

CODE OF CONDUCT

Code of Conduct for Students ,
Staff and Parents/Guardians
(Please also refer to the Primary and Secondary School Student Handbooks)

Introduction

The Code of Conduct for AICS students, Staff and Parents/Guardians is an instrument to put our mission into practice; to facilitate high quality, accessible, community-based international learning for students of all nationalities living in The Netherlands. It is also an instrument used to work towards our vision. Students, Staff and Parents/Guardians are expected to be committed to our Code of Conduct.

Students

1. Attitude

We are engaged and self-motivated. We maximise our learning experience. This means that homework is done on time and that we are in class on time, to get ready for planned activities and for lessons to start. We make sure the right materials are brought for the tasks set and that they are taken out and ready for use. We do not wait for the teacher to give instructions to do so.

2. Organisation

We make good use of our time. This means that the first few minutes of an activity are used to organise materials and to check whether everything is in the right order. We may receive some materials for activities, upon which our name and the date should be written. We all have an agenda, which we use for recording our assignments and planning our activities.

3. Behaviour

We behave with courtesy and consideration and we show respect for those in authority and for the feelings and rights of our classmates. This means that we are polite to everyone and that we try to be positive and encouraging towards ourselves and others at all times.

4. Responsibility

We have the final responsibility for our work and our behaviour. This means that we take action if we have missed a class and need to catch up on our assignments. If we know in advance we are going to miss a class, we will inform school in advance and ask our teacher what assignments we will miss. It is up to us to make sure we hand in the work to our teacher on an agreed date. Taking responsibility means that we can never refer to someone else's behaviour to justify our own actions. We are expected to be on the school premises for the scheduled on-site activities, where all rules of normal conduct and behaviour apply. When in doubt as to correct conduct, we refer to the Student Handbook or to our teachers. In certain circumstances the Leaders for Learning are justified to organise an unannounced search anywhere in the school building.

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Staff

1. We demonstrate personal engagement to our commitments as teachers, as well as enabling and inviting our students to participate whole-heartedly in their education.
2. We enable and invite both students and colleagues to participate in their education in a safe manner – both physically and mentally – and to anticipate and prevent threatening or unsafe situations.
3. We make students aware of their duties through open communication, by being role-models for them in displays of conduct, such as being courteous, friendly and respectful.
4. We invite students to be self-motivated and to show initiative, whilst we attempt to model these behaviours ourselves at all times.
5. We implement transparent and constructive working rules to enable positive interaction between all members of the learning community. This includes being sensitive to the needs any students may have due to their individual backgrounds or learning styles and/or capabilities. We are willing to provide differentiated education according to the needs of the student.
6. We encourage effective teamwork. Furthermore, we encourage teachers to seek opportunities to enhance the learning experience by involving the whole community.
7. We accept full responsibility as educators, for making students aware of their responsibilities in their learning process and in interaction with our community.
8. We promote a clean and healthy community, whilst encouraging and enabling students to do the same.

Parents/Guardians

1. **Communication**

When we have a concern or complaint, we first discuss the matter with our child's teacher. If the matter is not resolved, we discuss it with the Mentor (Secondary School) or Leader for Learning. If, after seeing the Leader for Learning, we are still not satisfied, we refer to the Headmaster. We contact the school to schedule a date and time convenient to all participants. In the event the matter is still unresolved after its referral to the school management, it can be addressed to the school's Confidentiality Person, an external Confidentiality Person or the Esprit Executive Board (for contact details, see under Contact Us). It is inappropriate to co-copy other parents into emails to the classroom teacher that voice concerns or complaints.

2. We notify the school immediately about any changes of address or telephone numbers. This is a crucial aspect of our duty of care for your child.
3. We inform the school office staff in writing about any medical issues or other special needs that our child may have.

2. **Courtesy**

We check in at the Reception Desk upon arrival at the school.

