

INTERNATIONAL SCHOOL OF WALVIS BAY

Code of Conduct

As agreed by ISWB Board Members 2009

This Code of Conduct is based on the premise of MUTUAL RESPECT. Everyone associated with ISWB have the right to be treated with respect. Similarly all have the responsibility to treat each other's property, the school's property as well as the environment within which we operate with respect.

Key values:

Manners and Respect

Integrity

Tolerance

Responsibility

Empathy and Caring

ISWB Expectations

Schools will act best when there is a shared purpose and understanding between parents, staff and pupils regarding the role and functions of the school. In order to arrive at that situation between parents staff and pupils, the following Code of Conduct and Expectations is held as a guide for achieving that shared understanding. In signing the ISWB Application Form, parents are also committing themselves to the substance of this document.

For Parents

It is expected that all school parents will:

- Accept that by taking up a place at ISWB, they have considered and have agreed that there will be an optimal match between the needs of their child, their own expectations and the philosophy and programmes of the school.
- Share with the school any cultural, medical or personal information that the school may need to best serve their child and the school community.
- Help and encourage their children to develop strong moral values.
- Recognize that effective partnerships are characterised by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.
- Provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the school.
- Take an active interest in their children's work and progress.
- Involve themselves in the life of the school, through volunteerism and other means, to promote the best interest of their children.
- Respect the school's responsibility to do what is best for the entire community, while recognising the needs of each individual child.

- Familiarise themselves with and support the school's policies and procedures.
- Ensure that the children abide by the school rules.
- Avoid gossip and rumours, and if in doubt, consult with the school for definite information.
- Seek to resolve problems and secure information through appropriate channels.
- Treat everyone with respect and maintain an educational, rather than adversarial tone, in the face of the inevitable conflicts and challenges.
- Utilise the support of the Parent School Board when appropriate.
- Acknowledge that their payment in tuition is not an investment of ownership of the school, but rather an investment in the educational process of their child.

With respect to alcohol:

- Educate their children about alcohol with respect to its dangers, social responsibility and parental expectations.
- If providing alcohol to their children, do so in small quantities in a social context and under their supervision.
- Not provide alcohol to anyone else's children unless having the express permission of the children's parents, clearly indicating quantities, types and controls.
- Take responsibility for any gathering of their children and friends at their home or one organised by the parent at another venue.
- Report any unauthorised use of alcohol or drugs which may occur, to the parents of all the children involved.

The school believes that an appositve and constructive partnership between the School and a student's parents or guardians is essential to the fulfilment of the School's mission. Thus, the School reserves the right not to continue enrolment or not to re-enrol a student if the School reasonably concludes that the actions of the parent or guardian make such a positive, constructive relationship impossible, or otherwise seriously interfere without accomplishment of our educational purposes. By signing the Application Form, parents are indicating their acceptance of these expectations as well.

Code of Conduct for the students

It is expected that students will:

- Have high expectations of themselves and of the school.
- Conduct themselves at all times to give substance to the values of the school as outlined in this document.
- Strive to achieve the highest standards they can in everything they do.
- Share in and maintain the ethos of commitment to academic work, and willing engagement in the full co-curricular life of the school.
- Familiarise themselves with the school rules as outlined in this handbook, especially with regard to behaviour, uniform and appearance.
- Observe the School Rules in all aspects of life at school and where applicable, at home, so that their behaviour maintains the tone of the school.
- Own up to, and accept the consequences of breaches of school rules and conduct.

- Accept the general tone of manners as evidenced by such behaviour as; no hands in pockets, standing up when adults pass by, and removing any hat/cap, greeting everyone with direct eye contact and a greeting, offering to help others if they are carrying things.
- Show respect for others, starting with basic civility and courtesy and extending through to acts of kindness.
- Consider the safety, feeling and general needs of others at all times.
- Tell the truth and act truthfully.
- Avoid gossiping, spreading rumours, or making judgements about staff, students or parents.
- Respect the property of others, and of the school; keep our buildings and grounds clean; do nothing to bring the school into disrepute.
- Develop strong moral values.

Manners

- Students should act as good ambassadors of the school
- All members of the school are expected to greet staff and visitors, standing up to do so when appropriate.
- Students should not talk or whisper when being addressed as a group by a speaker.
- Students must not walk around the school with their hands in their pockets.
- Students should not chew gum during school or at any school event
- Students may not eat in the classrooms, the library and the computer rooms.
- Students may not leave the school grounds during school hours.
- Students should not talk or play along the corridors when changing classes.
- Students may not run in the corridors or on the main staircases.

Dress Code

Every child at the International School of Walvis Bay is required to wear the standard uniform for his/her phase. No substitutes will be accepted.

Part of the dress code is:

- Hair should be cut so as not to draw attention. Hair must be kept above the eyebrows, ears and collar. There should be no 'sculptured' styles. Hair may not be dyed or braided
- Boys need to be clean shaven
- No make-up or nail polish may be worn to class and nails should be short and neat
- No form of jewellery or adornment may be worn, only wrist watches. Girls may wear 1 pair of small studs in their ears.
- No visible piercings are allowed e.g. tongue ring etc
- No tattoos are to be visible
- Undergarments may not show
- The correct attire should be worn at all sports events