



MICFIS INTERNATIONAL SCHOOL

Student Code of Conduct

(Not Just for School, But for Life)

STUDENT CODE OF CONDUCT, DISCIPLINE, SAFEGUARDING AND STUDENT WELFARE POLICY MANUAL

BOARD APPROVED POLICY

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CHAPTER ONE

INTRODUCTION

1.1 Background

Micfis International School is an independent educational institution committed to developing well-rounded students who possess academic excellence, exemplary character, entrepreneurial competence, leadership qualities, and a strong sense of social responsibility.

The School recognises that education extends beyond academic achievement. It encompasses the intellectual, moral, emotional, social, physical, and ethical development of every learner. Accordingly, the School seeks to provide an environment where students are encouraged to



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become disciplined, responsible, innovative, compassionate, and productive members of society.

The Board of Directors affirms that every student has the right to learn in an environment that is safe, orderly, inclusive, respectful, and conducive to personal growth. Equally, every student has a corresponding responsibility to contribute positively to that environment through conduct that reflects respect for others, personal integrity, accountability, and responsible citizenship.

This Student Code of Conduct, Discipline, Safeguarding and Student Welfare Policy Manual ("the Manual") establishes the behavioural standards, disciplinary procedures, safeguarding measures, and governance framework applicable to all students enrolled at Micfis International School.

The provisions of this Manual are intended to promote consistency, fairness, transparency, accountability, and due process in the administration of student discipline while safeguarding the welfare and dignity of every member of the school community.

1.2 Vision Statement

Micfis International School is committed to:

1. Producing graduates who attain outstanding levels of achievement and distinction in their various professions and chosen fields of endeavour.
2. Graduating generations of students with exceptional entrepreneurial knowledge, creativity, and business acumen who will become innovators, job creators, and employers of labour.
3. Grooming future leaders of integrity, competence, vision, and exemplary character who will positively influence society and demonstrate ethical leadership in every sphere of life.

1.3 Mission Statement

The mission of Micfis International School is:



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To provide quality education that combines academic excellence with entrepreneurial development, character formation, leadership education, and ethical values in a safe, disciplined, and inclusive learning environment where every student is empowered to realise his or her full potential.

1.4 Educational Philosophy

Micfis International School was founded upon values that emphasise integrity, diligence, discipline, respect for human dignity, compassion, service, excellence, and responsible leadership. While these values reflect the convictions of the School's founder, Micfis International School welcomes students and families from all religious, cultural, and ethnic backgrounds.

The School is committed to fostering an environment of mutual respect where diversity is valued and every member of the school community is treated fairly, with dignity, courtesy, and respect. No student shall be discriminated against on the basis of religion, ethnicity, nationality, gender, disability, or socio-economic background.

Every student is expected to uphold the shared values of honesty, responsibility, respect, self-discipline, compassion, and service, which form the foundation of the School's culture and expectations for conduct.

1.5 Core Values

The following values underpin all policies, programmes, and activities of Micfis International School:

- Integrity
- Academic Excellence
- Respect
- Discipline



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- Responsibility
- Entrepreneurship
- Leadership
- Innovation
- Compassion
- Accountability
- Service
- Teamwork
- Inclusiveness
- Continuous Improvement

These values shall guide decision-making, student behaviour, staff conduct, leadership practices, and relationships within the school community.

1.6 Purpose of this Policy Manual

The purpose of this Student Code of Conduct, Discipline, Safeguarding and Student Welfare Policy Manual ("the Manual") is to establish a clear and consistent framework for promoting positive student behaviour, protecting the welfare of all members of the school community, and ensuring that disciplinary matters are administered fairly, transparently, and consistently.

Specifically, this Manual seeks to:

- a. establish clear standards of conduct expected of every student;
- b. promote a safe, secure, orderly, inclusive, and respectful learning environment;
- c. support the academic, social, emotional, ethical, entrepreneurial, and leadership development of students;
- d. safeguard the rights, dignity, privacy, and welfare of every student and staff member;



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- e. encourage personal responsibility, accountability, honesty, integrity, and self-discipline;
- f. provide fair, transparent, and consistent procedures for addressing student misconduct;
- g. ensure that disciplinary decisions are proportionate to the nature and seriousness of the misconduct;
- h. strengthen collaboration between the School, parents or guardians, and students in promoting positive behaviour;
- i. protect the reputation, values, and educational standards of Micfis International School; and
- j. ensure compliance with applicable laws, educational regulations, child safeguarding principles, and Board-approved policies.

1.7 Philosophy of Student Discipline

Micfis International School believes that discipline is an essential component of education and character development.

The primary purpose of discipline is educational rather than punitive. Accordingly, disciplinary measures shall be designed to guide students towards responsible behaviour, encourage accountability for their actions, restore relationships where appropriate, and maintain a safe and orderly learning environment.

The School recognises that students learn from mistakes. Wherever appropriate, corrective measures shall therefore include counselling, guidance, parental involvement, behavioural support, restorative practices, and opportunities for personal growth.

However, where misconduct seriously affects the safety, welfare, dignity, rights, or educational interests of others, or significantly undermines the orderly operation or reputation of the School, appropriate disciplinary sanctions shall be imposed in accordance with this Manual.

1.8 Guiding Principles

The administration of this Manual shall be guided by the following principles:



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1.8.1 Fairness

Every student shall be treated fairly, impartially, and with dignity throughout any disciplinary process.

1.8.2 Natural Justice

Before a significant disciplinary decision is made, the student shall ordinarily be informed of the alleged misconduct and given a reasonable opportunity to respond, except where immediate action is required to protect the safety or welfare of members of the school community.

1.8.3 Proportionality

Disciplinary measures shall be proportionate to the seriousness of the misconduct, taking into account all relevant circumstances, including the student's age, maturity, intent, disciplinary history, and any mitigating or aggravating factors.

1.8.4 Consistency

Comparable incidents shall ordinarily attract comparable disciplinary responses, while recognising that no two situations are identical and individual circumstances may warrant different outcomes.

1.8.5 Respect for Human Dignity

All students shall be treated respectfully throughout disciplinary proceedings. The School prohibits degrading, humiliating, abusive, or unlawful disciplinary practices.

1.8.6 Student Welfare

In every disciplinary matter, due regard shall be given to the physical, emotional, psychological, educational, and social well-being of the student and any other persons affected.

1.8.7 Protection of the School Community

The safety, welfare, and educational interests of the wider school community shall remain a primary consideration in all disciplinary decisions.

1.8.8 Confidentiality

Information relating to student discipline shall be handled confidentially and disclosed only to persons who have a legitimate educational, professional, safeguarding, or legal need to know.



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1.9 Scope of Application

This Manual applies to every student enrolled at Micfis International School, irrespective of age, class, nationality, religion, ethnicity, gender, or programme of study.

