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**“Empowering each to reach their Apex”**

# Code of Conduct for Students

This Code of Conduct establishes clear expectations for student behaviour to promote a safe, inclusive, and productive learning environment. Adherence to this Code is essential for students to thrive academically, socially, and personally in alignment with the Cambridge Curriculum ethos.

## 1. Attendance

**Punctuality:** Students must arrive on time for all lessons, assemblies, and school activities. Students must attend a minimum of at least 80% of the contact days on the school calendar per academic year.

### Absence

Students are required to provide a written explanation from a parent/guardian for any absence.

Medical certificates must be submitted for absences exceeding two days.

**Participation:** Attendance at extracurricular and enrichment programs aligned with the Cambridge Curriculum is encouraged to enhance holistic development.

## 2. Academic Integrity

**Honesty:** All work submitted by students must be their own. Cheating, plagiarism, or dishonest practices are strictly prohibited.

**Effort:** Students must complete assignments and meet deadlines as part of their commitment to learning.

**Collaboration:** Respect collaborative projects by contributing equally and respecting the ideas of peers.

**Submission:** All work must be submitted on or before the date set by the educator.

**Promoting an environment conducive to learning:** Students must always ensure their behaviour promotes a healthy learning environment through respecting one another and respecting staff members.

### 3. Behaviour and Respect

**Mutual Respect:**

Treat teachers, staff, peers, and visitors with courtesy and respect at all times.

Use inclusive language and never use derogatory remarks.

**Conflict Resolution:** Resolve disputes constructively through dialogue, involving school counsellors or mediators if necessary.

**Promoting & complying to academic behaviour:** Any behaviour that disturbs, or impedes, or delays learning by any means will not be tolerated

#### Prohibited Conduct

Bullying, harassment, or discrimination of any form is not tolerated.

Any physical or verbal abuse will result in immediate disciplinary action.

Damaging equipment and resources is not tolerated

Use of the internet, desktop and or a phone during learning time is strictly prohibited.

Learning time is defined as a period or task completion period.

“Empowering each to reach their Apex”  
Permission to use the phone, computer and the internet can only be granted by an educator

Delaying lessons, sleeping during lessons, disruptive behaviour, resenting educators, disregarding other student’s answers

Interruptive behaviour (including speaking without being recognised)

Entering examinations office and examination room without consent

Being in the laboratory without a teacher

Misuse of equipment

Disrespecting educators and staff

## 4. Use of School Resources

### **Technology and Equipment:**

- Use school-provided desktops, pen tablets, 3D printers, and other devices responsibly and only for educational purposes.
- Access to Cambridge digital resources must align with prescribed learning objectives.
- Any damage to school property, including smart TVs and laboratory equipment, must be reported immediately, and repair costs may be assigned.
- Strictly the email and passwords provided by the school and do not use the provided email for any communication other than within the organisation (AoGC) or otherwise permitted to do so.

### **Library:**

Return borrowed books on time and in good condition. Lost or damaged books must be replaced or paid for.

**General Property:** Students must respect school furniture, indoor play areas, and gym equipment. Vandalism is a serious offence and will lead to disciplinary measures.

## 5. Health and Safety

### **Personal Safety:**

- Follow all safety protocols, especially in the laboratory and gym.
- Wear appropriate protective gear when required (e.g., lab coats, goggles).

### **Environment:**

- Maintain cleanliness in classrooms, common areas, and the playground.
- Dispose of waste responsibly.

### **Food and drink:**

No student shall bring any drink or (and) beverage which is not a fruit juice. Should a student wish to bring a drink/beverage which is not a fruit juice they must seek written consent from the Head of AoGC.

### **Medical and supplementary drugs:**

Students can only bring medical drugs on school premises. Medical drugs must be labelled, and the school must be informed in advance of the potential presence of medical drugs. Any supplementary compounds in any form are strictly prohibited on school premises.

**Emergencies:** Adhere to school emergency procedures during fire drills, evacuations, or other incidents.

## **6. Dress Code**

- Students must wear a dress code that ensures neatness, modesty, and appropriateness for an academic setting.
- Personal Appearance: Students should present themselves neatly and avoid wearing accessories that disrupt the learning environment.

## **7. Use of Mobile Phones and Electronic Devices**

### **During School Hours:**

- Mobile phones must remain switched off and handed in unless permission is granted for educational use.
- Misuse of devices will result in disciplinary action taken against the student.

### **Cyber Conduct:**

- Students must adhere to ethical online practices, avoiding cyberbullying or sharing inappropriate content.

## 8. Extracurricular and Cambridge-Aligned Activities

Participation in extracurricular activities is highly encouraged. Students must demonstrate commitment, teamwork, and a positive attitude during events.

## 9. General Conduct

**Responsibility:** Students are expected to take responsibility for their actions and behaviour.

**Cooperation:** Follow the instructions of teachers and staff without resistance or defiance.

**Representing the School:** Behave responsibly during school outings, sports events, or any activity representing AoGC.

## 10. Disciplinary Measures

### Minor Infractions:

**First offence:** Verbal warning and discussion with the teacher.

**Repeated offenses:** Written warning and parent/guardian notification.

### Major Infractions:

Serious breaches (e.g., violence, bullying, vandalism, academic dishonesty) will result in disciplinary hearings and potential suspension or expulsion. A student who is formally suspended is not ordinarily given academic support during the suspension period. Suspension is intended to serve as both a punitive and corrective measure, and one of its conditions is the temporary withdrawal of access to normal school privileges—including teaching, assessment, and feedback.

## 11. Complaints and Grievances

Students may raise concerns with their class teacher, counsellor, or principal. Complaints will be addressed promptly, following the school's grievance policy. When on suspension, students will not be supported by the school in any form. Suspension is meant for the student to seriously reflect if AoGC is a suitable environment for them.

## 12. Appeal

Students can appeal any sanction given to them directly to the Executive Head for review.

## Acknowledgement

This code of conduct policy will be placed in each student's drive for access. This signifies understanding and acceptance of the rules outlined in this document.

Together, let us build a community of excellence, respect, and integrity.

