

CODE OF CONDUCT



**International
Virtual School**

SECTION 1 - Introduction

This is the framework which guides the children of our school to behave in a positive manner. It creates a culture of learning and teaching through a discipline system that protects all the students' right to effective education, their right to human dignity and their right to security. The I.V. school has compiled this code in co-operation with the students, teachers and parents. It will be updated regularly. The Code of Conduct is based on Section 8 of the SA Schools Act (84) of 1996. School discipline has two main goals: (1) ensure the safety of staff and students, and (2) create an environment conducive to learning.

An I.V. student is expected to uphold the values of the school and to represent our school in the most responsible way possible. The ethos of The International Virtual School ("I.V.") is one of nurturing and support so that each child can be the best that he/she can be. The I.V. school aims to guide and develop children so that they are ready to contribute effectively to their world in the future. Education is not only the responsibility of the teachers, but also of the students and parents.

The values taught and upheld by the I.V. school are many, but the following are focused on: Our school motto, "*Real world ready*" is based upon 6 core values: hard work, honesty, respect, discipline, trust and enthusiasm. These values serve as a compass pointing out what it means to be true to oneself. Honouring these values will guide our students in fulfilling their goals. The following are focused on tolerance, independence, friendliness, helpfulness, responsibility, self-discipline, promptness. Each child is expected to complete his/her work to the best of his/her ability and to complete all work with enthusiasm and pride.

OBJECTIVES:

The Code of Conduct is a key step in fulfilling our Board of Director's commitment to make our school safe by promoting respect, responsibility and civility. Students, teachers, staff and parents have the right to be safe, and feel safe, in their school community. With this Code we are setting clear, consistent standards of behaviour that will help accomplish this goal. Our school's behaviour policy is based on our school's values and our aim is to promote behaviour improvement as a means of improving learning and teaching. Our aim with these rules is to help our students learn self-control, respect themselves and have respect for others, and to learn this very important lesson: "Self-discipline controls my consequences". We want our students to take pride in themselves, their behaviour and their school by always setting a good example. We want to create a disciplined but relaxed environment which is conducive to learning.

SECTION 2 – CODE OF CONDUCT

2.1. Code of Conduct for Students

Objectives:

By attending the I.V. school students will endeavour to:

- develop their intellectual, global perspective and spiritual potential;
- develop thinking and problem-solving skills;
- gain knowledge about the world in which they live;
- treat others with dignity and respect;
- improve social and relationship skills;
- explore career opportunities and follow related educational programmes;
- care for others less fortunate than themselves.
- approach the I.V. school academic activities with a positive, co-operative attitude

Code:

Students are to understand that they each, through their own response to the Code of Conduct and subsequent daily behaviour, either encourage or prevent the attainment of the I.V. school objectives. The purpose of this Code of Conduct is to ensure that the opportunities presented at the I.V. school are fully utilized. The Code thus identifies what behaviour is required and expected.

2.1.1 Relationships with educators:

Students are expected to:

- respect the task of educators, which is to teach, to coordinate learning activities and to facilitate the full virtual school programme.

Students can demonstrate this by, for example,

- being hard working and co-operative,
- applying themselves fully to academic activities.

2.1.2 As regards to other students:

Students are expected to respect the rights of others to learn by:

- supporting other students in their tasks;
- giving other opportunities to make contributions in the virtual class and in tasks;
- respecting others' points of view;
- avoiding ridiculing others.

2.1.3 Personal application

Students are expected to maximize the learning opportunities at the I.V. school by:

- devoting appropriate time and effort to academic studies;
- taking part willingly and enthusiastically in virtual class activities;
- working independently and doing more than the minimum required;
- doing homework and project work as set;
- presenting assignments well and on time;
- preparing well for tests and examinations;
- be honest in their execution of assessments & tests/examinations;
- showing commitment to academic achievement;

2.2 Code of Conduct – Educators

Objectives:

Educators will fulfil their professional responsibilities by:

- respecting the dignity and rights of students;
- using their professional skills to educate students;
- contribute fully to the programme of the I.V. school;
- creating a stimulating virtual learning environment in their classrooms;
- maintaining regular contact with parents;
- being prepared to go the extra mile in the interests of the students and the attainment of the I.V. school's objectives

Code:

While every educator can expect the respect, support and co-operation of the I.V. school, parents and students in his or her efforts to create a healthy virtual learning environment inside and outside the virtual environment, it is important that educators acknowledge their responsibilities. Educators at the I.V. school thus undertake to:

- Put the wellbeing, development and progress of the students first;
- Take responsibility for maintaining the quality of teaching practice;
- Promote and honour cyber safety;
- Help students to become confident and successful students;
- Demonstrate respect for diversity and promote equality;
- Strive to establish productive partnerships with parents. Contact parents where necessary;
- Work as part of a whole-school team;
- Cooperate with other professional colleagues;
- Demonstrate honesty and integrity and uphold public trust and confidence in the teaching profession;
- Be well prepared;
- Be fully conversant with the demands of the syllabi taught;
- Be punctual;
- Mark and return assignments, tests and examinations within a reasonable period of time;
- Praise, encourage and motivate students;
- Help establish and communicate realistic, clear and meaningful goals;
- Correct appropriately, students who transgress the code;
- Report serious misconduct to senior executive staff;
- Be sensitive to the individual needs and problems of students.

2.3 Code of Conduct – Parents

Objectives:

In their association with the I.V. school, parents are encouraged to:

- provide their children with the necessities for the virtual school;
- support their children in their studies;
- support the efforts and actions of the I.V. school staff;
- uphold and promote the good name of the I.V. school.

Where a parent feels it necessary to discuss a matter relevant to educator/student interaction, the educator should first be approached. If the matter cannot be resolved the head of department of the phase should be approached. The Head of Centre should be approached if the matter is still unresolved.

The Board of Directors is the final authority in all the I.V. school matters and should be approached, in writing, if no other resolution can be obtained.

Code:

The I.V. school aims to maintain a positive relationship with parents. Parents could assist the I.V. school in the following ways:

- support educators in their efforts to teach their children, i.e. monitor homework, check test results, help set goals;
- communicate with the subject teacher, Head of Centre timeously regarding areas of concern before they become major issues;
- make suggestions or provide assistance to improve educational process and environment;
- endeavour to uphold moral and legal behaviour in their children especially as regards to honesty with test or exam papers and cyber safety.