The provisions of this Manual shall apply to conduct occurring:

- a. on all School premises;
- b. during classroom instruction;
- c. during examinations and assessments;
- d. during assemblies, sporting activities, cultural programmes, and other school events;
- e. while travelling on school-authorised transportation;
- f. during excursions, educational visits, competitions, leadership camps, and community service activities organised or approved by the School;
- g. during online learning activities and any other digital platforms operated or authorised by the School;
- h. while representing the School in any official capacity; and
- i. outside the School where the conduct has a direct and substantial connection with the School or has the potential to adversely affect the safety, welfare, rights, dignity, learning environment, or reputation of the School or members of its community.

1.10 Legal and Regulatory Framework

This Manual shall be interpreted and implemented in a manner consistent with applicable laws and educational regulations in the Federal Republic of Nigeria, including relevant child protection and safeguarding obligations.

Nothing in this Manual shall be construed as limiting any legal duty owed by the School to safeguard students or comply with applicable law.



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Where any provision of this Manual is found to be inconsistent with a mandatory legal requirement, the applicable law shall prevail to the extent of the inconsistency, while the remaining provisions shall continue in full force and effect.

1.11 Interpretation

Unless the context otherwise requires:

- "Board" means the Board of Directors of Micfis International School.
- "School" means Micfis International School.
- "Management" means the Business Manager, Head of School and Assistant Head of School for Primary School, Principal and Vice Principal(s) for Secondary School, Head of Non-Teaching staff and other authorised administrative officers.
- "Parent" includes a parent, legal guardian, or any person lawfully responsible for a student.
- "Student" means any person enrolled at Micfis International School.
- "Staff" includes teaching, administrative, support, contract, and volunteer personnel acting on behalf of the school.
- "School Community" includes students, parents, staff, Board members, volunteers, contractors, visitors, and any person participating in School activities.

1.12 Authority of the Board of Directors

The Board of Directors is the highest policy-making authority of Micfis International School and is responsible for approving this Manual and any subsequent amendments.

The Board delegates the day-to-day administration and enforcement of this Manual to the School Management. Such delegation shall not diminish the Board's authority to review disciplinary decisions in accordance with the appeals process established under this Manual.



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The Board reserves the right to amend, suspend, repeal, or replace any provision of this Manual whenever necessary to ensure compliance with applicable laws, educational best practices, or the evolving needs of the school.

CHAPTER TWO

GOVERNANCE STRUCTURE, ROLES AND RESPONSIBILITIES

2.1 Governance Framework

Micfis International School shall be governed in accordance with its approved governance structure, which promotes accountability, transparency, fairness, professionalism, and educational excellence.

The school shall operate under the oversight of the Board of Directors, while the day-to-day administration of the School shall be the responsibility of the School Business Manager / School Administrator and the rest of the Management Team, which comprises the Principal, Vice Principal(s) for Secondary School and Head of School, Assistant Head of School for Nursery and Primary School.

Every member of the school community shall discharge his or her responsibilities in a manner that promotes the educational objectives, values, reputation, and best interests of Micfis International School.

2.2 Shared Responsibility

Maintaining a safe, disciplined, respectful, and productive learning environment is a shared responsibility.

The Board of Directors, School Management, staff, students, parents or guardians, contractors, volunteers, and visitors all have an important role in fostering a school culture based on mutual respect, accountability, cooperation, and ethical conduct.



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Behaviour management is most effective when there is active collaboration between the School and parents or guardians.

PART A

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

2.3 Role of the Board

The Board of Directors is the supreme policymaking and governance authority of Micfis International School.

The Board shall provide strategic direction, approve institutional policies, safeguard the School's long-term interests, and ensure the School operates in accordance with applicable laws, educational regulations, and recognized standards of good governance.

The Board shall not ordinarily involve itself in the day-to-day administration of the School except where necessary in the discharge of its governance responsibilities.

2.4 Responsibilities of the Board

The Board shall:

- a. establish and periodically review the vision, mission, strategic direction, and core values of the School;
- b. approve policies governing student welfare, safeguarding, discipline, admissions, staff conduct, health and safety, finance, and governance;
- c. appoints, supervise, support, and evaluate the Head of School;
- d. ensure that adequate systems exist for safeguarding students and protecting their welfare;
- e. promotes high standards of educational quality, ethical leadership, and institutional accountability;



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- f. provides oversight of risk management and legal compliance;
- g. establishes an effective appeals process for disciplinary decisions where appropriate;
- h. ensure that disciplinary policies are applied fairly, consistently, and without discrimination; and
- i. periodically reviews this Manual to ensure that it remains relevant, legally compliant, and aligned with educational best practices.

PART B

RESPONSIBILITIES OF SCHOOL MANAGEMENT

2.5 Authority of School Management

The Business Manager / School Administrator, acting through the Management Team, is responsible for implementing Board-approved policies and exercising reasonable authority necessary for the effective administration of the school.

Management may issue administrative directives, operational guidelines, and procedures consistent with this Manual.

2.6 Responsibilities of School Management

School Management shall:

- a. implements this Manual fairly and consistently;
- b. maintains a safe, orderly, and inclusive learning environment;
- c. promotes positive student behaviour through education, guidance, counselling, and appropriate discipline;
- d. ensure that allegations of misconduct are investigated promptly, fairly, and confidentially;



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- e. protects students from bullying, harassment, abuse, discrimination, and other forms of harm;
- f. maintains appropriate records of disciplinary actions;
- g. communicates effectively with parents regarding matters affecting their children;
- h. ensure that staff receive appropriate training on safeguarding, behaviour management, and student welfare;
- i. makes disciplinary decisions within the authority delegated by the Board; and
- j. recommends policy improvements to the Board where necessary.

PART C

RESPONSIBILITIES OF TEACHERS AND OTHER STAFF

2.7 Professional Responsibilities

Every staff member owes a duty of care to students and shall act professionally, ethically, fairly, and in the best interests of students and the school at all times.

2.8 Staff Responsibilities

Every member of staff shall:

- a. treat every student with dignity, fairness, courtesy, and respect;
- b. model the behaviour expected of students;
- c. maintain an orderly, safe, and positive learning environment;
- d. apply classroom rules fairly and consistently;
- e. report safeguarding concerns, bullying, harassment, abuse, or serious misconduct promptly to Management;
- f. protect confidential student information;



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- g. refrain from humiliating, degrading, intimidating, or unlawfully disciplining students;
- h. communicate respectfully with parents and guardians;
- i. support students experiencing academic, emotional, behavioural, or personal difficulties through appropriate referral and intervention; and
- j. comply with all Board-approved policies and professional standards.

2.9 Duty to Report

Every employee who becomes aware of conduct that may threaten the safety, welfare, dignity, or rights of a student shall report the matter promptly through the School's established reporting procedures.

Failure to report serious safeguarding concerns may constitute misconduct.

PART D

RESPONSIBILITIES OF PARENTS AND GUARDIANS

2.10 Partnership Between Home and School

The School recognizes that parents and guardians are the primary educators of their children.

The education and development of every student are best achieved through a cooperative partnership between the home and the School founded upon mutual trust, open communication, and shared responsibility.

