



DREAM LAND INTERNATIONAL SCHOOL

CODE OF CONDUCT

INTRODUCTION

In pursuit of our motto “Think Global, Learn Local”, the focus of Dream Land International School’s management is to teach and reward positive behaviour and to encourage the development of a positive environment throughout the school. Our fundamental behaviour expectations are;

- Be responsible for self actions,
- Be respectful to all and
- Be ready to learn at all times.

Dream Land International School aims at building a culture where every individual in the school regardless the religion, race or background feels valued and forms an integral part of a wider family.

Corrective measures are designed to guide and support students in learning from their mistakes rather than simply punishing them. They help students take responsibility, develop positive behavior, and understand the impact of their actions, while maintaining a safe and respectful school environment. The focus is on **growth, learning, and improvement**, ensuring students internalize the school’s values and make better choices in the future.

Disciplinary Committee and Procedures

The school shall maintain a Disciplinary Committee at all times to ensure fairness, accountability, and transparency in handling student behavioral matters.

Composition:

The committee shall consist of:

1. School Principal (Chairperson)
2. Deputy Head
3. Homeroom Teacher
4. Relevant Disciplinary Members (Coordinator, Assistant Teachers, Subject Teachers)

The Committee convenes whenever a violation of the Code of Discipline requires formal review or when an incident escalates beyond classroom-level management.

NB. Copies of all disciplinary documentation must be retained by the School for record and safekeeping purpose.

Behaviour & Corrective Actions

	Behaviour Category & Examples	1st Offense	2nd Offense	3rd Offense
1 Point	Punctuality & Attendance: -Unexcused absence -Intentional absence even if student is at school -Habitual lateness -Leaving school without permission	Verbal warning; teacher explanation	Parent notification; reflection task	Parent–Teacher meeting; short detention
	Classroom Behaviour: -Forgetting materials -Minor disruptions -Talking while teaching -Going to toilet frequently without health reason -Incomplete homework -Not bringing textbooks -Making annoying / disturbing things to the classroom -Lacking collaboration in teamwork	Verbal warning; correction instructions	Reflection task / seat change	Parent notification; detention; behaviour agreement
	Uniform: -Improper uniform, -Unstudent-like behaviour	Verbal warning	Parent notification	Short external suspension (1 day)
	General Misconduct: -Littering -Lack of responsibility -Running/shouting excessively -Lacking self-respect and respect to others -Rude words, bad words, disrespect to adults or peers -Playing too much not in the playground.	Verbal warning; teacher explanation	Behaviour correction task	Parent meeting; detention or loss of privileges

2 Points	Behaviour Category & Examples	1st Offense	2nd Offense	3rd Offense
	Wearing coloured nail polish/artificial nails	Remove immediately & Verbal warning	Parent notification; reflection task	3-day external suspension
	Wearing inappropriate jewellery/accessories (boys: no earrings/neck chains; girls: 1 bangle, 1 chain, no dangling earrings)	Remove items& Parent notification	Remove items & Parent notification	3-day external suspension
	Wrongful use of laptops without teacher approval	Confiscation 1 day; warning	Parent notification; confiscation 3 days	Confiscation until end of term; Parent meeting

3 Points	Behaviour Category & Examples	1st Offense	2nd Offense	3rd Offense
	Possession of unauthorized items (mobile phones, iPads, handheld games) The school or its officials shall not be responsible for the loss of any electronic gadget brought to school by students.	Confiscation 1 day; warning	Confiscation 1 week; parent notified	Confiscation until end of term; Parent meeting
	Accumulating unexcused tardiness	Verbal warning; reflection	Parent notification; detention	Parent–Teacher meeting; behaviour contract
	-Showing rude manners -Teasing or mocking peers -Disrespect to peers -Saying nonsense and annoying words in the classroom -Making others angry	Verbal warning; reflection task	Parent notification; classroom restriction	Detention / community service; Discipline Committee review
	-Eating or taking others' possession without permission / consent or willingness -Selling or buying things between peers in school or trading	Verbal warning; Behavioural contract	Parent notification; classroom restriction	Detention / community service

	-Verbal or written assault on fellow students, members of staff and their families	Parent notification; Classroom restriction, Behavioural Contract	Detention / community service	
	Disrespect to teachers / disobedience / lack of student involvement (Not reading or writing or listening according to the teacher instruction)	Teacher warning; reflection	Parent notification; behaviour report	Detention or Suspension
	Sleeping in class without health reason	Warning; reflection	Parent notification; detention	Behaviour contract; parent meeting

