teach students to be principled, understanding that cutting information and pasting it into personal work without giving credit to the source is plagiarism. Developing research skills and thinking skills enable students to formulate their own ideas and express their own understandings. Students are expected to show integrity when presenting work on their own behalf.

Cheating and plagiarizing include:

- Copying and pasting information from a book, magazine, encyclopedia, or the Internet without giving credit to the resource.
- Sharing information or answers for a quiz, test, or other individual assignment with other students who are taking or who will take the assessment at a later time or date.
- Copying another person's homework, notebook or assignment.
- Providing homework, notebooks, or assignments to others who hand in such work as their own.
- Copying another person's homework, notebook, or assignment that has been graded and returned, and then using such as one's own work.
- Creating or using any unauthorized materials during any type of assessment.
- Talking during tests, quizzes, and other assessments.

### **Computer Use**

Although Secondary students use their own laptops at school, how they are used whilst involved with school and school activities is ZIS' concern. Students must be aware that the internet network they use at school belongs to the school and therefore all online content they access must be relevant and appropriate for school.

1/ Students are to use the Internet for instructional, school approved activities. Students are not allowed to use the ZIS internet for:

- viewing pornography
- gaming or viewing gaming sites
- gambling or viewing gambling sites
- personal business
- viewing sites that promote illegal activity (according to the laws of P.R.China)
- checking and writing personal emails

2/ Students may only download files with a teacher's permission.

3/ Students are expected to keep the network secure and not share their passwords (or those of other people) or accounts with anyone else.

4/ Students are not to publish their photo, name or address or that of any other person.

Altering or damaging the school's network in any way is considered vandalism. Altering or damaging another student's laptop in any way is considered vandalism.

Students are permitted to use their laptops, mobile phones and other electronic devices on school buses as long as headphones are used so as to not disturb the driver or other students.

Parents are responsible for the content stored on their own child's device.

### ***Dress Code***

Students and parents are responsible for ensuring that the ZIS school uniform, including black school shoes, is worn appropriately and at all times other than free dress days or as directed.

Clothes must fit properly and be worn correctly.

Girls' school dresses should be no higher than just above the knee

Inappropriate dress may result in parents being asked to bring appropriate clothes to school. Additional dress requirements are specified for special activities such as school dances, awards assemblies, and some camps and excursions.

Secondary students must only wear their PE uniform during PE classes unless they 1/ have PE in first period, in which case they may wear their PE uniform to school and then change into their normal uniform after PE, or 2/ have PE in the last period of the day in which case they may wear their PE uniform home from school.

Uniforms are to be worn on excursions and field trips unless otherwise directed.

**Jewellery:** Girls may wear up to 2 earrings in each ear. Earrings should be sleepers or studs. No facial piercings are permitted.

**Tattoos:** Tattoos on students are not permitted.

**Hair:** Must be worn off the face. Unnatural hair colour/hues are not permitted.

**Facial hair:** Faces should be clean shaven.

### ***Fighting***

Fighting is an unacceptable means of resolving conflict. Students engaged in physical fighting can expect serious consequences, such as suspension, or even expulsion, depending upon severity, provocation, and previous conduct (so not all students involved in a fight will receive the same consequences).

### ***Food***

In order to maintain a clean, attractive campus students are expected to maintain clean corridors and classrooms. Students will not be allowed to eat in the corridors during lunch, but may eat snacks as directed by their teacher. Generally, no food is permitted outside the cafeteria unless an activity has designated a specific location where eating is allowed. Food sales are not allowed during class time or in the cafeteria during lunch unless prior arrangements made and permission given from the Principal.

### ***Forgery***

Students who forge permission notes and parent signatures will be referred to the Principal.

### ***Graffiti***

Graffiti is considered vandalism and damaging property, in any form will not be tolerated. A person or persons who utilize any type of marking device, including aerosol paint or biological material, to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings may be suspended based upon the nature and severity of the offense.

### ***Items inappropriate at school (nuisance items)***

Students are not permitted to bring to school any personal items or nuisance items that interfere with the classroom atmosphere or endanger the health and safety of other students. Students are responsible for their personal property and should be mindful that such items can be easily stolen.

Cell phones are not to be visible or used in the school building.

Skateboards and roller blades may not be ridden anywhere on school property, regardless of the time of day.

Electronic music players and cell phones can be used on the bus to and from school as long as headphones are used and it does not disturb the driver or other students. Parents are responsible for the content stored on their own child's device.

### ***Misconduct in the classroom***

Each teacher will establish classroom rules and expectations, and will follow the Student Conduct Review Process.

### ***Other prohibited items***

There are many items that have no place in school and should not be in the possession of students. Other than those already mentioned, matches, lighters, BB or pellet guns, as well as any real or look-alike weapons are strictly prohibited.

### ***Physically dangerous behaviour***

Running, wrestling, rough-housing, and throwing objects in the halls or classrooms are dangerous and are not acceptable behaviors. In addition, any behavior that has the potential to harm another person is not acceptable at school.

### ***Profanity and inappropriate language***

The use of profanity, vulgarity, and inappropriate verbal or written language or gestures is unacceptable at ZIS. This includes any racial, ethnic, or sexual slur. Students are encouraged to use appropriate communication in all settings at all times.

### ***Public displays of affection***

Kissing or embracing on campus, during school, or at school functions is not allowed.

### ***Sexual harassment***

**Sexual harassment is:** Unsolicited and unwelcome sexual behavior by any individual that interferes with the learning and everyday life of another, and that creates an intimidating, hostile, or offensive environment.

Sexual harassment can be verbal (comments about your body, spreading sexual rumors, sexual remarks or accusations, dirty jokes or stories), physical (grabbing, rubbing, flashing or mooning, touching, pinching in a sexual way, sexual assault) or visual (display of naked pictures or sex-related objects, obscene gestures). Sexual harassment can happen to girls and boys.

Although similar to bullying, sexual harassment differs in 2 ways:

- it is sexual in nature
- It may happen once (rather than being repeated)

Sexual harassment, like bullying, will not be tolerated. It will be handled with sensitivity for all involved. Students initiating/performing such harassment should expect, along with counseling, serious consequences, such as suspension or expulsion.

***Spreading rumors***

It is unacceptable for students spread rumours, and students engaged in such activities will follow the Student Conduct Review Process.

***Student property***

Students are responsible for their own property. Staff will take care to help all students in this regard. Students damaging school property, or another student's property will be asked to pay for repairs and associated costs.

***Theft***

A student guilty of theft will be referred directly to the Principal and restitution of the stolen property, or replacement costs if this is not possible, must be made immediately. Other consequences, such as suspension or expulsion, may also be deemed appropriate.

***Uniform***

The ZIS school uniform gives our students a sense of identity, and belonging to the school. The school uniform is compulsory for all students at ZIS. Uniforms can be collected from the school office.