2.11 Parent Responsibilities

Parents and guardians shall:

- a. support the School's vision, mission, values, and policies;



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- b. ensure that their child attends school regularly and punctually;
- c. encourage respect for teachers, staff, fellow students, and School property;
- d. monitor and guide their child's behaviour, including responsible use of social media and digital technology;
- e. cooperate with disciplinary investigations involving their child;
- f. attend meetings requested by the School;
- g. provide accurate and up-to-date emergency contact information;
- h. promptly inform the School of matters affecting their child's health, safety, or welfare;
- i. refrain from abusive, threatening, or defamatory conduct toward staff, students, or other members of the School community; and
- j. fulfil their financial obligations to the School in accordance with applicable agreements.

2.12 Parent Conduct

Parents and guardians are expected to conduct themselves respectfully when interacting with members of the School community.

The School reserves the right to take appropriate action where a parent or visitor engages in threatening, abusive, violent, discriminatory, or disruptive behaviour on or outside the School premises or through electronic or digital communication.

PART E

RESPONSIBILITIES OF STUDENTS

2.13 General Responsibilities

Every student is expected to contribute positively to the School community by demonstrating honesty, integrity, discipline, respect, responsibility, and a commitment to learning.



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Students are expected to recognize that their conduct reflects not only on themselves but also on their families and the reputation of Micfis International School.

2.14 Student Responsibilities

Every student shall:

- a. complies with this Manual and all lawful instructions issued by authorised members of staff;
- b. treats fellow students, staff, parents, visitors, and members of the wider community with dignity and respect;
- c. attend school regularly and punctually;
- d. participates actively in learning and completes assigned academic work honestly;
- e. protects School property and the property of others;
- f. refrain from bullying, harassment, intimidation, discrimination, violence, or any form of abusive conduct;
- g. use technology and social media responsibly;
- h. report concerns relating to bullying, abuse, harassment, safety, or safeguarding to an appropriate member of staff;
- i. upholds the reputation and good name of Micfis International School through responsible conduct both within and outside the School where such conduct has a connection to the School; and
- j. accept responsibility for their actions and cooperate with legitimate disciplinary processes.

2.15 Mutual Respect

Every member of the Micfis International School community shares responsibility for creating an environment where learning can flourish.



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Accordingly, all interactions within the School shall be characterized by courtesy, civility, professionalism, and mutual respect.

Acts of intimidation, harassment, discrimination, retaliation, humiliation, or behaviour that undermines the dignity of another person are inconsistent with the values of Micfis International School and will not be tolerated.

CHAPTER THREE

RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS

3.1 Guiding Principle

Micfis International School recognizes that every student possesses inherent dignity and is entitled to be treated fairly, respectfully, and equitably.

The School equally recognizes that every right carries a corresponding responsibility. Accordingly, students are expected to exercise their rights responsibly while respecting the rights of others and complying with the policies of the School.

The rights contained in this Chapter shall be exercised in a manner consistent with the educational objectives of the School, the welfare of the school community, and the provisions of this Manual.

PART A

STUDENT RIGHTS

3.2 Right to Education

Every student has the right to receive quality education in an environment that promotes learning, personal development, creativity, leadership, entrepreneurship, and responsible citizenship.



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3.3 Right to Safety

Every student has the right to learn in an environment that is physically, emotionally, psychologically, and socially safe.

The School shall take reasonable steps to protect students from violence, bullying, intimidation, abuse, discrimination, harassment, exploitation, neglect, and other forms of harm.

3.4 Right to Dignity and Respect

Every student shall be treated with dignity, courtesy, fairness, and respect irrespective of religion, ethnicity, nationality, gender, disability, family background, or socio-economic status.

No student shall be subjected to degrading treatment, unlawful discrimination, humiliation, or harassment.

3.5 Right to Fair Treatment

Every student is entitled to fair, impartial, and consistent treatment in the administration of school rules and disciplinary procedures.

No disciplinary decision shall be based on bias, favouritism, discrimination, or improper influence.

3.6 Right to be Heard

Except where immediate action is necessary to protect the safety of members of the school community, a student who is alleged to have breached this Manual shall ordinarily be given an opportunity to respond before a significant disciplinary decision is made.

The opportunity to be heard does not prevent the School from taking immediate interim measures where necessary to protect students, staff, or the orderly operation of the School.



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3.7 Right to Privacy

Students have a reasonable expectation of privacy regarding their personal information.

The School shall collect, use, store, and disclose student information only for legitimate educational, safeguarding, administrative, or legal purposes.

This right does not prevent the School from conducting lawful investigations or taking appropriate action where student safety, welfare, or school security is concerned.

3.8 Right to Participate

Students are encouraged to participate actively in academic programmes, sporting activities, clubs, leadership opportunities, entrepreneurial initiatives, competitions, and other school activities for which they are eligible.

Participation in certain activities may be subject to behavioural, academic, attendance, health, or safety requirements established by the School.

3.9 Right to Guidance and Support

Students experiencing academic, behavioural, emotional, social, or personal challenges shall have reasonable access to guidance, counselling, mentoring, and other support services available within the School.

3.10 Right to Freedom of Religion and Belief

Micfis International School welcomes students from diverse religious and cultural backgrounds.

The School respects every student's right to hold and practise his or her religious beliefs, provided that such practice does not interfere with the rights of others, disrupt school activities, compromise safety, or conflict with lawful school policies.



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The School reserves the right to establish reasonable rules governing religious activities within the school environment in order to maintain harmony, inclusiveness, and the orderly operation of the School.

PART B

STUDENT RESPONSIBILITIES

3.11 Responsibility to Learn

Every student shall:

- a. attend classes regularly and punctually;
- b. complete assignments honestly and diligently;
- c. participate actively in classroom learning;
- d. prepare adequately for lessons and examinations; and
- e. strive to achieve his or her academic potential.

3.12 Responsibility to Respect Others

Every student shall treat fellow students, staff, parents, visitors, contractors, and members of the wider community with courtesy, dignity, and respect.

Students shall refrain from behaviour that intimidates, humiliates, threatens, bullies, harasses, discriminates against, or otherwise harms another person.

3.13 Responsibility to Protect School Property

Students shall exercise reasonable care in the use of school buildings, classrooms, laboratories, libraries, equipment, furniture, instructional materials, information technology resources, and other school property.



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Any student who intentionally or recklessly damages school property may be required to make restitution in addition to any disciplinary action imposed by the School.

3.14 Responsibility to Uphold the Reputation of the School

Students are ambassadors of Micfis International School.

Whether on campus, during school activities, while representing the School, or in circumstances connected to the School, students are expected to conduct themselves in a manner that upholds the values, standards, and reputation of Micfis International School.

