

**MIRAS INTERNATIONAL SCHOOL**

**Approved**

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Head of School**

## **Code of Conduct**

**ALMATY 2021**

Developed in 2005

Reviewed in 2007/ Reviewed in 2009 / Reviewed in 2011Next review 2015/

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## **Miras International School, Almaty Mission Statement**

Miras International School Almaty provides high quality education based on integrated Kazakhstani and International Standards in a multilingual environment devoted to empowering every student to become an internationally minded life-long learner with a shared responsibility for the Globe.

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## 1. INTRODUCTION

The Code of Conduct of Miras International School has been developed to provide a safe and favorable learning environment, forming positive relationship between the school community members on the basis of mutual respect.

The Code of Conduct is based on the Miras International School Mission and Philosophy and promotes development of students' personality characteristics, which are indicated in International Baccalaureate Learner Profile.

The Code of Conduct applies to all the members of the school community – students, parents and staff.

The adherence to these rules by all members of the school community will ensure a harmonious environment in the school, which leads to successful learning.

The Code of Conduct is reviewed once every two years.

Situations, which are not included in the Code of Conduct, are considered by the school administration.

All members of the school community (students, parents, school staff members) are to be acquainted with the school Code of Conduct. Homeroom teachers should familiarize their students with the document during homeroom lessons at the beginning of each school year. Parents should become familiar with the document on the first parent's meeting with the homeroom teacher or by reading it themselves.

The homeroom teacher will acquaint new students and their parents with the document as soon as they arrive in the school.

School staff members acquaint themselves with the document independently during meetings.

## 2. EXPECTATIONS OF STUDENTS

### **Students should:**

- Demonstrate a respectful attitude towards other students and adults;
- Follow instructions of teachers, educators and other school staff members;
- Arrive for classes on time with completed homework;
- Have necessary equipment and materials to be ready for the classes;
- Be careful with the school property and environment;
- Follow the behavior rules and safety procedures in the school labs, classrooms, cafeteria, library and outside;
- Wear appropriate clothes in the school according to the Dress Code ( for preschool and KG students casual clothes recommended);
- Follow the etic norms of behavior in public places;

### **Students should not:**

- Leave the school campus during the day without approval of the school

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administration and parents' written permission (or phone call) or the school doctors' approval.

- Students of Preschool and Kindergarten are allowed to leave school territory only in accompaniment
- of a parent or responsible person;
- Leave the classroom without teacher's permission;
- Use mobile phones at inappropriate time;
- Leave garbage in the school;
- Bring to school expensive things such as players, tape-recorders, etc.;
- Leave personal possessions unsupervised;
- Run in the corridors, speak loudly or shout.

**Students are not allowed to:**

- Smoke;
- Drink alcohol, use drugs and bring them to school;
- Bring objects or substances to school which are dangerous to others;
- Act in a way, which is dangerous to others

### **3. ROLE OF PARTNERS AND SCHOOL STAFF MEMBERS PARENTS**

**It is categorically forbidden to demonstrate inappropriate behavior of adults towards children and children towards other children.**

Parents play an important role in ensuring their child's adherence to the disciplinary policy. Parents can assist by encouraging their child to be punctual to prevent lateness for classes and studying, to follow the dress code and act appropriately.

The school administration recommends parents should read the Disciplinary Policy; keep in close contact with the homeroom teacher, subject teachers and educators as well. Parents may contact to the school administration if necessary.

#### **HOMEROOM LEADERS AND EDUCATORS**

The homeroom leader (educator) is a key figure in the relationship between parents and the school regarding student disciplinary matters.

Homeroom leader (educators) plan a pastoral work in the class, introduce the Disciplinary Policy to students and parents, supervise and correct students' behavior, keep in constant contact with subject teachers and the school psychologist.

#### **SUBJECT TEACHERS**

During the lesson it is the responsibility of the subject teacher to deliver the curriculum and provide classroom management including dealing with all disciplinary issues as appropriate.

## **SCHOOL STAFF**

Each member of the school staff should serve as an example for students in matters of discipline, dress code and should support the school disciplinary policy.

## **4. DISCIPLINARY VIOLATIONS AND CONSEQUENCES PRESCHOOL AND KINDERGARTEN**

The purpose of Code of Conduct application in Preschool and KG is the creation of a positive and safe environment for all members of the school community, prevention of breach of appropriate order and acquaintance with behavior rules.

