



## Expectations and Regulations

St Andrew's International School believes that the best environment for growth and learning is one in which students are free to make choices with the support of caring teachers and within a framework of clear and reasonable expectations.

### Honesty in all Interactions

Students are expected to speak openly and truthfully to each other and to their teachers, as this is the foundation on which all trusting relationships are built. Any form of dishonesty is regarded as serious. The St Andrew's philosophy is based on the commitment of all students that, as a matter of honour, they will not lie, cheat or steal. This assumes that a student is honourable unless his or her actions suggest otherwise. To enjoy the benefits of the community of trust, students must prize integrity and conduct themselves honourably in all affairs. Students and parents are asked to confirm that they have read and understand the rules outlined in this agenda and an IT acceptable use policy (AUP).

### Respect for Others

All members of the St Andrew's International School community are expected to:

- treat everyone with courtesy, kindness and consideration.
- express themselves accurately without resorting to profane, abusive or discriminatory language.
- respect the property and rights of others and protect the property and good reputation of the school.

### Responsibility for Our Actions

Students are expected to:

- conform to the school uniform and appearance regulations.
- be on time and be prepared for classes and activities.
- participate in keeping the school clean by maintaining classrooms and school grounds in an orderly way.
- demonstrate, by their actions, an awareness of what constitutes acceptable conduct in school, at school activities and on school trips.
- participate in, and contribute to, all aspects of school life.
- SAIS supports an "acceptable use" culture for all technology.

### Recognition of Positive Behaviour:

At St. Andrew's, emphasis is placed on personal excellence, ethics and the IB Learner Profile. These are attributes that we expect in our students, faculty and the whole school community. Positive behaviour is encouraged and recognised in many ways including house credits and commendations.

Hurricane Pride / Credit slips may be awarded by any teacher for exemplary academic work, effort, conduct, and/or organization, as well as for school service.

**Commendations:** A commendation may be awarded by any teacher for exemplary academic work, effort, conduct, organization, school service or consistently demonstrating Learner Profile attributes.

A range of annual awards are also given to students. Please see further information towards the end of this guide.

### Consequences of Negative Behaviour:

We recognize that mistakes may be made, and that students can learn from those mistakes. There are consequences, however, for breaking the rules:

Disciplinary action follows the Code of Conduct. This can include, but is not limited to: setting targets in the student agenda, completing a student reflection form, being placed on daily/weekly report or class teacher detention (the detention may take place during the school day at break-times or after school);

performing special duties around the school during the school day or at weekends; and the calling of a conference with the student's parents/guardians.

**Suspension:** The Vice Principal and/or Principal may formally suspend any student. In the case of an in-school suspension the student will be removed from classes and placed under supervision for a designated length of time. School work will be allocated during that time. Students who are placed on an out of school suspension will be sent home for a designated length of time and will be responsible for completing all schoolwork assigned during that period.

**Expulsion** is the removal of a student from St Andrew's International School. The school reserves the right to expel any student, at any time, whose presence in school is considered detrimental to the best interests of either the student or the school community. The Vice Principal may recommend the expulsion of any student to the Principal who refers this request to The Board of Directors.

### **Student Rights, Complaints and Grievances**

In the interest of safety and order, it is expected that students obey directions first and then ask questions later. However, each student has the right to be treated with respect, courtesy and consideration and has the rights to know the rules and to appeal to a higher authority when feeling unfairly treated. Most complaints can and must be resolved at the level at which they arise - between the student and teacher, with the help of the Learning Advisor, Head of Faculty and/or Head of Section, as needed. If a matter has not been resolved at the Secondary level, the Vice Principal may consult with the Principal. The Principal's decision will be final.

### **School Regulations**

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- Advisory Group starts at 8.15am and school ends at 3:10 pm. Students will be required to attend a 1-1 tutoring session between 3:10pm and 3:20 pm on a rotational basis, with no exceptions.
- Students must arrive on time for all lessons, assemblies, meetings and other commitments.
- Students must walk between classes in a quiet, orderly and respectful manner.
- Students may not be in the PE areas, changing rooms or classrooms without permission or supervision.
- Students may not eat or drink during Advisory Group or outside of designated areas. Designated areas are the cafeteria and the adjacent and back picnic table areas. Grade 12 students may eat in the common room. This privilege is dependent upon correct daily disposal of food waste.
- Students may not eat or drink anything except water in classrooms (this does not apply to lunchtime/ afterschool clubs with the permission of a supervising teacher).
- During break times, students are to use the cafeteria by waiting their turn in line without pushing or cutting ahead of others.
- Students must place all litter properly in the trash bins or recycling bins as appropriate.
- Students must secure their belongings in lockers or Advisory rooms and not leave belongings unattended. Unattended bags will be removed and the Code of Conduct will be applied.
- In the Hurricane Hub Library, students are to work quietly and be considerate of those around them. They are to follow the specific regulations for use of the library that are posted each year by the Research Leader. Regulations are also in this agenda.
- Students are not allowed in areas (car parks, pool, athletic fields) designated as out-of-bounds

during break times.

- A student is deemed late for school if they arrive after 8.15am. If they arrive between 8.15 and 8.30 they must proceed to their Advisory Group and be marked late by the Learning Advisor. If they arrive after 8.30am, they must report to the Nurse to sign in and receive a late slip before going to class. If a student arrives after 12 noon and intends to participate in extracurricular activities for the school or house during that day, mutual agreement between the student's coach, head of school and parent/guardian must be in place before that student can participate in the activity.
- In order to be promoted to the next grade level students should normally have reached a minimum attendance of 80% and a 2.00 GPA.