



ASIA  
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SCHOOLS



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### **Student code of conduct**

The working spirit of the school is that of mutual respect and everyone is expected to act with courtesy and consideration. Staff and students will always try to understand other people's point of view, and everyone is expected to play their part in maintaining the quality of the environment & positive atmosphere around school. Away from APIS (Asia Pacific International School), its good reputation depends on us.

#### **Manners in School**

- Students should show respect to staff, visitors and to each other.
- Students should show respect for the authority of Student Leaders.
- Staff or Student Leaders will correct incidents of rowdiness, bad language, pushing, disobedience, etc.
- Students should not chew gum at any time in School.
- The treatment of visitors, speakers etc. should be especially courteous.
- Students should respect school property.
- Students should not squabble, fight, or make excessive noise around the school

#### **Expectations**

- Students should be punctual to school and all classes
- Students should bring the correct equipment and books to all classes
- Students are expected to always complete homework and assignments on time, to the best of their ability
- Students must listen to teachers and other students without interrupting
- Food and drink should only be consumed in the canteen / cafe unless instructed otherwise

#### **Expectations of your teachers**

- Provide amazing learning opportunities to help you to continually get better and become the best versions of yourselves
- Approachable, understanding, encouraging, prepared, knowledgeable and empathetic
- Provide a welcoming, supportive and friendly environment to help you gain success
- Treat all individuals with the same respect and consideration
- To help you become confident, independent, creative, self-managed and respectful young people



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### **Student Appearance**

The school uniforms together with the PE (Physical Education) uniform are described on the uniform policy. Students must always conform to these specifications.

### **Prohibited Items and Security**

- Mobile phones and headphones are not permitted in school. During school hours they must be kept in the student lockers during all lessons and breaks. Phones are bought at the owners' discretion and any loss/ damage will be the responsibility of them.
- Students are not permitted to bring any fireworks/crackers or flammable materials to school
- Students should only bring food or drink to school for special events e.g. party food, birthday celebrations, with prior permission following guidelines provided, being sensitive to food allergies and religious restrictions

### **Care and Safety regarding Facilities and the Environment**

- Textbooks, Library books etc. are issued on a personal basis, the students will be held responsible for safe keeping and return.
- Computer equipment, sports and other educational items must be treated with great care. Accidental damage should be reported; failure to do so is an offence. Authorisation is required to use school musical instruments.
- No student may enter any Laboratory or the IT room unless a teacher is present. Students should not run along corridors.
- Students should not drop litter and can be asked to pick up litter.
- Students should not waste water or electricity.
- Students should not interfere with notice-board material.
- Students should not use white-out in school

### **Behaviour on Trips or Out of School or at School Competitions or Sports Events**

- Students must show excellent behaviour and have regard to their uniform when journeying to and from School, or on official trips.
- Staff will report misconduct of students when witnessed outside of School. Students misbehaving on trips can be sent home or otherwise punished.

### **Exits, School Times and Reporting Sick**

- Students may not leave the school compound during the day without permission from the class or form tutors and heads of primary or secondary. An early dismissal slip will be handed to the student and this will need to be given to the security guards to leave the premises.



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- Absenteeism is a serious offence. A single day's absence requires a letter from home giving an explanation.
- Medical or dental visits should preferably be after School.