

## NZIS Code of Conduct

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### Terms of Reference

The New Zealand International School – Jakarta (NZIS) is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

The Standards of Behaviour outlined apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

1. on school property;
2. traveling on a school bus and/or car or any other designated mode of transport approved by the school;
3. participating in extra-curricular activities;
4. participating in off-site school-sponsored activities; or
5. engaging in an activity which will have an impact on the school climate.

### Code of Conduct

Visitors are to report to the security hut on arrival. Guards will ascertain their business and accompany them to the appropriate area.

1. Students are expected to act with common sense and courtesy to all other students, to staff, visitors, and to the general public outside the school.
2. Students at school, as in any public place, are subject to the laws of Indonesia and are protected against offenders. Committing actions such as these are against the law:
  - i. Saying or writing words which are obscene, threatening, abusive or insulting
  - ii. Physical or verbal abuse. Put-downs and bullying will not be tolerated. This includes but is not limited to -
    - a. using technology to intentionally abuse or bully another person;
    - b. using technology to interfere with the positive climate of the school;
    - c. using language that is violent, profane or discriminatory;
    - d. wearing clothes that depict violence, profanity or discrimination
  - iii. Discriminating against another person on the grounds of their colour, disability, sex, sexual preference, race or nationality.
  - iv. Theft or vandalism.
  - v. Forging documents or giving false information.
3. Attendance is compulsory, and students must be on time to class and to school.

- i. Permission for leave should always be sought beforehand by written notes or appointment cards.
  - ii. All other absences require a written note signed by a parent, handed in to reception on return.
  - iii. Students must sign out at their campus reception if they leave during school hours.
  - iv. If students become ill at school, they will report to their classroom teacher and they will make the decision to send them to the sick bay via the campus reception. If the student needs to go home the Head of Campus and/or their teacher will make this decision. The Receptionist is then responsible to contact the parents/caregiver and get them to pick up the student.  
The student will remain in the sick bay until picked up.
4. Health and Safety: Students are to conduct themselves in a safe manner at all times while under the school's supervision.
5. All personal property must be clearly named. The school accepts no responsibility for loss of or damage to personal items/property brought to the school by the students
6. Mobile telephones and portable music devices must be kept switched off and out of sight during classes or school activities.
7. Buildings and equipment are to be kept in the best possible condition. Damage must be reported to the Head of Campus as soon as possible. It is normal practice for students to pay for repairs if they have deliberately or **carelessly** damaged school property.  
Example: kicking a ball through a window.
8. Classroom procedures are to assist the learning of students. The highest possible standards of behaviour and co-operation are expected from students at all times.  
Examples:
  - i. Follow instructions.
  - ii. Bring appropriate equipment to class.
  - iii. Pay attention and avoid interrupting.
  - iv. Water is the only refreshment allowed in class. No eating during actual class / lesson time.
  - v. Be on task
9. Out of Bounds areas:
  - i. Specialist rooms may not be entered without staff present. Examples: laboratories, computer suites.
  - ii. Some areas must not be entered unless students have business to be there.  
Examples: Cleaners cupboards, Musholla's and Management offices.
  - iii. Students may not go off campus at lunch or interval (Year level 12 and 13 are exempt).
10. Smoking on the school grounds is not permitted.
11. Taking illegal drugs, substance abuse and drinking of alcoholic liquor are forbidden when students are under the control of the school (see No. 12). Being present when these activities are taking place is also an offence.

12. Not permitted in any circumstances: Students may not bring the following items onto campus –

- a. cigarettes, alcohol, lighters, illegal drugs, items intended for substance abuse,
- b. fireworks, knives, offensive weapons or potentially dangerous items.
- c. offensive written and/or pictorial material

Staff will confiscate these items if found and will begin due process for consequences relating to a breach of the Code of Conduct.

13. Transport: Permits are required for allowing motor vehicles onto school grounds to drop off students. Parents must make signed application to the school for this – refer to the enrolment packs for the required form.

14. All trips and social functions that occur in association with school activities (such as dances and dinners) are subject to the Code of Conduct pertaining to general conduct, and the ban on cigarettes, alcoholic drinks, solvents, solvent-based glue, and other dangerous or unlawful drugs/substances.

15. Students are subject to the NZIS Code of Conduct while in school uniform and while representing the school.

16. Uniform and Appearance: The tidy wearing of correct uniform or respecting the senior dress code is a condition of attendance at NZIS.

### **Consequences of breaches of this Code of Conduct**

- 1. When conduct falls short of the school expectations, the school will attempt to restore the situation using strategies designed to help the offenders understand what they did, what the impact was on others, what is needed to make things right, and how they might guarantee there will be no repeat of the problem.
- 2. Serious misconduct may lead to consideration of a stand-down or suspension from school while the School Management team investigate the situation. This is particularly the case where a student's gross misconduct or continual disobedience is a harmful or dangerous example to others. Serious misbehaviour can involve but not be restricted to -
  - i. theft; constant defiance or disobedience of instructions or rules;
  - ii. acts of violence (physical and verbal) against others; acts of vandalism -including actions which threaten the integrity of the school computer network;
  - iii. any narcotic substance use, consumption of alcohol, smoking tobacco, or solvent sniffing, or knowingly being in the presence of others who are so involved;
  - iv. breach of other clauses of the Code of Conduct.

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