



DAR ES SALAAM INDEPENDENT SCHOOL

P.O. BOX 32391 DAR ES SALAAM

CAMBRIDGE REGISTRATION NUMBER TZ016

E-mail: dar.independent.school@gmail.com/dis@dis.ac.tz

Website: <https://dis.ac.tz> / Tel: +255 22 2781515 / +255 772 111 228

STUDENT CODE OF CONDUCT

2023/2024

From the Principal

Dear Parents,

The successful education of your child depends on an active three-way partnership between the student, his/her parents and the school. Only by working together as a team can we ensure your child's academic achievement and personal growth. Each partner in this relationship has rights and responsibilities.

As a school, we undertake to provide:

- *a broad and balanced education*
- *an exciting educational experience which challenges students according to their abilities and meets their individual needs*
- *a high standard of teaching, academic support and personal guidance*
- *regular homework*
- *regular marking of work*
- *a written report twice a year and an Open Day once a term*
- *detailed guidance on IGCSE and A-Level options*
- *a caring, well-disciplined working environment where anti-social behaviour is rapidly and fairly dealt with*
- *a chance to participate in sporting and other extra-curricular activities*
- *equal opportunities for all*
- *regular communication with parents*

We will do our best to meet these obligations. In return, we expect our students to set themselves equally high standards and to accept the following responsibilities:

- *to respect all staff and visitors and other students, their work and their belongings*
- *to behave in a polite, sensible and helpful way*
- *to be on time*
- *to listen to and follow instructions*
- *to take care of the quality and presentation of their work, both class work and homework*
- *to do their best, taking pride in their work and achievements*
- *to be proud of their school and to look after it*
- *to accept the uniform requirements and in doing so to show their support for their school*

Finally, we rely on the support and active participation of you, the parents. We request from parents:

- *interest and support for your child's education both at school and at home*
- *responsibility for ensuring the punctuality and good attendance of your child*
- *responsibility for ensuring that your child has the correct equipment (pens, pencils, mathematical equipment, calculator, dictionary, USB stick etc) together with teaching your child proper care for such equipment;*
- *acceptance of and support for the school's uniform regulations*
- *support for the school's behaviour code and policy on punishments;*
- *attend Open Days, school functions in which your child is involved and any special meetings relating to your child.*
- *support for the school's homework policy, including regular checking of your child's homework diary;*
- *cooperation with the school's administration if your child needs extra academic support*

We hope you agree that these are reasonable expectations. Only by working together in this way can we achieve the very best education for your child.

Please confirm below that you have read the Code of Conduct, discussed it with your child/children and agree to cooperate with the school in upholding and implementing it.

Yours sincerely,



Catherine Shindika

Principal

Code of Conduct

Dar es Salaam Independent School is proud of its multicultural environment. This can only be maintained if all members of the school community respect each other, irrespective of race, age, religion, ethnicity or gender.

Like every community with diversity as DIS, we need rules that assist us in maintaining the social and educational standards that we have set out to provide to the community.

1. Entitlement of Statement

Every student has the right:

- a. to attend school without fear of being bullied, harassed or abused
- b. to learn without being distracted by bad behaviour from others
- c. to bring education-related equipment to school without fear that it will be deliberately damaged or stolen
- d. to make friends across gender

The school will therefore use a variety of measures against any student:

- a. who uses aggressive, threatening or offensive language or behaviour
- b. who interrupts learning through persistent bad behaviour
- c. who fails to respect other people's property
- d. Who engages in an offensive show of emotions either to staff or other students

2. Sanctions

- a. **Any student caught stealing will be suspended and parents will be called in to discuss and decide on further steps to be taken**
- b. **Students who willingly damage school property will have to pay for its replacement**
- c. **Students who display inappropriate behaviour will be taken to the office of the Head of School/Principal for further measures**
- d. **Frequent misbehaviour noted by the staff can lead to a system called "Traffic Lights" whereby the student's daily performance is closely monitored and parents are expected to sign the daily report. If no improvement is noted, other forms of monitoring will be incorporated to offer the student a chance, failure of which the student could be expelled**

3. In the Classroom

DIS gives every student the chance to make the most of her/him. They also have the right to get on in school without others stopping them. This means that all need to follow the student code of conduct.

Each student should:

- a. Have a copy of the timetable.
- b. Be **on time** in the morning and for lessons.
- c. Have all the right books, equipment or kit with them.
- d. Always follow the classroom rules.
- e. Listen carefully and follow instructions.
- f. Respect the views of other people.