A teacher or educator corrects minor breaches of behavior rules.

### **Working with a child**

- Conversation between teacher or educator and a child;
- Psychologist's observation and recommendations for parents

### **SERIOUS VIOLATIONS**

The following are considered as serious violations:

- Fighting;
- Theft
- Using of chewing gum during lessons and on walk;
- Regular lateness;
- Breach of appropriate order during lessons and breaks;
- Bad language;
- Damage of school property

Students of Preschool and KG are strongly recommended not to bring mobile phones into the school.

### **CONSEQUENCES OF SERIOUS VIOLATIONS:**

- Psychologist's observation of a child;
- Informing parents;
- Inviting parents to meet with the administration;

In cases of serious violations the school administration has the authority to apply appropriate procedures (suspension and expulsion a student from Preschool and KG). The decision is to be taken by the school director.

## **PRIMARY SCHOOL VIOLATIONS**

### **The following are considered as violations:**

- Non-fulfillment of classroom task or homework;
- Frequently late for lessons;
- Causing disturbance in classrooms, corridors, stairs, atrium and on walks (it is not

### **CODE of CONDUCT**

allowed to run, make noise, play snowballs, play football in inappropriate places);

- Foul language;
- Disrespectful attitude towards other students;
- Using chewing gum during lessons and walks;
- Taking food and drinks during lessons or in inappropriate places;
- Using of mobile phones;
- Displaying disrespectful attitude to teachers and other school staff members

## **CONSEQUENCES Step 1**

The teacher discusses the violation with the student)

### **Step 2**

If this inappropriate behavior continues, the teacher discusses the violation with the Home Room Leader; writes a note in the day book. Teachers and psychologist meet with the student if appropriate.

### **Step 3**

The Home Room Leader invites parents and the student to meet with the administration of the Primary School. (Responsible – HR Leader). At this stage the psychologist should be involved in the process. The student should undergo a correctional psychological programme (this applies to students who regularly break behavior rules).

The Primary School administration makes a decision about the next step.

The psychologist makes a protocol of the meeting. A copy is kept in the student's personal file.

## **SERIOUS VIOLATIONS**

### **The following are considered as serious violations:**

Repetition of disciplinary violations;

- Fighting;
- Theft;
- Inappropriate behavior, which causes serious consequences;
- Truanting from classes;
- Willful damage of school property and the property of others;
- Act in a way which is dangerous to others;
- Leaving school before the end of classes without administration approval

### **CONSEQUENCES OF SERIOUS VIOLATIONS:**

1. Suspension
2. Detention during the break
3. Placed on contract (in a very serious cases)
4. Exclusion

The Home Room Leader, Psychologist, and Principal / Vice Principal discuss the situation and agree on the consequence. The school administration informs parents about all serious violations in written form. The second copy of the letter is to be attached to a student's personal folder by the school Secretary.

### **SECONDARY SCHOOL**

Violations are divided into 3 steps and imply the appropriate procedures.

#### **Step 1**

#### **VIOLATIONS:**

The following are referred to as the Step 1 violations:

- Talking during lessons;
- Single insubordination to the teacher;
- Chewing gum in lesson;
- Non-fulfillment of classroom task or homework;
- Single lateness;
- Taking food or drinks in lesson or in other inappropriate places;
- Being disruptive during breaks;
- Being disruptive in the class, corridors, cafeteria and atrium (leaving garbage, trays with meals and personal things without care, etc.);
- Disobedience to requirements of a Duty teacher;
- Non-fulfillment of rules regarding students' dress code;
- Trespassing in out of bounds areas.

#### **The issues resolved by:**

The Homeroom Leader, a duty teacher or a subject teacher. The Homeroom Leader should be informed. The homeroom leader or subject teacher or duty teacher makes a decision regarding the procedures to be applied.

#### **Possible procedures:**

1. Verbal warning;
2. Individual discussion with student;
3. Discussion with class about behavior rules;
4. Re-reading of the school Disciplinary Policy
5. A record of the discipline issue and the action taken should be noted in the student day book.