PART C

PARENT RIGHTS

3.15 Parent Rights

Parents and guardians have the right to:

- a. receive timely and accurate information regarding their child's academic progress and welfare;
- b. be informed of significant disciplinary matters affecting their child;
- c. communicate respectfully with teachers and school management regarding their child's education;
- d. participate in scheduled meetings concerning their child's education and welfare;
- e. receive fair and respectful treatment from members of staff; and
- f. utilize the complaint and appeal procedures established by the School.



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PART D

PARENT RESPONSIBILITIES

3.16 Parent Responsabilites

Parents and guardians play an essential role in supporting the education and development of their children.

Accordingly, parents shall:

- a. support their child's education and positive behaviour;
- b. ensure regular attendance and punctuality;
- c. cooperate with the School in addressing behavioural concerns;
- d. reinforce the values and expectations contained in this Manual;
- e. monitor their child's responsible use of digital technology and social media;
- f. promptly attend meetings requested by the School;
- g. provide updated contact information and emergency details;
- h. encourage respectful communication with teachers and staff;
- i. comply with school policies and lawful administrative decisions; and
- j. work collaboratively with the School to promote the welfare, safety, and educational success of their child.

3.17 Partnership Commitment

Micfis International School believes that the greatest educational success is achieved when students, parents, staff, Management, and the Board work together in a spirit of mutual trust, respect, accountability, and shared responsibility.



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Accordingly, every member of the school community is expected to contribute positively to maintaining a safe, disciplined, inclusive, and academically enriching environment where all students are empowered to thrive.

CHAPTER FOUR

STANDARDS OF STUDENT CONDUCT

4.1 General Standard of Conduct

Every student enrolled at Micfis International School is expected to conduct himself or herself in a manner that reflects integrity, discipline, responsibility, respect, good citizenship, and consideration for others.

Students shall comply with this Manual, all other Board-approved policies, school rules, and all lawful instructions issued by authorised members of staff.

Students shall avoid any conduct that disrupts learning, endangers the safety or welfare of others, damages property, or brings the School into disrepute.

4.2 Expected Standards of Behaviour

Students are expected to:

- a. demonstrate honesty, integrity, and self-discipline at all times;
- b. respect the rights, dignity, beliefs, and property of others;
- c. conduct themselves in a courteous and respectful manner;
- d. maintain high standards of personal behaviour both within and outside the School where such conduct has a connection with the School;
- e. contribute positively to the learning environment;



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- f. accept responsibility for their actions and behaviour;
- g. comply promptly with lawful instructions issued by members of staff; and
- h. serve as positive ambassadors of Micfis International School.

PART A

RESPECT FOR PERSONS

4.3 Respect for Fellow Students

Students shall:

- a. treat fellow students with dignity, courtesy, kindness, and respect;
- b. value diversity and refrain from discrimination based on religion, ethnicity, nationality, gender, disability, language, family background, or any other protected characteristic;
- c. resolve disagreements peacefully and respectfully;
- d. support an inclusive school environment; and
- e. report conduct that threatens the safety or welfare of another student.

4.4 Respect for Staff

Students shall show courtesy and respect to teachers, administrators, support staff, security personnel, drivers, cleaners, volunteers, contractors, and visitors.

Students shall not engage in behaviour that is rude, insulting, abusive, threatening, intimidating, or otherwise disrespectful towards any member of staff.

4.5 Respect for Visitors

Visitors to the School shall be treated courteously at all times.



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Students shall cooperate with lawful instructions issued by authorised visitors acting on behalf of the School during approved activities.

PART B

CLASSROOM CONDUCT

4.6 Behaviour in the Classroom

Students shall:

- a. arrive for lessons punctually and adequately prepared;
- b. bring the required textbooks, learning materials, and equipment;
- c. participate actively and respectfully in classroom activities;
- d. follow classroom rules established by the teacher;
- e. obtain permission before leaving the classroom during lessons;
- f. avoid behaviour that disrupts teaching or learning; and
- g. maintain the cleanliness and orderliness of the classroom.

4.7 Academic Responsibility

Students shall:

- a. complete assignments independently unless collaboration is expressly permitted;
- b. submit academic work within prescribed timelines;
- c. participate honestly in tests, examinations, practical work, and assessments;
- d. avoid plagiarism, impersonation, cheating, collusion, falsification of academic records, and any other form of academic dishonesty; and



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e. use artificial intelligence and digital tools only in accordance with School policy and the instructions of their teachers.

PART C

ATTENDANCE AND PUNCTUALITY

4.8 Attendance

Regular attendance is essential to academic success.

Students are expected to attend all scheduled classes, examinations, assemblies, school programmes, and other compulsory activities unless officially excused.

Repeated absenteeism without valid justification may constitute misconduct.

4.9 Punctuality

Students shall report to school and all scheduled activities on time.

Persistent lateness may result in disciplinary intervention and parental engagement.

PART D

SCHOOL UNIFORM AND PERSONAL APPEARANCE

4.10A School Uniform

Students shall wear the prescribed school uniform neatly, properly, and with pride at all times while on school premises or when representing Micfis International School.

The approved school uniform is the only authorized attire during school hours and at official school functions unless otherwise directed by the School.



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No alteration, modification, or addition to the approved school uniform shall be made without the prior written approval of the School Management.

Students shall not wear clothing, garments, outerwear, fashion items, or accessories that are not part of the approved school uniform.

For the avoidance of doubt, hijabs, turbans, head coverings, scarves, veils, robes, shawls, or any other religious, cultural, or ceremonial clothing that is not expressly included in the approved School Uniform Policy shall not be worn during school hours or at official school activities unless specifically authorized in writing by the School Board of Directors under exceptional circumstances.

Failure to comply with the approved uniform requirements may result in the student being required to remedy the non-compliance before participating in classes or other school activities, in addition to any appropriate disciplinary action.

4.10B Personal Grooming

Students shall maintain high standards of personal hygiene, neatness, and grooming at all times.

Personal appearance shall reflect the values, discipline, and professional image of Micfis International School.

Accordingly:

- a. Hair shall be neat, clean, properly maintained, and kept in a simple and decent style appropriate for a school environment.
- b. Hair attachments, artificial hair extensions, wigs, coloured extensions, decorative hair accessories, beads, ribbons, fashion ornaments, and similar adornments are prohibited unless specifically approved by the School for an official school programme.
- c. Hair shall not be dyed in colours or styles that are distracting, extreme, or inconsistent with the standards of the School.



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d. Jewellery shall be limited to items expressly permitted by the School's Uniform and Grooming Policy.

e. Cosmetics, make-up, artificial eyelashes, artificial fingernails, coloured nail polish, facial piercings, tattoos, and similar fashion accessories are prohibited.

f. Students shall maintain good personal hygiene, including clean uniforms, clean footwear, neatly trimmed fingernails, and proper personal cleanliness.

Students whose appearance does not comply with this Policy may be required to correct the non-compliance before being permitted to participate in classes or other school activities. Repeated violations may result in disciplinary action.

4.11 Electronic Devices and Personal Technology

To promote discipline, minimize distractions, protect student welfare, and maintain academic integrity, students shall not bring or possess personal electronic devices on school premises except where expressly authorized by the School.