2. In order to maintain a relaxed and safe atmosphere at school, we ensure that our children do not take the

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following items to school: pets, cigarettes or any other tobacco products, alcohol, drugs or weapons. We encourage them to respect the school's clear guidelines for the use of mobile phones, I-pods etcetera³. We ensure that all required payments to the school are made on time.

3. Attendance

We are responsible for our child's attendance at school. In case of illness, we contact the School Office by 9:00 am on the first day of absence, and then keep the school informed - on a daily basis- of our child's condition, as well as providing medical documentation on request. We inform the school in advance of any medical or other appointments which cannot be scheduled outside of school hours. Holidays taken during the school term need specific permission from the Dutch Education Authorities as well as the Headmaster (see Leave of Absence). We ensure that our child is at school 10 minutes in advance of the first lesson. Lateness interrupts learning, makes classroom organisation difficult, and is discourteous to the teacher and other students.

4. Leave of Absence

Families wishing to take their children out of school for one day or more during term time must apply in advance for a leave of absence. Absence Request forms are available in the School Office and should be submitted for approval 6 to 8 weeks in advance of the proposed absence. Approval for absences will be considered for medical reasons; moving house; attending a funeral, wedding, or religious occasion; or when the student must return to their home due to the serious illness of relatives. (Please refer to Rules for Leave of Absence on the back of the Absence Request form which is obtainable from the School Office). Families are entitled to take holiday leave in a situation when a family holiday during the normal school vacation is not possible. In such a case, a letter from the employer should support the Absence Request Form. In such cases, the school administration is empowered to grant a holiday leave of a maximum of ten school days, once per school year per family. For a request of more than ten days, a formal letter is required one month in advance. It must be submitted to the Headmaster and the Amsterdam Truancy Office. Holiday leave will not be granted in the first or last two weeks of the school year. If parents/guardians wish to allow their children to leave school for an appointment during school hours, a letter of notification should be sent to the School Office.

Communication with Parents/Guardians and Students

We strive to keep open communication channels with our parents and students, and encourage you to make appointments with the relevant member(s) of the AICS team if you have particular queries or concerns. In addition, parents and students will receive a weekly update of AICS activities and information via the AICS Weekly. Letters will be sent home when specific, important information needs to be communicated immediately.

1. Class Parent

In Primary, a class parent is selected for each group on a yearly basis. A class parent helps to support the individual group's teacher by facilitating communication to the rest of the

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parents in the class when requested by the teacher. This informal role helps support the learning community by welcoming new families, finding volunteers for special events and fieldtrips, and sending group reminders for the class when asked.

2. **The Melting Pot (parents' supporting the AICS)**

The Parents Support Group is an organisation of parent-volunteers who fundraise for the school, create fun events for the children and families of AICS, help out at events run by the school and organise opportunities for new and existing parents to meet. In 2011-12 the Melting Pot has sponsored school disco's/parties, books, playground equipment, award schemes and arranged International Breakfast Mornings. The Melting Pot is open to all interested parents, and new members .

The Melting Pot is open to all interested parents and new members .[Soft Break]always very welcome! We will meet regularly in the new school World Café. Management will meet the parent community in the World Café every last Thursday of the month always very welcome!

email: themeltingpot@aics.espritscholen.nl

3. **Participation Council (PC)**

The PC operates as a critical friend of the Management Team. Its function is to advise the Management Team and to ensure that checks and balances are in place when the Management Team makes decisions. The PC will discuss, advise and sometimes co-decide on AICS policy matters. It will meet once every six to eight weeks and consists of staff, student and parent representatives.

4. **Staff Council**

The Staff Council is made up of teaching and support staff of both Primary and Secondary Schools, and functions in an advisory as well as policy-making capacity. Suggestions concerning regulations and other appropriate matters may be brought to the notice of Staff Council members.

5. **Student Council**

The Student Council is made up of student representatives of both Primary and Secondary schools, and functions in an advisory as well as policy-making capacity. Suggestions concerning regulations and other appropriate matters may be brought to the notice of Student Council members.