## Step 2

### **VIOLATIONS:**

The following are referred to as Step 2 violations:

- Repetition of a Step 1 violation;
- Using a mobile phone at inappropriate times (e.g. during Assembly, lessons, 5- min breaks);
- Inappropriate behavior, which causes serious consequences;
- Uniform violations;
- Foul language;
- Disrespectful attitude towards other students;
- Damage of the school property;
- Unexcused absence without the administration's approval;
- Lateness to Weekly Assembly every Monday morning;
- Leaving the school before the end of the school day without the administration's approval;
- Breach of safety requirements during excursions and out of the school.

### **The issues are solved by**

The Administrative Assistant together with the Homeroom Leader or Subject Teacher.

The Homeroom Leader informs parents about the behavior issue in written format and/or by telephone. The second copy of the letter to parents is to be kept in the student's personal folder. The Administrative Assistant informs the Dean of Students regarding the issue.

At this stage the school psychologist is involved in the work with a student experiencing disciplinary problems.

### **Possible procedures:**

1. Temporary confiscation of objects preventing regular learning process, such as a mobile phone, an audio-player, etc., for period from 1 day to a week.
2. Setting a probation period (a week, a month). Monitoring. The Homeroom Leader, Administrative Assistant and the Dean of Students are responsible for the procedure.
3. Limitation of the time spent with other students during a break (under supervision). The Homeroom Leader or Subject Teacher or other member of staff may act as the supervisor. The Administrative Assistant is responsible for the procedures.
4. Temporary suspension from the extra-curricula activities. The Homeroom Leader and the Administrative Assistant are responsible for the procedure.
5. Additional tasks under the supervisor's observation to be completed during the 45 minute detention, the Homeroom Leader or Subject Teacher is responsible for providing these tasks. Other staff may also act as the supervisor under control of Administrative Assistant who is responsible for the procedures. The Administrative Assistant records all issues regarding morning lateness, lateness to lessons, etc. Detentions may also be given for persistent lateness: 3 occurrences or morning lateness will result in a detention; lateness to Monday morning assembly will result in a detention. 3 Uniform violations – Detention (HR Leader is responsible)
6. Suspension (1 day) from the lessons within the school under observation of the supervisor (Administrative Assistant). The Homeroom Leader and subject teachers provide a task for the student and check its implementation. The Administrative Assistant is responsible for completion of the

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procedure (i.e. to inform parents, Homeroom leaders, Dean of Students and arrange the tasks for students and will inform the student about the rules of Suspension)

### **Step3**

#### **SERIOUS VIOLATIONS:**

The following are referred to as the serious violations:

- Repetition of the step 2 violations;
- Infringement of the copyright or other intellectual property of another person(e.g. Plagiarism and copying from other students' works);
- Copying from other students' works (collusion);
- Plagiarism;
- Fighting;
- Theft;
- Using inappropriate Uniform or Dress Code;
- Disturbing the Language Policy Rules;
- Bullying (this could include oral, physical, images, writing, mobile phone texting & telephone calls, internet forums, websites and chat rooms, etc.); verbal and physical provocation;
- To view, send, assent to receive or store obscene, offensive or inappropriate;
- Placing inappropriate comments/images regarding MIRAS, it's students or staff on the internet or in any electronic format;
- Using usernames/passwords not assigned to the student;
- Hacking or placing malicious software on the school computer system.
- Taking forbidden substances such as cigarettes, alcohol, drugs, etc. within the schoolcampus territory;
- To appear at school drunk or intoxicated by other drugs;
- Repeated disobedience to a teacher's requirements;
- Demonstration of disrespectful attitude towards teachers and school and support staff(e.g. taking photos of a teacher or other member of the school staff without their consent);
- Demonstration of rudeness towards students, teachers and school staff;
- Visiting forbidden/inappropriate Internet websites;
- Dangerous behavior towards other people;
- Using objects which are potentially dangerous towards other people.

#### **The issues are solved by:**

The school administration

Parents of a student with a serious behavior problem are invited to school for discussion with administration.

A decision about the student's expulsion from the school is considered by the Pedagogical Council and is approved by the Director.

#### **Possible procedures:**

1. Long-term suspension from lessons for 2-3 days
2. Suspension from school for 1-3 days.
3. Transferring a student to contract basis on discipline issues.
4. Transferring a student to Home Education

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5. Expulsion from school.