- g. Join in and take a full part in lessons and activities.
- h. Hand in their work on time.
- i. Make up any work they have missed because of being away or late.
- j. Be proud of their work and achievements.

Students who miss out on lesson content because of not following any one of the above will be kept in during break- time or sent to the Library to catch up with their work.

4. Around the School

DIS pupils think about their actions. They behave maturely and responsibly. They:

- a. Respect all staff and visitors and other pupils, their work and belongings.
- b. Do not use swearing language
- c. Look after their school (inside and out)
- d. Are polite and helpful to everyone
- e. Are proud to belong to DIS and always wear a full uniform;

*i. The uniform consists of **white t-shirts/shirts** with the **school logo** (for both girls and boys in Primary and Secondary), **black shorts** for boys and **black skirts/pinafores** for girls in Primary; and **black tailored trousers/mid-length or long skirts** in Secondary. **The trousers or skirt should be loose-fitting and not tight.** All types of uniforms worn by a student should be decent.*

ii. The shoes must be closed preferably black in colour.

*iii. **No jewellery save for ear studs strictly for girls; boys are not allowed to wear earrings.** The wearing of expensive and elaborate jewellery is strongly discouraged since it is a health and safety hazard.*

*iv. **Hairstyle should be simple, easily kept tidy** and should not provide a distraction to the student her/himself or others. **Boys should shave their beards.***

*v. **Dyeing hair is not allowed** and coloured hair extensions.*

- f. Do not bring any weapons, even toy guns, to school or on school trips
- g. Do not chew gum
- h. Remain within the indicated boundaries during break and activity times to ensure your safety and wellbeing

5. Sanctions

- a. Any weapons found in students' possession will be confiscated and parents will be called in**
- b. Students found fighting, swearing, or threatening other students will be suspended and their parents will be called in. If a student continues with such behaviour and does not abide by the instructions given by the administration, he/she can be expelled**
- c. Students arriving in school without proper uniforms will be suspended for a day and required to return in proper uniform**
- d. Students found chewing gum are asked to throw the gum into the bin. If the behaviour of chewing gum persists, the internal suspension will be given**
- e. Students found in areas of the campus where they are not supposed to be at that time, will be given a punishment**

6. Electronic Gadgets

DIS is first and foremost a learning environment. The use of mobile phones and similar electronic equipment is not allowed in the **Primary Section of the school. This is the same for Middle school (Class 7-Form 2)** unless required as part of the lesson and with the subject teacher’s consent.

Students from **Form 3 onwards** are allowed to keep their phones; they have to be **switched off the moment the student arrives in the school compound** but can be used with **written permission from a teacher**. Laptops and tablets can be used as well during study time but with written permission from a teacher.

In case of unauthorized use of any electronic equipment, these will be confiscated for at least 5 working days. Persistence in this case will demand to confiscate the gadget for the whole term or completely barn to bring it to school.

The use of laptops/tablets/phones for communication with people outside the school is not permitted. **Any communication between home and students during school time is to go through the school office.**

7. Drugs

DIS is a strictly drug and alcohol-free environment. Even prescribed medicines shall only be taken under the supervision of staff. For any student found in possession of or having taken drugs or alcohol, the school’s Drug Policy applies.

8. Driving

The school does not allow underage (below 18) driving. Any **underage student found driving** to and within the school **will have the keys to the vehicle confiscated** and the parents informed.

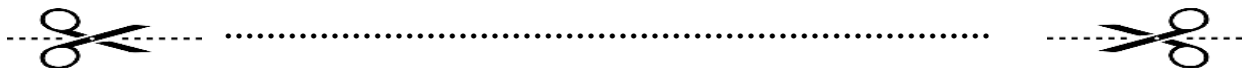
NOTE:

Whereas each student has a right to bring their necessary equipment to school, the school shall NOT be held liable in the event of loss of such equipment. Parents are therefore asked to use diligence as far as what type of items the students are allowed to bring to school.

All the rules above apply when a student is on class trips outside the school

To protect the school image, we expect all our students to be responsible and not engage or do anything in and outside the school that will tarnish the image of the school. This should go as far as how they use social networks.

Sign the piece below cut it and return it to school.



Sign this and send it back to the school Class/Home-room teacher

I have read the Code of Conduct and discussed it with my child/children. We agree with them and will cooperate with the school in implementing them.

Name of Student:..... **Class:**.....

Name of Parent/Guardian:.....

Signature:..... **Date:**.....