



NIS

North Zealand
International School



International
Early Years
Curriculum



International
Primary
Curriculum



International
Middle Years
Curriculum



Cambridge Assessment
International Education

Cambridge International School



IBDP
Diploma
Programme

‘NIS learners actively engage in shaping their own learning, continually aiming to be respectful, responsible, globally-minded lifelong learners’

Code of Conduct

North Zealand International School

Reviewed May 2025

Next review May 2027

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This Code of Conduct is on Skoleintra and the website and is discussed with the class teachers and learners at the beginning of each school year and throughout the year.

Should the Code of Conduct not be upheld, the teaching team may refer learners to the leadership team, inform parents and/or request learners to sit reflection time. Prior notice will always be given for after school reflection times, lunchtime reflections can be set on the day.

The philosophy of this Code of Conduct is to outline day-to-day school rules and also develop a moral framework within which initiative, responsibility and sound relationships can flourish. This in turn should produce an environment in which learners feel safe, secure and respected.

People

To ensure optimal conditions for teaching and a positive school day for all, NGG emphasises creating a safe learning and school environment for every learner. There must be security for the individual and respect for the school community, which creates both a basis for individual freedom and a desire for active participation in learning.

In order to ensure a high academic level, safe conditions for learning and a good workplace for staff, the school naturally requires that all learners are active participants in their learning, that they bring a positive attitude to learning to the classroom and that consideration and responsibility are shown towards their community and everyone in it. Therefore, it is an ultimate requirement that no learner or member of staff at NGG may be subjected to – or expose others to degrading, discriminating or offensive treatment or references.

NGG expects that the school's learners follow the same values outside the school premises, regardless of whether in school activities or social interactions outside of school. Furthermore, the school expects appropriate attire that signals respect for others and for learning.

Learners who do not attend NGG are only allowed to attend the school during school hours if the school leadership has given consent.

Language

We expect that learners always speak respectfully to each other and to the staff. Bad language, disrespectful, discriminating or hurtful remarks are not acceptable. The school will respond according to the relevant behaviour policy.

Behaviour

Consequences and sanctions as a result of learners not adhering to this Code of Conduct are outlined in the NIS Behaviour Policy.

Physical/Emotional misconduct

Any learner who feels they are being harassed or is physically attacked or struck by another learner(s), should report the incident to either their own teacher, any teacher nearby, or their parents and should feel no embarrassment in doing so. The school will take all necessary measures to investigate the situation and take any appropriate disciplinary action deemed necessary to avoid future recurrences.

Behaviour in and around school

All learners have a duty to follow instructions given by employees of the school. Not following teacher instruction will often result in the student being removed from the environment and sent to a leadership office, primarily for safety reasons and secondly discuss the issue at hand.

See: NIS Primary Behaviour Policy, NIS Secondary Behaviour Policy

School routines and expectations

Breaks

Every break all learners up to and including Year 9 must go out in the school yard. Learners in year 10 and 11 may stay in the classroom or go to the canteen. Playing music at break-times is not permitted.

Under no circumstances are learners up to and including year 10 to leave the schoolyard. Year 11 may leave the premises in breaktimes but must be back in class for all lesson starts. Learners may not play behind the 'big wooden wall'.

If it is raining the bell will sound "indoor weather" – small short rings. Duty teachers patrol halls ("L" and "A" halls).

The lunch break is from 11.45 – 12:00. At 12.00 everyone should have finished their lunch. Learners may not go outside before 12.00. The teacher on lunch duty may allow more time for learners to eat lunch in their classroom, if they continue the supervision.

Canteen

Up to and including Year 9 (depending on whether a Leader has granted the privilege to Year 9 during the year – usually done from January onwards) on-line ordering only, in advance. Parents can order for more than one day and 2 class monitors collect the class box of orders.

Year 10 & 11 are allowed to go to the canteen to buy food. Year 7, 8, 9 and 10 are not allowed in the gymnasium area. No learners are allowed to buy or order food outside the break times.

Mobile phones & other devices

These may not be used during the school day up to and including year 10 but may be in school, stored in bags and used for the journey to/from school.

See *Digital Device Guidelines (appendix I)*

Dress Code

We expect learners to dress appropriately.

Equipment and buildings

The responsibility to ensure that the school's buildings and equipment are in good condition for the next users is shared amongst all in the school community. All those who have used a room or area in the

school have specific responsibility to take care to leave it clean and tidy, as well as ensuring no damage of any kind occurs.

All equipment (belonging to the school or other learners) should be treated with care and respect. Damaged equipment and books should be reported immediately to the class teacher. The school leadership will decide whether the damages to school property are to be paid by the learner or the school.

Drawing on tables, walls, lockers, furniture etc is strictly prohibited and any learner responsible may be asked to replace/repair that item even if there were drawings on it beforehand.

Ballgames are only permitted in the playground or on the pitches. No ball games are permitted on any locations. Games with water or snow may not take place indoors and may only take place outdoors in designated areas and with the permission of the nearest leader.

Materials

All learners are issued textbooks in Secondary through the book depot. It is the learner's responsibility to care for their books and return them undamaged in June/end of course/when they leave the school. Learners are not allowed to write in allocated text or library books. Damaged books have to be replaced at cost price.

Food, drinks

Food and drinks are not allowed during lessons and chewing gum is forbidden. Learners may drink water throughout the entire school day, including lesson times.

Caffeine and other energy drinks are not allowed during school hours, at school parties or on trips.

Year 11 follow gymnasium rules.

Forbidden items/substances/behaviours

Learners who persist in behaving in a significantly problematic, disrespectful or disruptive manner such that it impacts negatively on the learning process or social development of themselves, or their fellow classmates may receive a suspension or in serious cases face permanent exclusion from school.

Forbidden behaviours: violent behaviour, behaviour to cause deliberate harm, any form of bullying including rage baiting.

Forbidden substances or items: Alcohol, cigarettes or other nicotine products, including vape pens, are not allowed during school hours, at school parties or on trips. If learners are found with these items, parents will be contacted by leadership. Such action will be reprimanded at the discretion of leadership but may include suspension or permanent exclusion from school. Only at specified arrangements are learners in Year 11 allowed to drink alcohol. In such cases parents will be informed before the event that this will be allowed.

Learners who attend parties or other events at NGG and arrive under the influence or bring alcohol will not be allowed in the event or other events at NGG, and parents will be informed. Follow up will depend on the case.

Encouragement to participate in games or other activities that involve an economic risk for those involved (e.g., gambling) is not accepted and may lead to suspension.

Learners guilty of violence, vandalism, theft, drug or weapon law violations inside or outside school may be permanently excluded from school. Parents are informed and a decision is made by Leadership as to whether the learner remains at the school. If a law is broken, the police will be called in.

Trips

If a learner's conduct in school does not align with the expectations of the school, the school reserves the right to disallow the learner on the trip, right up until the departure of the trip.

If a learner of NIS fails to follow these rules or behaves inappropriately, or unsafely on an overnight trip, it may be that the learner is sent home, paid for by the home – but only after the home has been contacted and advised. The trip home will be arranged at the school's convenience, meaning not always the most economical.

| Please see *School Trips Students of Concern Guidelines* for further detail on this procedure.

Reviewed by Leadership May 2025