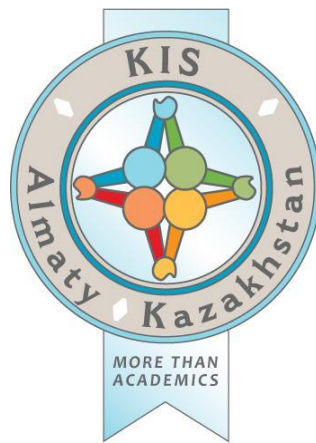


# KAZAKHSTAN INTERNATIONAL SCHOOL



## 2023-24 KIS SECONDARY STUDENT CODE OF CONDUCT

Level 1: Lack of Responsibility	Potential Actions
<ul style="list-style-type: none"> <li>● Non-compliance with dress code</li> <li>● Lateness to school</li> <li>● Lateness to lessons</li> <li>● Lack of equipment needed for learning</li> <li>● Failure to complete homework/class work</li> <li>● Inappropriate use of laptop in lessons (gaming or accessing social media)</li> <li>● Failure to adhere to mobile phone policy</li> </ul>	<ul style="list-style-type: none"> <li>● Verbal warning</li> <li>● Reasons established and ways to improve discussed</li> <li>● Time out from technology in class</li> <li>● Confiscation of mobile phone until the end of the day</li> <li>● Incident recorded on Managebac</li> <li>● Email to parents with Homeroom Teacher copied in</li> </ul>
Level 2: Lack of Respect	Potential Actions
<ul style="list-style-type: none"> <li>● Repeated level 1 infractions</li> <li>● Disrespect or rudeness shown towards any member of the KIS community</li> <li>● Defiance - not following the instructions of administration, faculty or staff</li> <li>● Vandalism of school property</li> <li>● Interfering with the personal property of others</li> <li>● Misuse of IT and/or equipment</li> <li>● Addressing other people in a disrespectful manner</li> <li>● Intentionally isolating others</li> <li>● Use of inappropriate language</li> <li>● Disruption to the learning of others</li> <li>● Lesson truancy (including excessive time in washrooms or at the nurse)</li> <li>● Academic malpractice</li> <li>● Inappropriate displays of affection</li> </ul>	<ul style="list-style-type: none"> <li>● Formal meeting between student, teacher making referral and appropriate SLT member (MYP/DP Coordinator/Principal)</li> <li>● Student to be monitored; weekly report initiated by MYP/DP Coordinator where appropriate</li> <li>● Detention at break, lunchtime or after school</li> <li>● Restitution for damages caused by vandalism</li> <li>● Letter of apology</li> <li>● Restorative process</li> <li>● Incident recorded on ManageBac</li> <li>● Email to parents with Homeroom Teacher, Coordinator and Principal copied in</li> </ul>
Level 3: Serious Offences	Potential Actions
<ul style="list-style-type: none"> <li>● Repeated level 2 infractions</li> <li>● Persistent breaches of school expectations</li> <li>● Fighting, aggressive or violent behaviour</li> <li>● Offensive language of all kinds, including sexist, racist and derogatory language</li> <li>● Verbal or written threats</li> <li>● Actions causing bodily harm</li> <li>● Bullying - repeated actions intended to cause harm to others</li> </ul>	<ul style="list-style-type: none"> <li>● Immediate referral to Principal</li> <li>● Parents informed and a meeting with parents set</li> <li>● Behaviour contract created with fixed term review and completion if appropriate</li> <li>● Internal or external suspension</li> <li>● Completion of work in controlled environment</li> </ul>

<ul style="list-style-type: none"> <li>● Vandalism causing more serious damage than Level 2</li> <li>● Theft</li> <li>● Academic malpractice</li> <li>● Lying, misleading or withholding information from faculty, administration or staff</li> <li>● Actions that potentially damage the reputation of the school</li> </ul>	<ul style="list-style-type: none"> <li>● Academic malpractice in any component of external examinations may result in loss of MYP or DP award</li> <li>● Restitution for damages caused by vandalism</li> <li>● Incident recorded on ManageBac</li> <li>● Written correspondence to parents with Homeroom Teacher, Coordinator and Principal copied in</li> </ul>
<b>Level 4: Serious Offences</b>	<b>Potential Actions</b>
<ul style="list-style-type: none"> <li>● Repeated level 3 infractions</li> <li>● Persistent breach of school expectations</li> <li>● Harassment (including physical, verbal and online harassment)</li> <li>● Possession or distribution of alcohol or tobacco products and paraphernalia (including e-cigarettes or vaping devices)</li> <li>● Smoking or vaping or being with others who are smoking or vaping</li> <li>● Possession, distribution or use of narcotics</li> <li>● Possession, distribution or use of drug paraphernalia</li> <li>● Possession or supply of pornographic material</li> <li>● Possession of any form of weapon (or replica); threat or actual use of any object as a weapon that may cause serious physical injury</li> <li>● Engaging in any form of illegal activity</li> </ul>	<ul style="list-style-type: none"> <li>● Immediate referral to the school Principal.</li> <li>● Restitution for damages caused by vandalism</li> <li>● External suspension</li> <li>● Parents contacted</li> <li>● Meeting with Principal</li> <li>● Student's future at the school discussed with Head of School; Board informed of permanent exclusion, if deemed necessary</li> <li>● Full documentation completed by member of staff involved on Managebac</li> <li>● Written correspondence to parents with Homeroom Teacher, Coordinator, Principal and Head of School copied in</li> </ul>