Accordingly, mobile phones, smartphones, smart watches with communication capabilities, tablets, laptop computers, handheld gaming devices, Bluetooth devices, headphones, earbuds, portable speakers, cameras, audio or video recording devices, drones, and any other electronic or digital equipment are prohibited unless specifically approved for an educational purpose by the School.

Any prohibited electronic device brought onto school premises may be confiscated by the School and returned only in accordance with the School's disciplinary procedures or to the student's parent or guardian, as determined by School Management.

The School shall not be responsible for the loss, theft, or damage of any unauthorized electronic device brought onto school premises in contravention of this Policy.

This wording provides a strong legal and administrative basis for enforcing the uniform and electronics policy while allowing the Board to grant exceptions where appropriate. It also makes confiscation procedures easier to defend because the prohibition and consequences are expressly stated in the Manual.



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PART E

CARE OF SCHOOL PROPERTY

4.12 Responsibility for School Property

Students shall exercise reasonable care in the use of all school facilities, equipment, books, furniture, information technology resources, laboratories, sporting equipment, and other property.

Students shall immediately report damaged or unsafe facilities to a member of staff.

4.13 Damage to Property

Any student who intentionally, recklessly, or negligently damages school property or the property of another person may be required to make restitution or compensate for the loss or damage, without prejudice to any disciplinary action that the School may consider appropriate.

PART F

ASSEMBLIES, CEREMONIES AND SCHOOL FUNCTIONS

4.14 Conduct During School Programmes

Students shall conduct themselves respectfully during assemblies, ceremonies, religious observances, cultural programmes, sporting events, excursions, educational visits, and all other school activities.

Students shall comply with lawful instructions issued by supervising staff throughout such activities.



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PART G

TRANSPORTATION

4.15 School Transportation

Students using school transportation shall:

- a. obey the lawful instructions of the driver and supervising staff;
- b. remain seated while the vehicle is in motion unless otherwise directed;
- c. avoid distracting the driver;
- d. respect fellow passengers and school property; and
- e. observe all safety requirements established by the School.

Misconduct during school transportation shall be treated as misconduct occurring on school premises.

PART H

EXTRA-CURRICULAR ACTIVITIES

4.16 Participation

Participation in sports, clubs, leadership programmes, entrepreneurial activities, competitions, excursions, and other co-curricular activities is regarded as an important part of student development.

Students participating in such activities remain subject to this Manual and shall conduct themselves in a manner that reflects positively on the School.

The School reserves the right to restrict or suspend participation in co-curricular activities where a student's behaviour, attendance, or academic performance does not meet the standards established by the School.



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4.17 Student Leadership

Students appointed to positions of leadership are expected to demonstrate exemplary conduct.

Student leaders shall exercise their authority fairly, responsibly, and respectfully and shall not misuse their position for personal advantage or to intimidate, discriminate against, or victimize other students.

Leadership positions are a privilege rather than an entitlement and may be withdrawn where the holder fails to meet the standards expected by the School.

4.18 Standard of Conduct Outside the School

Students are expected to conduct themselves responsibly when wearing the School uniform, representing the School, travelling to or from school, participating in school-approved activities, or engaging in conduct that has a direct and substantial connection to the School.

Where off-campus behaviour materially affects the safety, welfare, rights, learning environment, or reputation of Micfis International School or members of its community, the School reserves the right to investigate the matter and take appropriate action in accordance with this Manual.

CHAPTER FIVE

DIGITAL CITIZENSHIP, RESPONSIBLE USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY

5.1 Purpose

Micfis International School recognizes that digital technology has become an integral part of education, communication, and everyday life. While technology provides significant educational opportunities, it also presents risks relating to privacy, cyberbullying, harassment, academic dishonesty, misinformation, identity theft, exploitation, and reputational harm.



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This Chapter establishes the standards governing the responsible, ethical, lawful, and safe use of digital technology, electronic communication, artificial intelligence, social media, and online platforms by students.

The provisions of this Chapter apply whether the conduct occurs on or off school premises where such conduct has a direct or indirect impact on the safety, welfare, rights, learning environment, or reputation of Micfis International School or any member of its community.

5.2 Objectives

The objectives of this Policy are to:

- a. promote responsible digital citizenship;
- b. protect students, staff, parents, and the School from online harm;
- c. encourage ethical and lawful use of technology;
- d. safeguard personal privacy and confidential information;
- e. prevent cyberbullying, online harassment, and digital abuse;
- f. preserve academic integrity in the use of technology and artificial intelligence;
- g. protect the reputation of Micfis International School; and
- h. provide clear disciplinary consequences for misuse of digital technology.

PART A

DIGITAL CITIZENSHIP

5.3 Standard of Digital Conduct

Every student is expected to behave online with the same level of honesty, courtesy, respect, integrity, and responsibility expected within the physical school environment.



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Students shall remember that digital actions may have lasting legal, educational, personal, and professional consequences.

Students shall conduct themselves online in a manner that reflects positively on themselves, their families, and Micfis International School.

5.4 Respect for Others Online

Students shall:

- a. communicate respectfully and responsibly online;
- b. avoid offensive, abusive, insulting, threatening, discriminatory, or degrading language;
- c. respect the privacy and dignity of others;
- d. obtain appropriate consent before sharing photographs, videos, recordings, or personal information relating to another person where such consent is required; and
- e. report harmful online conduct affecting members of the School community.

PART B

RESPONSIBLE USE OF TECHNOLOGY

5.5 School Technology Resources

Technology resources provided by the School are intended solely for legitimate educational purposes.

Students shall use school computers, internet services, networks, software, email systems, learning platforms, and other digital resources responsibly and in accordance with this Manual.

Students shall not intentionally interfere with, damage, misuse, bypass, or compromise the security of any school technology system.



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5.6 Acceptable Use

Students may use approved technology only for educational, research, communication, or administrative purposes authorized by the School.

Students shall comply with all instructions issued by teachers regarding the appropriate use of technology during lessons.

5.7 Prohibited Digital Conduct

Without limiting the generality of this Policy, students shall not:

- a. access, create, possess, transmit, or distribute obscene, pornographic, sexually explicit, violent, hateful, or otherwise inappropriate material;
- b. engage in cyberbullying, online harassment, intimidation, threats, stalking, or humiliation;
- c. impersonate another person or create false online identities;
- d. hack, attempt to gain unauthorised access to digital systems, or interfere with electronic networks;
- e. share passwords or confidential login credentials;
- f. record, photograph, or video any student, staff member, visitor, or school activity without proper authorisation;
- g. publish confidential school information without authorisation;
- h. spread rumours, false information, or defamatory statements concerning any member of the School community;
- i. use digital technology to organise or encourage misconduct;
- j. use technology to cheat, plagiarise, falsify work, or gain an unfair academic advantage; or
- k. engage in any other unlawful or inappropriate digital activity.



