



Policy Title **Parent and Visitor Code of Conduct**  
School Section: **Whole school**  
Audience: **Parents/Visitors/Staff**

Reviewed: **Jan 2017**  
Reviewer: **SLT**  
Revision: **1.1**

# International School Seychelles



## **Parent and Visitor Code of Conduct**

*You are not born for yourself but for the world*

## **Code of Conduct for parents and visitors to ISS**

In order to maintain an orderly, respectful and secure educational environment for the students and staff of the International School Seychelles (ISS), it is essential that all parents and visitors to our school premises be aware of their rights and responsibilities and adhere to the expected code of conduct as set forth in this policy.

### ***Parents are expected to:***

- Recognize that the health, welfare, development and education of children is a joint responsibility of the parents and the school community.
- Communicate and assist their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly and conducive environment for learning growth and development.
- Ensure that children bring only items appropriate and related to the instructional program at school or in exceptional circumstances such other items or objects as the school may allow from time to time.
- Understand and appreciate school and classroom rules and help their children understand them. Convey to their children a caring and supportive attitude toward education and the school and its staff.
- Build respectful and good relationships with staff, teachers, other parents and their children's friends and colleagues.
- Help their children deal effectively with social and peer pressure and all matters which may affect the learning, health and development of their children.
- Inform school officials of changes in the health and development of their children and changes in the home situation that may affect student conduct or performance.
- Ensure that their children be dressed and groomed in a manner as may allow the child to be happy and confident while concentrating on their studies and which is consistent with the student dress code.
- Provide an environment conducive to study at home, and ensure homework assignments are completed as per the homework schedule including giving vital assistance to the child when required and necessary.
- Be familiar with the code of conduct for students and sign such code as may be required by the school.

### **Public Conduct on School Property**

- Schools are a place of growth, work and learning. Necessary limits must be set for parents and other visitors who visit our school and classrooms for the proper and efficient running and administration of the school. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The Principal or his/her designated officer shall at all times be responsible for all persons on the school premises (i.e including buildings, car park and school grounds).

The following rules apply to visitors to the school. The term “visitor” where used in these rules shall include a reference to parents, guardians or custodian of any students of ISS:

- All visitors to the school must report to the office of the Security Office upon arrival at the school and shall then be directed to the Reception office. If the Security Office is closed or there are no security officers around, the visitor shall report directly to the Reception office. They shall be required to fill in and sign in the visitor’s register at the Security Office/Reception office and will be issued a visitor’s badge, which must be worn at all times while on the school grounds (excluding parking area). All visitors must return the badge to the Security Office and sign out, in the visitor’s register before leaving the school grounds.
- Visitors attending school functions that are open to the public, such as general meetings, parent-teacher organization meetings or public gatherings, are not required to register.
- Visitors dropping or collecting students (Reception to year 6) prior to 8am and after 1.45pm may do so without signing in and out.
- Visitors wishing to access the school grounds to drop off or collect a secondary student, at any time, must sign in and sign out in the visitor’s register.
- Visitors wishing to observe a classroom or see a student or staff while school is in session are required to arrange such visits with the classroom teacher(s) or said staff or to report to the Reception office, so that class/lesson disruption is kept to a minimum.
- Unless there are exceptional cases such as medical emergencies, visitors collecting a sick or injured child or dropping of food or anything for a staff or student shall sign in and out in the visitor’s register and drop of such food or other item to the Reception office.
- Visitors shall not disrupt class/reception time to discuss individual matters with teachers and all appointments shall be scheduled outside of scheduled class/lesson time.
- Any unauthorized person on school property will be reported to the principal or his/her designated officer. Unauthorized persons will be politely asked to leave the school property. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules set out in this Code of Conduct.

### **Conduct Prohibited on School Property**

#### ***No person shall:***

- Intentionally or recklessly insult, offend, injure any other person or threaten to do so.
- Intentionally deface, appropriate, damage or destroy school property or the property of a staff or student.
- Disrupt the orderly conduct of classes, school programs or other school activities whether on or offsite.
- Distribute or wear materials on school grounds or at school functions that are offensive, degrading, obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

- In any manner whatsoever, intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Send abusive or threatening emails or text/voicemail/phone messages or other written communication to any student, parent, staff or other member of the school community
- Approach a student who is not their own child in order to discuss any matter without the consent of the parent/guardian of the said student or chastise the said student
- Use physical, verbal or written aggression towards any staff, parent, student or other member of the school community
- Enter any portion of the school premises without authorization or remain on school property after it is normally closed.
- Obstruct the free movement of any person in any place to which this Code applies.
- Violate the traffic and parking guidelines set by the school whilst on school property.
- Consume, sell, distribute or exchange alcoholic beverages, cigarette or tobacco products, or be under the influence of the abovementioned on school property during school hours
- At any time possess, consume, sell, distribute or exchange controlled drugs, or be under the influence of the same on school property
- Possess or use substances or chemicals or weapons in or on school property or at school function, except as permitted by law.
- Refuse to comply with any reasonable order of security personal or the Principal or his/her designated officer in the performance of their duties.
- Conspire to or willfully incite others to commit any of the acts prohibited by this Code.
- Violate any laws or board policy while on school property or while at a school function.

### ***Persons in violation of the Code of Conduct***

The right of a visitor who has been authorised to enter and/or remain on school property or at any school function shall be withdrawn and he/she shall be asked to leave the property or function if he/she violates this Code.

If a visitor who has had his/her authorisation to be at any school function or on the school property has his authorisation withdrawn or has been forbidden to attend any school function or to be on the school property refuses to leave or persists in entering on the school property or attending such school function refuse to leave, he/she shall be subject to ejection when other means of persuasion or action have not been successful and if he or she is a parent/guardian, may in exceptional circumstances have his or her child(ren) suspended or expelled from school as shall be decided by the Principal in consultation with the Board of Governors.

In addition to the sanctions above mentioned the school reserves its right to pursue a civil or criminal legal action against any person violating the code and counts on all parties whether parents, visitors, staff or authorized persons to comply with these rules for the continued peaceful and harmonious running of the International school in the best interests of the children and the staff.