## **5. DRESS CODE**

The Mission and Philosophy of Miras International School are oriented to harmonious development of educated students responsible, respectful and able to cooperate with others.

Dress code of Miras International School students should meet the safety and health standards and promote the learning process. The students are individuals representing the school community. We believe that neat clothes suitable for classroom activities will facilitate students' learning as well as developing respectful attitude towards themselves and others. The dress code expectations below are valid during the whole academic year including the examination periods.

*Since October 2009 there has been a single school uniform for all students. It is compulsory for Grade 1-12 students. For preschool and kindergarten students the dress code is casual.*

### **The MIS School Uniform consists of the following for:**

#### ***Girls***

Plain, white, classic shirt or blouse (with collar and sleeves, no colours or patterns) Tartan Skirt\* or Grey classic trousers\* (skirt should be near knee length; not more than 10 cm above the knee).

Blue Jacket\*, Blue woolen waistcoat, Blue woolen jumper\*, or Blue sleeveless jumper\*,

Only black or skin-colored tights or single-colored short socks may be worn

Single colored black shoes with no decorations.

#### ***Boys***

Plain white classic shirt (with collar and sleeves, no colors or patterns) Grey classic trousers\*

Blue Jacket\*, Blue woolen waistcoat sleeveless jumper\*, or Blue woolen jumper\*

Single color, plain, grey or black socks which match the trousers. Single colored black shoes with no decorations.

### **Jeans are not appropriate for the School for all Grades.**

Appropriate attire for PE, dance and swimming classes:

- PE class: appropriate sport footwear, shorts/tracksuit, T-shirt
- Swimming class: swimsuit/swimming trunks, swimming cap
- Dance class: shorts/skirt/gymnastics suit, dance shoes

On non-uniform days students must adhere to the usual dress code as per the code of conduct. All members of the School community are responsible for the Student's uniform implementation.

In the case of violations, teachers should apply to these regulations.

### **Procedure, connected with the Uniform implementation**

Senior Management team is responsible for informational letter for the parents about procedure (September).

Senior Management Team members meet students near the gates and check uniform. In the case of the wrong uniform student should be sent to the home (First 2 weeks of September) HR Leader check

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student's uniform every day during 10 min morning Students in the inappropriate uniform are not allowed to visit lessons

If it is necessary HR Leader calls to the parents and inform them about uniform problems. In the first instance it is the responsibility of the HRL to contact parents. In the case of a language issue the Dean of Student should contact parents. Administrative assistant is responsible for the recording of all uniform violations.

From the beginning of October the uniform policy will be strictly enforced and students not wearing uniform will not be able to attend school unless there has been a prior agreement with the school.

### **Secondary School**

Students in grades 9-12 may wear a tie if they choose. It must be plain (no colors or patterns) and Black or Navy (dark) Blue.

For all students in cold weather students must change their outside boots for inside black shoes before lessons.

Shoes must be black. If a doctor has recommended the use of special shoes (e.g. softer material) these must also be black.

### **Uniform violations belong to the 3 levels of violations.**

Correction procedure:

- Reprimand and after school detention by HRL. Parents will be contacted with the expectation that correct uniform item is delivered to school.
- Inside Suspension - Parents will be contacted with the expectation that correct uniform item is delivered to school.
- Outside Suspension.

Administrative assistant is responsible for the contact with the parents in the case of the Language problems between HR Leader and parents (for ETS)

In the case of the parents misunderstanding or non correct answer HR Leader can apply to the Uniform Responsible Coordinator.

### **Primary School**

Please note that wearing school uniform is compulsory. All students from grade 1-5 must wear school uniform at all times.

During September students may wear the following clothes if their school uniform is not ready:

#### ***Boys***

- White shirt
- Greytrousers

#### ***Girls***

- White blouse
- Dark skirt

Shoes must be black. If a doctor has recommended the use of special shoes (e.g. softer material) these must also be black.

The kindergarten-Grade 5 students shall bring school shoes from the first day of their learning.

