



CODE OF CONDUCT

1. General Regulations

For Students

1. Attend school punctually and consistently.
2. Adhere to the School's uniform policy.
3. Proactively prepare all necessary books and study materials before coming to school. Prepare for the new lessons, complete homework, and submit assignments on time.
4. Listen and speak at the appropriate time, and maintain a respectful attitude when communicating with others.
5. Actively participate in learning activities and contribute ideas.
6. Demonstrate integrity during tests and exams.
7. Maintain personal hygiene, dispose of trash properly, and keep personal spaces clean.
8. Respect school property and conserve resources.
9. Show courtesy in your actions and words, and respect others.
10. Observe queuing etiquette and practise turn-taking in group activities and crowded places.
11. Do not use social media to disseminate, propagate, or comment on information or images that are contrary to traditional customs and morals or that negatively impact the educational environment

For Parents

1. Remind students to comply with school regulations.
2. Wear a visitor's card during school hours or a pick-up/drop-off card when collecting students. Maintain courtesy when interacting with teachers, school staff, and other Parents.
3. Obtain permission from the Board of Principals before taking photos or recording videos in restricted areas or of other students, teachers, and school staff on the premises.



4. Smoking and dangerous items like guns, weapons, explosives, flammable substances, sharp objects, and addictive substances are strictly prohibited on campus.
5. Do not enter classrooms without permission from relevant teachers/staff.
6. Collaborate with teachers and the School on educational activities for students.
7. Directly contact the Homeroom Teacher or the Board of Principals for any questions or concerns related to students' education and care at school.
8. Avoid spreading incorrect and unverified information about the School, teachers, school staff, officials, and students.
9. Refrain from actions that negatively impact the mental and physical health and reputation of teachers, school staff, and students.
10. Avoid violating applicable laws that could harm the School's reputation, image, and brand.
11. While SISS values building relationships with Parents; staff/teachers are not encouraged to participate in activities not organised by the school like picnics, end-of-year celebrations, or birthday parties to maintain the highest professional standards. Parents' understanding is appreciated in case an invitation is declined.
12. Ensure timely payment of fees according to the school's regulations.
13. For students who bring their own food to school, Parents are kindly requested to be mindful of food hygiene and safety. The School encourages Parents to prepare balanced meals for the children, ensuring a good mix of different nutrient groups while minimizing processed foods, carbonated drinks, and foods high in sugar.

**Failure to comply with the mentioned regulations may result in the discontinuation of educational services for the student.*

2. Misconduct & Disciplinary Measures

Misconduct has been classified and divided into three categories, depending on the severity of the violation. The School will send parents the Misconduct Form of the students.

Category I

Problems taking place in the classroom/hallway and common area. Activities that violate Category I rules include, but are not limited to:



- Hallway and common area violations or disturbances.
- Unintentional misuse or damage to property.
- Eating and drinking (except water bottles) - these are not allowed anywhere in the building except the cafeteria.
- Repeated tardiness over 3 times/month.
- Any other minor misbehaviour that disturbs order in and out of the classroom.
- Unauthorised use of mobile phones and electronic devices within the School campus for non-academic purposes.
- Leaving campus during school time without permission from the Homeroom Teacher or Board of Principals.
- Dress code violations.
- Trespassing to a person and trespassing to property and goods.

Disciplinary actions

The discipline of students for misbehaviour in Category I depends on the severity and frequency of the specific behaviour. The disciplinary actions in Category I are usually administered by teachers and the School Office, with the occasional involvement of the Board of Principals if they are serious. Disciplinary actions include but are not limited to:

- A discussion of the misbehaviour with the student.
- Verbal reprimand.
- Payment for lost and/or damaged property.
- A violation report will be sent to inform the parents and must be returned to the school with the parent's signature for confirmation.

Category II

Violations in Category II include repeated instances of violations in Category I, or activities and attitudes that show a lack of respect for teachers or peers. These include, but are not limited to, the following:

- Lying.
- Slander/Defamation.
- Cheating/Plagiarism.



- Threatening/Harassment.
- All forms of bullying, including cyberbullying.
- Deliberating disrespect for/destruction of property.
- Habitual tardiness (more than 3 times per month).
- Vulgar language and gestures (both written and verbal).
- Excessive absences without reason.

Disciplinary Actions

Disciplinary actions include but are not limited to:

- Continue the Category I actions with more severity.
- A zero mark (in cases of plagiarism).
- Removal/Withdrawal or a failing grade for the class (including a loss of credit).
- Replacement of lost or damaged property.
- Loss of privileges (such as clubs, athletics, field trips and extracurricular activities).
- Suspension.
- A violation report will be sent to inform the parents and must be returned to the school with the parent's signature for confirmation.

Category III

Violations in Category III include, but are not limited to, the following:

- Violations of laws.
- Behaviors that involve harassment or serious threats to the safety of other students and individuals.
- All forms of bullying, including cyberbullying.
- Stealing.
- Starting fires or triggering a false fire alarm.
- Activities that seriously threaten the safety of the student or others.
- Defacing School or another student's property.



- Viewing, possession, or distribution of pornography. Sending or distributing texts, messages, and photos that include sexually explicit language, profanity, or inappropriate content.
- Bringing weapons/explosives to school (real or fake).
- Engaging in physical aggression.
- Sexual harassment or physical abuse.
- Possession or use of tobacco, marijuana, alcohol, drugs, or any related paraphernalia.
- Frequent and repeated violations of Category II rules.

Disciplinary Actions

Disciplinary actions include, but are not limited to, the following, as determined by the Principal and/or the review committee:

- Continue the Category I or II actions with more severity.
- Suspension from school for 1 – 7 days.
- Expulsion.
- The police will be contacted in the event that a criminal act has occurred.
- A violation report will be sent to inform the parents and must be returned to the school with the parent's signature for confirmation.

Other Cases of Expulsion

SISS understands that certain circumstances may necessitate the consideration of expulsion, which we approach with tact, formality, and empathy. The following scenarios are outlined:

- Severe psychiatric or physiological disorders: If a student's condition significantly disrupts the well-being and learning of others, expulsion may be considered.
- Learning disabilities impacting the learning environment: When a student's learning disability significantly hinders others' educational experience. Our priority is to ensure a safe learning environment, so we initiate a referral procedure to provide specialised treatment and education for the affected student.



- Non-payment of tuition fees: While we understand financial challenges, if Parents fail to fulfill their obligations, including tuition fees, and remain outstanding for more than 30 days past the deadline, expulsion may be necessary to ensure the School's continued operations and quality education for all students. We will continue to request a settlement from the concerned Parents.
- Non-compliance with the School's regulations and disruptive behavior: Adherence to School regulations is vital for a safe and orderly educational environment. Should Parents or Guardians exhibit behaviors that undermine safety or damage the School's reputation, expulsion may be considered to uphold the institution's integrity and the well-being of the School community.