



BEIRA INTERNATIONAL SCHOOL

STUDENT CODE OF CONDUCT AND DISCIPLINE

A. GOALS

Beira International School (BIS) wants each student to enjoy a secure learning environment and a rich educational experience.

This code of conduct and discipline was developed to promote consistency and encourage appropriate behaviours that require students to become increasingly more responsible for their behaviour. We believe that if students clearly understand the rules and the consequences for inappropriate behaviours, they can make intelligent choices. As school discipline is a collaborative effort by the parents, guardians, students, and staff, we expect parents to recognize the importance of school rules and to cooperate with their enforcement and we expect students to make positive behaviour choices that promote their safety, the safety of others, and a productive learning environment.

We know that the vast majority of our students are considerate, well-behaved, and responsible. We will make a consistent effort to notice, praise and reward these positive behaviours.

B. RESPONSIBILITIES

1. STUDENT RESPONSIBILITIES

- To attend school on a regular basis.
- To be on time and prepared to work.
- To bring required materials and assignments.
- To know and comply with school rules.
- To treat staff and fellow students with respect regardless of ethnic group, religion, gender, sexual orientation, colour, race, national origin and physical or mental ability.
- To respect public and private property.
- To follow directions of school staff.
- To behave in a way that does not disrupt the learning of others.
- To leave valuable personal possessions at home.
- To know and comply with the Student Code of Conduct and Discipline.
- To dress appropriately (as per Student Dress Code).

2. PARENT/GUARDIAN RESPONSIBILITIES

- To send students to school neat, clean, and appropriately dressed and ready to learn.
- To instil in students an attitude that school is important.
- To schedule and attend school consultations when appropriate.
- To assure prompt and regular attendance of their children at school.
- To be available to school staff during the day by informing the school of current phone numbers for home, work, or emergency.
- To cooperate with school staff in helping students with academic, discipline or attendance problems.
- To notify the school whenever a student cannot attend.
- To know this code of conduct and discipline, review it with their children, and help them comply with it.

- To treat staff, students, fellow parents, and community partners with respect regardless of ethnic group, religion, gender, sexual orientation, colour, race, national origin and physical or mental ability.

3. TEACHER RESPONSIBILITIES

- To establish classroom expectations for behaviour.
- To enforce this code of conduct and discipline inside and outside the classroom reviewing it with students whenever necessary.
- To follow Cambridge Teacher Standards to teach the prescribed courses of study in a professional manner.
- To maintain a safe and well-organized classroom environment conducive to learning.
- To make every attempt to communicate with parents and administrators when student behaviour is unsatisfactory.
- To treat parents, students, and fellow staff members with respect regardless of ethnic group, religion, gender, sexual orientation, colour, race, national origin and physical or mental ability.
- To be consistent in applying classroom and school rules.

4. ADMINISTRATORS RESPONSIBILITIES

- To inform staff, students, and parents on a regular basis about school and government discipline standards.
- To be consistent in applying this code of conduct and discipline.
- To work with Pedagogical Directors, Class Teachers, and other school personnel in implementing this code of conduct and discipline.
- To thoroughly investigate before determining if a violation has been committed.
- To treat students with respect and always give them the opportunity to tell their side of a discipline issue.
- To treat teachers, parents, and staff members with respect regardless of ethnic group, religion, gender, sexual orientation, colour, race, national origin and physical or mental ability.
- To inform parents immediately, or as soon as possible, about student discipline matters.
- To provide parents with information regarding the process of any disciplinary procedure.
- To notify parents when students are interviewed by law enforcement.

C. BEHAVIOUR CATEGORIES AND CONSEQUENCES

Breach of one's responsibilities and unacceptable student behaviour results in consequences. Consequences are grouped from the least serious to the most serious. Repeated disregard of school rules leads to increasingly serious consequences. The rules set out in this code of conduct and discipline apply while students are on school grounds irrespective of the activity they are engaged in, purpose or time of presence in the school grounds, and during, or while going to or coming from a school sponsored activity such as athletic events, excursions, study trips and other extra/co-curricular activities.

1. LEVEL 1 OFFENSES – 1 DEMERIT

- Being Late.
- Not following dress code.
- Not doing homework/assignments/projects.
- Homework Logbook (primary level)/test/assignments not signed.
- Using skateboards/rollerblades/bikes on the school grounds without authorization.
- Staying in restricted areas.
- Not covering books.
- Littering.
- Making noise.

- Chewing gum.
- Running indoors.

2. LEVEL 2 OFFENSES – 3 DEMERITS

- Disrupting classes/school activities.
- Disrespectful behaviour.
- Obscene acts/actions, profanity or vulgarity during lessons or school activities.
- Possession of phones during official school hours.
- Incorrect use of school property.

3. LEVEL 3 OFFENCES - NORMAL DISCIPLINARY HEARING

- Cheating / Forgery/academic dishonesty.
- Bullying and Cyber Bullying.
- Possession of tobacco or tobacco products including electronic cigarettes.
- Gross disruption of classes / school activities.
- Failure to report to Detention /Community Service.
- Wilful defiance or disobedience of teachers and staff.
- Threats / aggression/ intimidation.
- Vandalism of school or private property.
- Leaving school premises without permission.

4. LEVEL 4 OFFENSES – EXTRAORDINARY DISCIPLINARY HEARING

- Theft of school or private property or possession of stolen property.
- Causing physical injury to another person.
- Possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil at school (i.e., firecrackers, matches lighters or anything that fires a projectile, including BB guns, pellet/airsoft guns, paintball guns, etc.).
- Possession of Alcohol at school premises.
- Selling/supplying of tobacco, alcohol, or other dangerous products on the school premises.
- Possession of drugs or other prohibited substances at school premises.
- Robbery, extortion, assault, sexual harassment/assault.
- Use of tobacco or tobacco products including electronic cigarettes on school premises.

