

CIS School Rules

Students are expected to abide by the School Code of Conduct which is based on the four key principles – “Trust, Respect, Commitment and Responsibility”. A high standard of behaviour, which enhances the good reputation of the School, is expected at all times; both in School and outside School. All members of the School are to be treated with respect. The School emphasizes self-discipline, courtesy and consideration for others. It is the primary responsibility of the Parent/Guardian to ensure that Students maintain regular attendance while it is the co-responsibility of the School to encourage positive Student attendance. CIS reserves the right to make decisions for a student in his/her best interest. Students are required to abide by the decisions made by CIS on the student’s behalf. These rules must be read in conjunction with the ‘SUSPENSIONS, WITHDRAWALS & EXPULSIONS’ policy.

This is an indicative list only, and is not binding, nor fully inclusive.

ATTENDANCE & PUNCTUALITY

Rules	Sanctions/Consequences
Parents should abide by the School calendar and not extend holiday periods. Students are expected to be in attendance for the full school day.	Student marked absent. This will be reflected on report card.
The School must be notified of all unavoidable student absences either by telephone or email.	Student marked absent. This will be reflected on report card.
Extended absences require approval from the Head of School.	Student marked absent. This will be reflected on report card.
An exit form must be completed before any Student is allowed to leave the school before finish time.	Student not allowed to leave campus by security staff.
It is the Parent/Guardian’s responsibility to make adequate arrangements with the Teachers for making-up work lost due to absenteeism.	Teachers will reflect this on the report card.
The school office and Class Teacher or Form Tutor must be notified of all student lateness either by telephone or email that is not traffic related.	Persistent non traffic related lateness may necessitate in a meeting between parents and Class Teacher/Form Tutor to discuss this issue.
Parents must ensure that the Class/Form Teacher and school office is informed either directly or in writing if there is a change to the person picking up their child.	Child will not be handed over by Class/Form Teacher/Duty Staff to an unknown adult.
If pick-ups are to be carried out on a daily basis by either the nanny or driver, they must carry a school issued identity card.	Child will not be handed over by Class/Form Teacher/Duty Staff to adult.

END OF SCHOOL ARRANGEMENTS

Rules	Sanctions/Consequences
Parents must ensure that the Class/Form Teacher and school office is informed either directly or in writing if there is a change to the person picking up their child.	Child will not be handed over by Class/Form Teacher/Duty Staff to an unknown adult.
If pick-ups are to be carried out on a daily basis by either the nanny or driver, they must carry a school issued identity card.	Child will not be handed over by Class/Form Teacher/Duty Staff to adult.
The school office and the Class/Form Teachers should be notified immediately once there is a change in the person assigned to pick up. The school office must also be notified if any parent is allowing their child to go home with another student.	Child will not be handed over by Class/Form Teacher/Duty Staff to adult.
If Parents are leaving the country for any period of time, and they are entrusting and empowering any other adult to be responsible for the health, safety and welfare of their children, the School must be informed and given full contact details of said other adult. The Parents in this case must share the arrangements with the School Office and Class/Form Teachers, including introducing the other adult in person to these members of School staff. A temporary identification card must be obtained for the other adult by the parents before they depart.	Child will not be handed over by Class/Form Teacher/Duty Staff to adult and parents will be contacted.

UNIFORM

Rules	Sanctions/Consequences
It is the policy that all Students must wear the prescribed uniform when attending School.	Students arriving not wearing prescribed uniform will be sent home to change.
Wearing beads in the hair is not allowed; in all phases of the School. Hair must be safe and not an extreme of style. All hair should be no longer than shoulder length and pulled away from the face; hair must be tied up at all times (Health and Safety). Any form of patterns or designs blade clipped into hair is unacceptable.	Any haircut or hairstyle deemed inappropriate by the Head of School will require Parents to remove their child from School and only return when the haircut or style has passed the satisfaction of the Head of School. For visual clarification regarding acceptable hair styles and lengths please refer to the school website.
Students are not permitted to wear jewellery unless it is of religious significance, wrist bands or make-up.	Student asked to remove and of repeated, confiscated and After School detention with Form Tutor. Repeated offence will result in After School detention with Head of School.
Students are not permitted to wear jewellery unless it is of religious significance, wrist bands or make-up.	Student asked to remove and of repeated, confiscated and After School detention with Form Tutor. Repeated offence will result in After School detention with Head of School.
The only ear piercings for girls that are permitted are plain stud earrings (1 pair only) and boys must not wear any piercings.	Student asked to remove and of repeated, confiscated and After School detention with Form Tutor. Repeated offence will result in After School detention with Head of School.
No Student may have a tattoo or body piercing, with the exception of ears as described above, performed while at CIS.	Tattoo must be covered at all times and body piercing must be removed and an After-School detention with Form Tutor will be administered. Repeated offence will result in After School detention with Head of School.
Wrist watches can be worn from Key Stage 1 upwards (no expensive jewellery style watches please). Smart watches (such as Apple Watch) are not permitted.	Smart watches will be confiscated until the end of that term if found on a student's person and an After-School detention with Form Tutor. Repeated offence will result in After-School detention with Head of School.
Shoes should be plain black (<u>not black trainers</u>) for boys and girls. No high heels. Trainers or sports plimsolls are allowed with P.E uniforms only.	Students arriving not wearing prescribed footwear will be sent home to change.