### **The following garments are inappropriate for school including non uniform day:**

- Sports trousers, shorts (except primary school)
- T-shirts, sports trousers, shorts;
- Clothes with gaudy pictures, slogans, symbols and writings contrary to the

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school philosophy;

- Clothes which do not cover shoulders and belly;
- Low-necked and thin-strap garments;
- Skirts with long slits; miniskirts
- Gaudy clothes.

Heavy and expensive jewelry are not appropriate for the school.

### **Special occasions**

1. During classes in the laboratory/Art/dance room students wear a special clothes meeting safety standards.
2. During Spirit Days students may wear other clothes

appropriate for a topic.

The school administration may regulate issues related to the students' dress code.

## **6. RULES OF BEHAVIOUR IN THE LIBRARY**

### **Students should:**

- Maintain silence;
- Be careful with the books, magazines and other library resources;
- Handle the library equipment carefully;
  
- Follow the rules of using the books and computers (See the attachment).

### **Students should not:**

- Bring any food or drink to the library
- Chew gum;
- Wear overcoats or hats;
- Stay in the library during the classes without a teacher;
- Visit forbidden websites, play computer games, use e-mail or chat.

### **BEHAVIOUR IN THE LABORATORY CLASSROOMS Students should:**

- Handle the equipment carefully;
- Follow the safety procedures (See the attachment);

### **Students should not:**

- Stay in the lab or computer classroom without a teacher;
- Tear off or damage the warning posters on the walls.

## **BEHAVIOUR IN THE GYM, THE SWIMMING POOL AND THE FOOTBALL FIELD**

### **Students should:**

- Follow the safety procedures (See the attachment);
- Attend PE and swimming lessons wearing the appropriate clothing.

**Students should not:**

- Leave valuable things in the Gym or changing rooms;
- Attend PE and swimming lessons without appropriate clothing.
- Bring food, drinks, and candies (it is allowed to bring drinking water to the football field if the empty bottle will be thrown into a dustbin);
- Use chewing gum

**BEHAVIOUR IN THE CAFETERIA Students should:**

- Follow the cafeteria schedule arranged for the grades;
- Remove trays and dishes to the appropriate area after finishing a meal;
- Throw garbage in the garbage bins

**Students should not:**

- Yell and laugh loudly in the cafeteria;
- Push in front of others in the queue;
- Take plates and dishes outside;
- Enter the cafeteria area wearing overcoats or hats;
- Take several portions for other students;

Buy food and drinks during lessons or the 5 minute lesson breaks.

**It is forbidden:**

- To throw the food, fruit peels, etc. on the floor;
- Damage cutlery and equipment in the cafeteria;

This violation is considered to be a Step 2 violation and implies the corresponding procedures.

**7. ADDITIONAL INFORMATION LANGUAGE ENVIRONMENT**

The Teachers, Students, Support Staff and Parents are expected to support English Language Environment in the School

Teachers should at first encourage students and parents.

In the case of language violations, teachers should apply to these regulations:-

**For Secondary School students**

**Language violations belong to the 3<sup>rd</sup> level of violations**

**ETS Students**

**Step 1** – Oral Reprimands. All teachers are responsible.

**Step 2** – Written Reprimand documentation. HR Leaders and subject teachers use a special form “Language Policy Violation Slip”. The Administrative Assistant retains the documents and makes statistical analysis.

**Step 3** – Detention. This occurs after three Step 2 violations. HR Leader is responsible for informing the parents.

**Step 4** – Suspension. This occurs after two Step 3 violations. A meeting with the parents is necessary. Dean of Students and Administrative Assistant are responsible.

**Further violations** – transfer to the RTS or KTS. Principals are responsible.

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## **RTS and KTS Students**

**Step 1-2**– Oral Reprimands. All teachers are responsible.

**Step 3** – Written Reprimands and inviting the parents. HR Leader's use a special form. Administrative Assistant keeps all letters and make statistic

**Step 4** – Detention. HR Leader is responsible.

**Step 5** – Suspension and obligatory attending English Extra Classes (2 month twice a week, outside of school). Dean of Students, Administrative Assistant are responsible.

**More** – recommendation to the family to change School. Principals are responsible.

### **For Primary School students**

English is recognized as the language of communication across the primary school. Students in the primary school will be encouraged and supported by adults and peers to develop and use their English language skills in authentic contexts.