5 Points	Behaviour Category & Examples	1st Offense	2nd Offense	3rd Offense
	Academic dishonesty / cheating / plagiarism	Zero marks; verbal warning	Parent meeting; redo assignment	1-week suspension; formal behaviour contract
	Insubordination / refusing teacher instruction	2-day internal suspension; counselling	2-week suspension	Discipline Committee meeting; possible longer suspension
	Classroom disruption (noise, crafts, unrelated reading, 18+ jokes)	Warning; reflection	Parent notification; detention	1–3 day suspension; counselling
	Property damage / improper use of school items	Compensation; Warning	Compensation, Parent notification; suspension	1–3 day suspension; compensation and counselling
	Severe rudeness to peers or staff	Reflection task; warning	Parent meeting; detention	1–3 day suspension; Discipline Committee

10 Points	Behaviour Category & Examples	1st Offense	2nd Offense	3rd Offense
	Aggression, physical assault, fighting	Immediate removal; 2-week suspension; parent notified; counselling	3–7 day suspension; behaviour contract	Discipline Committee review; possible expulsion
	Bullying, harassment (oral, physical, cyber)	2-week suspension; parent meeting; counselling	3–7 day suspension; behaviour contract	Full investigation; possible expulsion
	Ponding, spraying chemicals, dousing liquids	Immediate removal; 1-week suspension; counselling	2-week suspension	Indefinite suspension; Discipline Committee; parent meeting
	Possession/use of alcohol, cigarettes	1-week suspension; parent notified	2-week suspension; counselling	Dismissal
	Sexual harassment, inappropriate physical contact	Immediate removal from class; counselling; parent notified	3–7 day suspension; behaviour contract	Discipline Committee review; possible expulsion
	Physical touch that is not acceptable and allowed like hugging or kissing in the school campus.	Immediate removal from class; counselling; parent notified	3–7 day suspension; behaviour contract	Discipline Committee review; possible expulsion
	Bringing dangerous items (knives, sharp objects)	Confiscation; suspension; counselling	Parent meeting; 3–7 day suspension	Discipline Committee review; possible expulsion
	Hazing, intimidation	Immediate suspension; parent meeting; counselling	3-week suspension	Discipline Committee; possible expulsion
	Inciting riot	1 st offence: Dismissal for leaders & one term suspension for followers		
	Stealing / theft	Written apology + detention; parent notified	2-week suspension	Dismissal

	Behaviour Category & Examples	1st Offense	2nd Offense	3rd Offense
25 Points	Possession/use of drugs	Dismissal, Police involvement		
	Intentional Physical assaults with dangerous or prohibited weapons causing harm or immediate threat to life	Dismissal, Police involvement		

Progressive Consequences For Repeated Actions or Simultaneous Actions

For repeated or simultaneous actions, the accumulation of behavior points triggers a series of progressive consequences designed to correct behavior, provide support, and protect the school community. The total points are tracked per academic term or year, and reaching a threshold initiates the corresponding consequence level.

Consequence Levels:

- Level 1: Formal Warning (3 Points)

A formal written warning is issued to the student and communicated to their parents or guardians. This will be accompanied by a meeting with the class teacher or homeroom tutor to discuss the behaviour and strategies for improvement.

- Level 2: Detention (5-10 Points)

The student will be assigned an after-school detention. A mandatory conference between school administration and the student's parents is required to address the concerning pattern of behaviour and to create a collaborative plan for remediation.

- Level 3: Internal Suspension (11-15 Points)

The student will be placed in internal suspension, requiring them to complete their schoolwork in an isolated, supervised area away from their regular classes. The student and parents will be required to agree to a formal behaviour contract outlining the specific expectations for continued enrolment.

- Level 4: External Suspension (20 Points)

The student will be suspended from school and required to remain at home for a specified period. A formal re-entry meeting with the student, parents, and a disciplinary committee must be held and successfully concluded before the student is permitted to return to school.

- Level 5: Expulsion Review (25 Points)

Reaching this level of points necessitates a formal review by the School Board or a designated disciplinary committee. The outcome of this hearing may result in the immediate termination of the student's enrolment at Dream Land International School.

Explanation of Key Terms in Corrective Measures

- **Verbal Warning** – Teacher tells student behaviour is unacceptable.
- **Reflection Task** – Student reflects on actions (e.g., write apology, answer questions).
- **Parent Notification / Meeting** – Inform parents; may involve discussion of behaviour plan.
- **Detention** – Student stays after school or break for reflection or corrective work.
- **Behaviour Contract / Agreement** – Written plan outlining expected behaviour and consequences.
- **Classroom Restriction / Seat Change** – Limit privileges, move seat, or restrict interaction.
- **Community Service** – Tasks benefiting the school (cleaning, helping staff).
- **Counselling** – Guidance to correct behaviour and develop social/emotional skills.
- **External Suspension** - Not allowing on the school premises for the number of given days.
- **Internal Suspension** - Exclusion from all extracurricular activities, field trips/excursions; Do chores at break times.
- **Immediate Removal** – Student removed from class immediately due to dangerous/serious behaviour.
- **Indefinite Suspension** – Suspension without set return date, pending review.
- **Discipline Committee Review** – Formal investigation of serious offences.
- **Dismissal** – Permanent removal from school due to serious/repeated misconduct.
- **Expulsion** – Formal permanent removal after serious offences and committee review.
- **Confiscation** – Taking unauthorized or dangerous items temporarily.
- **Compensation** – Repair or replace damaged property.