D. DISCIPLINARY PROCESS

1. AUTOMATIC DISCIPLINARY MEASURES

Based on the number of demerit points accrued during a Term, a student will automatically be subjected to the following disciplinary measures:

- 3 Demerits: Written warning
- 4 Demerits: Break-time Detention
- 6 Demerits: Friday Detention
- 8, 10 or 12 Demerits: School Community Service

2. NORMAL DISCIPLINARY HEARING

A Normal Disciplinary Hearing is conducted after a level 3 offence is committed. The Disciplinary Hearing is conducted by a committee comprising of the Pedagogical Director the relevant teachers and the class teacher. Depending on the severity of the offence, aggravating or attenuating circumstances as well as past behaviour of the student, the Normal Disciplinary Hearing can result in Suspension, Community Service or Behaviour Support/Intervention.

3. EXTRAORDINARY DISCIPLINARY HEARING

An Extraordinary Disciplinary Hearing is conducted by a committee comprising of the headmaster, a board representative, the Pedagogical Directors, and relevant teachers if a student:

- Has accumulated more than 12 Demerit points in a Term.
- Has committed more than one Level 3 disciplinary offense during the year.
- Has committed a level 4 offense.

Depending on the severity of the offence, aggravating or attenuating circumstances as well as past behaviour of the student, the Normal Disciplinary Hearing can result in Suspension, Community Service or Behaviour support/intervention and as well as permanent expulsion from the school.

- Behaviour intervention/support.
- Suspension from school.
- Exclusion from school activities.
- Community Services.
- Compensation for damages

E. MOBILE PHONE POLICY

Beira International School believes that excessive usage of Mobile Phones by children is a distraction and an impediment for the academic and social development of children and, as such, has normally no place in the school.

Should for a specific school activity the students need to bring a mobile phone or other smart device, the teacher will inform explicitly on what day and for what purpose a student is allowed to bring their mobile device.

Should a student that stays after normal school hours require to communicate with a phone for practical purposes, the parents should explicitly inform the class teacher about this requirement. In such cases the student is allowed to bring his/her phone to school but should, upon arrival, hand over his/her phone to the Pedagogical Director (switched off or on Airplane mode) and can only pick up and use the phone after normal school hours.

Parents who need to contact their children during normal school hours for emergency matters can contact the school office who, in turn, will contact the student.

F. STUDENT DRESS/UNIFORM CODE

1. HAIR (ALL STUDENTS)

Must be neat and tidy and well-groomed. No extravagant styles such as, but not limited to, artificial colours (different from black, brown, blonde, or auburn), extremely asymmetrical cuts, patterns shaved into hair, mohawks, etc. are allowed. Long hair should be tied up at the back with no hair falling on the face covering either eye. Braids/plaits/cornrows should be uniform and with natural colours (black, brown, blonde, or auburn). Beads, hair bands or clips when used should be in school colours.

2. JEWELLERY

No jewellery, bangles, bracelets allowed except for one pair of small stud earrings and a watch. No markings, writings, or paintings on any exposed part of the body is allowed.

3. UNIFORM (GIRLS)

White collar shirt with the school logo on it. Navy blue skirts, shorts, or trousers. Pants worn under skirts or scarves worn above head must be navy blue. Black leather shoes, white ankle-length socks. Additionally, a school jersey or blazer may be worn. Nail should be short and only clear nail polish allowed.

4. UNIFORM (BOYS)

Navy blue shorts or trousers. white collar shirt with the school logo on it, white ankle-length socks, black leather shoes. Additionally, a school jersey or blazer may be worn.

5. UNIFORM (PE)

School PE t-shirt, house t-shirt, navy/white shorts/tracksuits, white socks, neutral-coloured trainer shoes, navy blue sweat-tops and/or sweat-pants. The following articles are not permitted: shorts, skirts, tracksuits, and tops that fail to conceal undergarments; and shorts, skirts, and dresses that are shorter than thumb's length from the knee when arms are at side.

6. CIVVIES DAYS

At times all students or specific students are allowed to wear normal clothes for a day. Children are free to choose their clothes provided that the clothes are decent and do not expose bellies, are not see-through and are not too short.

7. FORCE MAJEURE

In case of temporary shortage of uniforms, medical conditions or other situation assessed by the administration as constituting force majeure, a student may be allowed to deviate from this code. In such cases, clothing items must be smart and acceptable by the administration.

8. RELIGIOUS/CULTURAL EXEMPTIONS

These will only be accommodated where required by applicable Mozambican law.

Minor violations of this dress code will be dealt with as per school disciplinary code, but the school reserves the right to refuse entry to any student for repeated or extreme violations.

G. UNDERSTANDING THE MERIT/DEMERIT SYSTEM

The merit/demerit system is a system used at BIS to reward good behaviour and discourage bad behaviour. It involves students earning points / smileys (for younger kids) or cards for good behaviour and losing points / getting sad faces (for younger kids) for bad behaviour. At regular intervals, students who have accumulated a certain number of demerits are punished, such as with detention, loss of privileges, or written warning, and students who have accumulated a certain number of merits/points are rewarded, such as with certificates, prizes, or special privileges.

The total number of merit cards and demerit points determines a student's overall behaviour score. Some schools use the scores to determine rewards and consequences, such as recognition in an assembly, extra privileges like coming to school in civvies, or detention. The aim of the system is to promote positive behaviour and create a positive and productive learning environment.

Approved by the Board of Directors on the 15th of January 2023