There are clearly defined and targeted consequences for students who make poor choices which contradict the language policy. These are aimed at helping them reflect on their actions and make different choices which support the school language policy.

### **Consequences**

**Step 1** Homeroom Leader discusses issue with student and agrees specific targets **Step 2** Homeroom Leader invites parent(s) to a meeting to discuss the issue and seek their support in helping their child adhere to the school language policy. This may include:

- Increased emphasis on supporting English Language in the home environment
- Additional private English lessons (parent responsibility)
- In school support for student through existing language and inquiry lessons etc **Step 3** Parents and child are invited to a meeting with the Primary Principal and a plan of action is agreed. The plan of action will focus on strategies and actions to support the child as well as on desired outcomes. Follow-up meetings to review & celebrate progress (hopefully) will be built in to this.

**Step 4** If there is no improvement in terms of attitude, acquisition and use of English in authentic contexts further action will need to be taken. This may include:

- a specific English language contract agreed to and signed by parents and where appropriate, the child
- targeted private language lessons organized by the parents for an agreed period of time with specific outcomes identified

### **LATENESS**

Students should be in the school 10 minutes before the homeroom classes start. In case of a serious reason for lateness parents should notify a homeroom teacher or the school secretary.

### **For SS**

If a student has 3 unexcused cases of lateness a week, the homeroom teacher or Administrative assistant may apply a 40 minutes detention for him/her. If there are further lateness cases the school administration may make a decision on the

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student's suspension from the classes. If lateness continues on a regular basis, the school invites parents to discuss ways to solve the problem.

A school secretary records the lateness in a special register. Homeroom teachers review the journal weekly.

Being late for classes more than 30 minutes in morning is considered as truancy without excused reason (violation of step 2).

Administrative assistant and homeroom teachers are to record students' morning lateness. Detention is to go into effect under the supervision of the Administrative assistant for students who are late 3 times a week or 1 time late Monday Morning Assembly.

If a student is late for classes a subject teacher should indicate it. The teacher is responsible for organizing and conducting appropriate penalty (detention). It should be arranged on the same day of lateness.

### **For PS**

In the case persistent morning lateness the PS administration send letter informing parents.

A copy is kept in the student's personal file.

If the lateness continues the administration invites parents to the school to discuss the issue.

### **HOMEWORK**

Regular completion of the homework by students is essential for acquiring academic knowledge.

The school provides a homework schedule for students. Subject teachers adjust the scope of the work, which should not exceed 1/3 of the classroom work.

Incompletion of the homework is considered to be a Step 1 violation, and implies the corresponding procedures.

### **SCHOOL ATTENDANCE**

Students having good attendance achieve more success in the academic progress. They should attend not less than 80 % of the classes during the academic year. Skipping lesson is considered to be a Step 2 violation and implies the corresponding procedures.

If there is a serious reason for missing lessons by a student, his/her parents should notify the school Director about the reason and duration of missing lessons in a written form and ahead of time. The school administration makes a corresponding decision.

If parents don't inform the school administration (through informing homeroom teacher) about reasons of students absence it will be considered as absence without excused reasons and breach of school discipline policy.

### **LOST AND FOUND**

The school is not responsible for students' personal things. Students are strongly recommended not to bring valuable items in school. There should be locks on the students' lockers. If a student needs to have valuable items in school for educational purposes, he/she should hand it over to the school security personnel with the signed registration.

Items found, which belong to others should be handed over to the school security personnel or a school secretary.

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Students may apply to the school office manager for lost things.

### **ICT**

The school is not responsible for students' electronic goods which are lost, stolen or damaged.

### **MOBILE PHONES**

The school is not responsible for mobile phones, which are lost, stolen or damaged. Students are allowed to use mobile phones only during breakfast, lunch and at the end of school day. During any other period of the school day the mobile phone may

be confiscated for 1 or 3 days, or for a week.

Students of Preschool, Kindergarten and Primary school are not recommended to bring mobile phones into school.

If parents need to send an urgent message to their child, a school secretary is available for taking it. The secretary should transfer this message to the homeroom teacher or to the student.

### **DAMAGED SCHOOL PROPERTY**

The school property includes furniture, windows, walls, floors, classroom equipment, etc. In case of damage caused to the school property by a student, his/her parents should reimburse the cost of the damaged object or equipment.