Procedures and Implementation for Breaching Code of Discipline

- Parents of students who breach the Code of Discipline shall, whenever possible, be notified of the disciplinary hearing at least 48 hours (two working days) before the scheduled hearing.
- The student may, at the discretion of the Principal and a member of the Management Team, be suspended while awaiting the hearing if this is deemed appropriate, taking into consideration the best interests of the student and the safety and welfare of the school community.
- Any suspension shall be clearly stated in the notification issued to the parents. The period of suspension may be extended, if necessary, to allow for the completion of the disciplinary process and any appeal that may arise.
- All communication between the school and parents will remain professional, respectful, and confidential throughout the entire process.

Hearing Process:

- The Chairperson (or nominee) shall ensure that:
- The student and parents are fully informed of and understand the allegations before the hearing begins.
- All relevant facts and evidence are presented clearly.
- The student is given the opportunity to respond, ask questions, and present their own case.
- All parties are treated with dignity, fairness, and confidentiality throughout the process.
- The committee deliberates and reaches a verdict based on evidence presented.
- The student and parents are informed in writing of the decision, the reasons for it, and any penalties applied.
- Students and parents are advised of their right to appeal against the decision.

Typical grounds for such an appeal may include:

- The disciplinary procedure was not properly followed the decision on guilt was not considered correct or fair
- The decision regarding action to be taken was considered inappropriate mitigating factors were not properly considered
- The enquiry chairperson was considered to be biased,did not apply his mind ,or supposedly made a subjective decision
- The pupil was not given a fair opportunity to present his /her case
- New and relevant evidence can be presented which may affect the decisions made,and there exists a reasonable explanation as to why it was not presented at the original hearing.
- The parent{s} wishing to appeal must motivate their appeal in writing ,detailing in full their grounds for appeal.

- The request for appeal must be submitted to the School within 5 days of the Chairman of the Disciplinary Committee's recommendation having been communicated to the parents so as not to delay proceedings

Points Reduction Opportunities

Dream Land International School believes that discipline should promote growth, responsibility, and character development. The Points Reduction System encourages students to demonstrate positive behavior and rebuild their disciplinary record through responsible actions and meaningful contributions to the school community. Students who maintain good conduct throughout an entire term without receiving any new infractions are eligible for a five-point reduction. Those who engage in approved community service may earn one point per verified service hour, up to a maximum of five points per term. Additionally, students who show initiative and leadership such as assisting teachers, mentoring peers, or contributing to school project may receive up to a two-point reduction each term. This system emphasizes that discipline is not solely about consequences but about providing opportunities for reflection, restoration, and personal improvement.

Parental Partnership and Responsibilities

Dream Land International School believes that education works best when parents and the school work together. Families play an essential role in supporting the school's mission and helping students grow with respect, responsibility, and confidence. This partnership relies on trust, open communication, and shared responsibility.

Parents must keep their contact information updated and check official school messages regularly. All communication must go through the school's designated channels to ensure accuracy and protect all parties. Concerns should follow the proper pathway: Class Teacher → Head of Section → Head of School. Communication must remain respectful and professional at all times.

At home, parents help reinforce academic standards and good behavior by providing a supportive study environment, monitoring homework, ensuring regular attendance, and encouraging healthy daily routines. Families are expected to model respect, integrity, and responsibility and promote balanced habits such as proper rest, nutrition, and limited screen time.

Parents must meet financial and administrative obligations, including timely payment of school fees and submission of required documents. Families are responsible for costs resulting from deliberate damage caused by their child.

On campus, parents are expected to follow security procedures, remain in permitted areas, and behave respectfully. They should not confront students directly; concerns must be reported to

school staff. Aggressive or inappropriate behavior is not tolerated, and the school may restrict communication or access if necessary.

Dream Land International School values parents as partners in education, working together to support student growth and well-being. The school welcomes constructive feedback, but all members of the school community must communicate respectfully and responsibly. Spreading false information, posting harmful or inappropriate content, sharing confidential material, disrupting school operations, or creating conflict will be treated as serious disciplinary violations. The school may take appropriate action, including legal measures if necessary. All members are expected to practice responsible communication, maintain professionalism, and help create a safe and respectful school environment.

Agreement of Understanding

"I have read and understood the Dream Land International School Code of Conduct. I agree to abide by these rules and to contribute positively to a safe and respectful learning environment for all."

Student	Name:_____	Sign:_____
Parent/Guardian	Name:_____	Sign:_____
Homeroom Teacher	Name:_____	Sign:_____
Grade/Class	:_____	
Date	:_____	