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PART C

SOCIAL MEDIA

5.8 Responsible Use of Social Media

Students shall use social media responsibly and shall avoid any online activity that could reasonably be expected to harm another person or damage the reputation of Micfis International School.

The School acknowledges that students may use personal social media outside school hours; however, where online conduct substantially affects the School community, this Manual shall apply.

5.9 Social Media Misconduct

The following constitute serious misconduct:

- a. posting insulting, abusive, threatening, discriminatory, or defamatory comments concerning students, staff, parents, or the School;
- b. publishing confidential school information without authorization;
- c. creating fake social media accounts to impersonate another person;
- d. encouraging online harassment or coordinated attacks;
- e. livestreaming, photographing, or recording incidents occurring within the School without authorization;
- f. sharing examination materials, confidential assessments, or restricted educational resources without permission;
- g. encouraging violence, bullying, or other misconduct through social media; and
- h. using social media to ridicule, embarrass, exploit, or humiliate any member of the School community.



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PART D

ARTIFICIAL INTELLIGENCE

5.10 Responsible Use of Artificial Intelligence

Artificial intelligence tools may provide valuable educational support when used responsibly.

Students shall use AI only in accordance with teacher instructions and applicable School policies.

Students remain responsible for all work submitted in their name.

5.11 Prohibited AI Misuse

Students shall not use artificial intelligence to:

- a. complete assignments dishonestly;
- b. generate work falsely presented as entirely their own;
- c. create misleading, deceptive, or fabricated information;
- d. manipulate images, audio, or video to deceive or harm another person;
- e. generate offensive, abusive, discriminatory, or sexually explicit content;
- f. impersonate another person; or
- g. engage in any conduct contrary to this Manual.



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PART E

IMAGE SHARING, RECORDINGS AND PRIVACY

5.12 Images, Audio and Video Recordings

Students shall not create, possess, receive, request, distribute, publish, or share photographs, videos, screenshots, audio recordings, or digital images involving another student, staff member, or visitor without appropriate authorization where required.

Students shall not create, solicit, possess, distribute, or threaten to distribute intimate, indecent, sexually explicit, or degrading images or recordings of any person.

Any such conduct shall be regarded as gross misconduct and may be reported to parents, relevant authorities, or law enforcement where appropriate.

5.13 Protection of Privacy

Students shall respect the privacy of others and shall not unlawfully access, disclose, copy, or distribute another person's personal information, digital accounts, passwords, communications, or confidential records.

PART F

REPORTING, INVESTIGATION AND DISCIPLINE

5.14 Reporting Digital Misconduct

Any student who becomes aware of serious online misconduct affecting the School community is encouraged to report the matter promptly to a teacher or member of School Management.

Reports shall be handled as confidentially as reasonably possible, consistent with the need to investigate and respond appropriately.



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5.15 Investigation

The School may investigate allegations of digital misconduct where there are reasonable grounds to believe that the conduct has affected the safety, welfare, discipline, learning environment, or reputation of the School.

Where appropriate, the School may consider screenshots, digital communications, publicly available online content, witness statements, and other relevant evidence, while respecting applicable laws relating to privacy and procedural fairness.

5.16 Disciplinary Consequences

Breaches of this Chapter may result in one or more disciplinary measures, including counselling, parental conferences, confiscation of unauthorized devices, restriction of technology privileges, behavioural contracts, suspension, expulsion, restitution where appropriate, or referral to law enforcement or other competent authorities where required by law or where the seriousness of the conduct so warrants.

The disciplinary measure imposed shall be proportionate to the nature, seriousness, and circumstances of the misconduct and shall be determined in accordance with the disciplinary procedures contained in this Manual.

CHAPTER SIX

CLASSIFICATION OF STUDENT MISCONDUCT

6.1 Purpose

The purpose of this Chapter is to classify student misconduct according to its nature and seriousness to promote fairness, consistency, transparency, and proportionality in disciplinary decision-making.



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The examples contained in this Chapter are not exhaustive. The School reserves the right to classify any conduct not specifically listed where such conduct is inconsistent with the values, policies, safety, welfare, discipline, or reputation of Micfis International School.

Nothing in this Chapter limits the authority of the School to take immediate action where necessary to protect students, staff, visitors, or the orderly operation of the School.

6.2 General Principles

In determining the seriousness of any misconduct, the School may consider:

- a. the nature and severity of the conduct;
- b. whether the conduct was intentional, reckless, or accidental;
- c. the age and maturity of the student;
- d. whether the misconduct was repeated;
- e. the impact on victims and the wider school community;
- f. whether the student accepted responsibility;
- g. any mitigating or aggravating circumstances;
- h. previous disciplinary history; and
- i. any other relevant factor considered appropriate by the School.

PART A

LEVEL ONE – MINOR MISCONDUCT

6.3 Definition

Minor misconduct consists of behaviour that disrupts learning or school operations but does not ordinarily threaten the safety, welfare, or rights of others.



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Where appropriate, such matters should be addressed through guidance, counselling, restorative practices, classroom management strategies, or proportionate disciplinary measures.

6.4 Examples of Minor Misconduct

Examples include, but are not limited to:

- a. lateness to school or class;
- b. failure to complete assignments;
- c. failure to bring required learning materials;
- d. classroom disruption;
- e. talking during lessons without permission;
- f. failure to follow classroom procedures;
- g. minor uniform, hairdo or grooming violations;
- h. untidy appearance;
- i. eating in prohibited areas;
- j. minor misuse of school property;
- k. littering;
- l. failure to carry required school identification where applicable;
- m. unauthorized movement around the school during instructional time;
- n. failure to comply with minor administrative instructions; and
- o. any similar conduct determined by the School to constitute minor misconduct.



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PART B

LEVEL TWO – SERIOUS MISCONDUCT

6.5 Definition

Serious misconduct consists of behaviour that significantly interferes with the educational environment, threatens the welfare of others, or involves deliberate breaches of School rules.

Serious misconduct may warrant suspension or other significant disciplinary measures depending upon the circumstances.

6.6 Examples of Serious Misconduct

Examples include:

- a. repeated minor misconduct after previous interventions;
- b. bullying or intimidation;
- c. cyberbullying;
- d. harassment;
- e. discriminatory conduct;
- f. abusive or insulting language directed toward another person;
- g. fighting or physical aggression;
- h. vandalism;
- i. theft;
- j. possession of prohibited electronic devices;
- k. refusal to comply with lawful instructions from staff;
- l. examination misconduct or academic dishonesty;



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- m. leaving school without authorization;
- n. unauthorized recording of staff or students;
- o. bringing prohibited items onto school premises;
- p. gambling;
- q. deliberate damage to school property;
- r. forgery or falsification of school records;
- s. misuse of school technology or internet resources;
- t. inappropriate use of artificial intelligence for academic purposes;
- u. possession or viewing of inappropriate digital content; and
- v. any comparable conduct considered serious by the School.

PART C

LEVEL THREE – GROSS MISCONDUCT

6.7 Definition

Gross misconduct consists of behaviour that fundamentally undermines the safety, welfare, discipline, moral standards, or reputation of the School.