FORBIDDEN, ILLEGAL & PROHIBITED SUBSTANCES

Rules	Sanctions/Consequences
Students are not permitted to buy or sell any controlled or illegal drugs, tobacco based products or alcoholic beverages. It is forbidden for our students to consume or possess controlled or illegal drugs, tobacco based products or alcoholic beverages on campus. It is also forbidden for students to come into the school premises under the influence of alcohol or illegal drugs.	If there is credible evidence or admission that the student has consumed or been in possession of controlled or illegal drugs, tobacco based products or alcoholic beverages, they will be excluded.
Students will not chew gum of any description whilst in school and on the school grounds.	Students would be asked to put the gum into a bin and not chew gum on campus again. If they are found to be chewing gum again they will serve a Form Tutor detention.

THEFT, GAMBLING, GAMING, COMMERCIAL ACTIVITY & VANDALISM

Rules	Sanctions/Consequences
Shoplifting and all forms of theft either within school or during school trips are prohibited.	Immediate suspension which may lead to expulsion from school.
Students should not engage in any form of illegal game play that results in material gain by any of the participants. Students are also prohibited from using the school's computer network to engage in online gambling.	Immediate suspension which may lead to expulsion from school.
Students must not conduct any commercial activity over the Internet or access inappropriate websites and social media platforms, on the school campus.	Immediate suspension which may lead to expulsion from school.
Any act of vandalism shown by a student towards peer's or school property is forbidden.	Immediate suspension which may lead to expulsion from school.
Library books and all School equipment must be kept in good order and must be returned as indicated by the Library department or member of staff concerned.	All lost or damaged School Library books and School equipment will need to be replaced or paid for in full.

STUDENT RELATIONSHIPS

Rules	Sanctions/Consequences
The School prohibits any form of sexual activity, inappropriate physical contact and strong and/or sexual language on our campus.	Suspension which may lead to expulsion from school.
The School cannot be held responsible for any consequences of any student's sexual activities.	In the event that a student becomes pregnant, or is the cause of pregnancy, the student will be asked to withdraw from school for a set period.
It is illegal for Students to access and/or share pornography.	Suspension which may lead to expulsion from school.
Bullying in any form including the Internet, a computer or any mobile device is unacceptable.	Suspension which may lead to expulsion from school.
Students must not, under any circumstance, loiter or assemble in unauthorized locations.	Students found to be in unauthorized locations on the school grounds will serve a Form Tutor detention; subsequent misdemeanours, should they occur, may lead to a suspension.
Students are expected to treat the school community members respectfully and fairly in their communication, posting and during face to face interaction.	Suspension which may lead to expulsion from school.

CARRYING OFFENSIVE WEAPONRY, PHYSICAL ASSAULT & HARMING OTHERS

Rules	Sanctions/Consequences
Prejudice or discrimination of any sort of action that threatens the school's core values has no place at CIS.	After-School Form Tutor detention. Repeated offence will result in an After-School detention with Head of School.
Assault of any kind is unacceptable.	Suspension which may lead to expulsion from school.

MOBILE TELEPHONES & OTHER HANDHELD DIGITAL DEVICES

Rules	Sanctions/Consequences
<p>Mobile phones and other handheld digital devices for Students are not allowed to be used or be in the possession of students on campus during the school day. Mobile phones and other handheld digital devices which are deemed absolutely necessary to have in school by parents, must be handed into a member of staff for safe keeping upon arrival at school and can only be collected once that student has been picked up and is ready to leave the school premises. The School telephone will be available for Students to use when necessary and approved.</p>	<p>The device will be confiscated until the end of that Term and an After-School detention with Form Tutor. Any repeated offence will result in an After-School detention with the Head of School.</p>

FOOTNOTES

If a student is involved in a serious misdemeanour more than once, the student will be directed to the Head of School for sanctions at his discretion which will be communicated to the Parents of offending Students; providing that the correct procedures and escalation processes have been followed and evidence obtained by fair and thorough investigations.

We understand that the student may be sent home at CIS discretion if any rule(s) and/or regulation(s) are violated. By signing below, we agree and adhere to these rules and sanctions.

Parent signature	Student signature
Dated	Dated