Gross misconduct ordinarily justifies suspension, expulsion, referral to appropriate authorities, or any combination of disciplinary measures considered appropriate by the School.

The School may immediately remove a student from the school environment pending investigation where the seriousness of the allegation reasonably requires such action.

6.8 Examples of Gross Misconduct

Without limitation, gross misconduct includes:



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- a. possession, use, distribution, or sale of illegal drugs or controlled substances;
- b. possession or use of alcohol or tobacco products on school premises or during school activities;
- c. possession or use of weapons or dangerous objects;
- d. serious assault;
- e. sexual harassment;
- f. sexual assault;
- g. requesting, soliciting, coercing, possessing, creating, receiving, distributing, publishing, or threatening to distribute intimate, indecent, or sexually explicit photographs, videos, recordings, or digital content involving another person;
- h. creation, possession, or distribution of pornographic material;
- i. blackmail, extortion, or coercion;
- j. serious cyberbullying causing significant harm;
- k. making credible threats of violence;
- l. arson;
- m. deliberate destruction of school property of a serious nature;
- n. serious theft or fraud;
- o. impersonation involving fraud or substantial harm;
- p. hacking or unlawful interference with school computer systems;
- q. false allegations knowingly made against another person;
- r. repeated serious misconduct despite previous interventions;
- s. conduct likely to bring Micfis International School into serious disrepute;



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- t. criminal conduct committed on or off school premises where such conduct materially affects the School community;
- u. retaliation against any person who reports misconduct in good faith; and
- v. any other conduct which, in the opinion of the School, poses a serious threat to the safety, welfare, rights, dignity, or reputation of the School or its community.

PART D

AGGRAVATING FACTORS

6.9 Aggravating Circumstances

The following factors may increase the seriousness of misconduct:

- a. premeditation;
- b. abuse of a position of trust or student leadership;
- c. involvement of multiple students acting together;
- d. targeting a vulnerable student;
- e. use of technology to facilitate the misconduct;
- f. attempts to conceal evidence;
- g. retaliation against witnesses or complainants;
- h. dishonesty during an investigation;
- i. repeated misconduct; and
- j. lack of remorse or refusal to accept responsibility.



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PART E

MITIGATING FACTORS

6.10 Mitigating Circumstances

In determining an appropriate disciplinary response, the School may consider:

- a. the student's age and level of maturity;
- b. whether the conduct was spontaneous or premeditated;
- c. genuine remorse;
- d. acceptance of responsibility;
- e. cooperation during the investigation;
- f. previous good conduct;
- g. willingness to make restitution or repair harm;
- h. evidence of rehabilitation; and
- i. any other factor the School considers relevant in achieving a fair and proportionate outcome.

6.11 Residual Authority

Nothing in this Chapter limits the authority of Micfis International School to classify misconduct not expressly listed in this Manual where such conduct is inconsistent with the values, objectives, safety, discipline, welfare, or reputation of the School.

The absence of a specific example of misconduct in this Manual shall not prevent the School from taking appropriate disciplinary action where circumstances justify such action.



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CHAPTER SEVEN

INVESTIGATION PROCEDURES, DUE PROCESS AND DISCIPLINARY HEARINGS

7.1 Purpose

The purpose of this Chapter is to establish fair, transparent, timely, and consistent procedures for investigating allegations of student misconduct and determining appropriate disciplinary action.

Micfis International School is committed to ensuring that every disciplinary matter is handled in accordance with the principles of natural justice, procedural fairness, proportionality, confidentiality, and respect for the dignity of all persons involved.

No disciplinary action shall be taken arbitrarily or capriciously. Every decision shall be based upon a careful consideration of the available evidence and the circumstances of each case.

7.2 Guiding Principles

The following principles shall guide all disciplinary investigations and hearings:

- a. fairness;
- b. impartiality;
- c. natural justice;
- d. procedural fairness;
- e. confidentiality;
- f. proportionality;
- g. accountability;
- h. timeliness;
- i. protection of students and staff; and



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j. consistency in decision-making.

PART A

REPORTING OF ALLEGED MISCONDUCT

7.3 Reporting Misconduct

Any student, parent, staff member, volunteer, contractor, or visitor who becomes aware of alleged misconduct may report the matter to the School.

Reports may be made verbally or in writing to a teacher, the Business Manager/School Administrator, the Principal / Head of School, or any other authorized member of Management.

Anonymous reports may be considered where sufficient information is provided to permit a meaningful investigation.

Knowingly making a false or malicious report constitutes misconduct and may result in disciplinary action.

7.4 Immediate Protective Measures

Where an allegation involves a potential risk to the safety, welfare, or rights of any member of the School community, the School may immediately implement temporary protective measures pending completion of the investigation.

Such measures may include:

- a. temporary removal from class;
- b. supervised separation from other students;
- c. temporary confiscation of prohibited items;
- d. restriction from specific school activities;
- e. temporary suspension where authorised under this Manual; or



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f. any other reasonable measure necessary to protect the School community.

The implementation of an interim measure shall not be interpreted as a finding of guilt.

PART B

PRELIMINARY ASSESSMENT

7.5 Initial Review

Upon receiving a report of misconduct, School Management shall conduct a preliminary assessment to determine:

- a. whether the allegation falls within the jurisdiction of the School;
- b. whether immediate protective measures are required;
- c. the apparent seriousness of the allegation;
- d. whether there appears to be sufficient information to warrant a formal investigation; and
- e. the appropriate person or committee to conduct the investigation.

7.6 Appointment of Investigator

The School may appoint one or more appropriate persons to investigate the allegation.

Where the circumstances require, the School may establish an Investigation Panel consisting of members of Management and such other persons as may be considered appropriate.

No person who has an actual conflict of interest shall participate in the investigation or disciplinary decision-making process.



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PART C

CONDUCT OF INVESTIGATION

7.7 Investigation Process

Investigations shall be conducted promptly, objectively, and confidentially.

The investigator may:

- a. interview the complainant;
- b. interview the student concerned;
- c. interview witnesses;
- d. obtain written statements;
- e. review photographs, videos, screenshots, electronic communications, social media content, or other relevant digital evidence;
- f. inspect physical evidence;
- g. review school records; and
- h. consider any other relevant evidence.

The School is not bound by the strict rules of evidence applicable in courts of law but shall act fairly and reasonably in assessing the reliability and relevance of the information obtained.

7.8 Student's Opportunity to Respond

Before a significant disciplinary decision is made, the student shall ordinarily be informed of the substance of the allegation and given a reasonable opportunity to respond.

The student may explain his or her version of events, identify witnesses, submit relevant information, or provide mitigating circumstances.



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The School may adapt this process where immediate action is reasonably necessary to protect safety or where exceptional circumstances exist.

7.9 Parent or Guardian Notification

Where the alleged misconduct is likely to result in suspension, expulsion, or another significant disciplinary consequence, the student's parent or guardian shall ordinarily be notified as soon as reasonably practicable.

Parents may be invited to attend meetings with School Management to discuss the matter before a final decision is made where appropriate.

PART D

DISCIPLINARY HEARINGS

7.10 When a Hearing May Be Required

A disciplinary hearing may be convened where:

- a. the allegation involves serious or gross misconduct;
- b. suspension or expulsion is being considered;
- c. there are disputed issues of fact requiring clarification;
- d. the circumstances are particularly complex; or
- e. School Management considers that a hearing is otherwise appropriate.

7.11 Hearing Procedure

A disciplinary hearing shall generally include:

- a. presentation of the allegation;



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- b. summary of the evidence;
- c. opportunity for the student to respond;
- d. opportunity for the parent or guardian to make relevant submissions where appropriate;
- e. questions from members of the hearing panel;
- f. consideration of mitigating and aggravating circumstances; and
- g. private deliberation by the decision-makers.

The hearing shall be conducted respectfully and without unnecessary formality.

7.12 Standard of Proof

Disciplinary decisions shall be based on whether, on the balance of probabilities, the available evidence establishes that the alleged misconduct occurred.

The School is not required to establish misconduct beyond a reasonable doubt.

PART E

DISCIPLINARY DECISIONS

7.13 Factors Considered

In determining an appropriate disciplinary response, the School may consider:

- a. the seriousness of the misconduct;
- b. the student's age and maturity;
- c. previous disciplinary history;
- d. acceptance of responsibility;
- e. remorse;



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- f. the impact upon victims;
- g. the need to maintain discipline;
- h. the safety of the School community;
- i. mitigating and aggravating factors identified in Chapter Six; and
- j. any other relevant circumstance.

7.14 Written Decision

Where appropriate, particularly in cases involving suspension or expulsion, the School shall prepare a written decision setting out:

- a. the nature of the allegation;
- b. the findings made;
- c. the disciplinary measure imposed;
- d. the reasons for the decision; and
- e. any applicable appeal rights under this Manual.

PART F

CONFIDENTIALITY

7.15 Confidentiality

All persons participating in disciplinary investigations or hearings shall maintain confidentiality to the fullest extent reasonably possible.

Information relating to disciplinary matters shall be disclosed only to persons who have a legitimate educational, safeguarding, administrative, or legal need to know.



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Nothing in this section prevents the School from disclosing information where required by law or where disclosure is reasonably necessary to protect the safety or welfare of any person.

PART G

RECORDS OF DISCIPLINARY PROCEEDINGS

7.16 Record Keeping

The School shall maintain appropriate records of disciplinary investigations, hearings, findings, and decisions.

Such records shall be retained securely in accordance with the School's records management practices and applicable legal requirements.

Access to disciplinary records shall be limited to authorized persons.

7.17 Protection Against Retaliation

No student, parent, staff member, or other person shall be subjected to retaliation, intimidation, harassment, or adverse treatment for reporting misconduct in good faith, participating in an investigation, providing evidence, or acting as a witness.

Any act of retaliation shall itself constitute a serious disciplinary offence and may result in additional disciplinary action.

7.18 Exceptional Circumstances

Nothing in this Chapter prevents the School from taking immediate action where urgent circumstances require intervention to protect the safety, welfare, or orderly operation of the School.



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In such circumstances, the School shall provide the affected student with an opportunity to be heard as soon as reasonably practicable thereafter, consistent with the requirements of procedural fairness.

7.19 Delegation of Authority

The Board of Directors may delegate disciplinary functions under this Chapter to the Business Manager/School Administrator, the school Management, a Disciplinary Committee, or another authorized officer, provided that such delegation is consistent with this Manual and does not limit the Board's ultimate governance and oversight responsibilities.

CHAPTER EIGHT

DISCIPLINARY MEASURES, SUSPENSION, EXPULSION, APPEALS AND STUDENT REINTEGRATION

8.1 Purpose

The purpose of this Chapter is to establish a clear, fair, and consistent framework for the imposition of disciplinary measures following findings of student misconduct.

The disciplinary measures contained in this Chapter are intended to promote accountability, encourage behavioural improvement, protect the welfare of the School community, and maintain a safe, orderly, and productive learning environment.

Disciplinary action shall always be proportionate to the seriousness of the misconduct and the individual circumstances of each case.



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8.2 Guiding Principles

In determining an appropriate disciplinary measure, the School shall be guided by the following principles:

- a. fairness;
- b. proportionality;
- c. consistency;
- d. educational and corrective intervention where appropriate;
- e. protection of the School community;
- f. respect for the dignity of all persons;
- g. procedural fairness; and
- h. the best interests of the School community.

PART A

DISCIPLINARY MEASURES

8.3 Available Disciplinary Measures

Depending upon the nature and seriousness of the misconduct, one or more of the following disciplinary measures may be imposed:

- a. verbal warning;
- b. written warning;
- c. counselling;
- d. behavioural coaching or mentoring;
- e. parental conference;



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- f. behaviour improvement agreement;
- g. restitution or compensation for loss or damage;
- h. community or restorative service within the School;
- i. withdrawal of privileges;
- j. confiscation of prohibited items;
- k. detention;
- l. restriction from extracurricular activities;
- m. temporary removal from class;
- n. suspension;
- o. expulsion; and
- p. any other reasonable educational or disciplinary measure consistent with this Manual.

The School may combine disciplinary measures where appropriate.

8.4 Progressive Discipline

Where appropriate, the School shall apply progressive discipline by considering whether educational interventions and lesser sanctions are sufficient to address the misconduct before imposing more severe disciplinary measures.

Progressive discipline is not mandatory where the misconduct is sufficiently serious to justify immediate suspension, expulsion, or another significant sanction.



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PART B

SUSPENSION

8.5 Authority to Suspend

The Business Manager/School Administrator and the Management team or such other officer authorized by the Board of Directors may suspend a student where the circumstances justify such action.

8.6 Grounds for Suspension

Suspension may be imposed where:

- a. the student has engaged in serious misconduct;
- b. immediate removal is necessary to protect the School community;
- c. the student's continued presence would significantly disrupt the learning environment;
- d. suspension is necessary pending investigation of a serious allegation; or
- e. repeated misconduct demonstrates that lesser disciplinary measures have been ineffective.

8.7 Suspension Procedure

Where reasonably practicable:

- a. the student shall be informed of the reason for the suspension;
- b. the parent or guardian shall be notified promptly;
- c. the period of suspension shall be communicated in writing;
- d. any conditions for return shall be clearly stated; and
- e. academic arrangements during the suspension shall be communicated where appropriate.



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8.8 Conditions During Suspension

During a period of suspension, a student:

- a. shall not enter the School premises or participate in school activities unless expressly authorised;
- b. shall comply with all conditions imposed by the School; and
- c. may be required to complete assigned academic work before returning.

PART C

EXPULSION

8.9 Authority to Expel

Expulsion is the most serious disciplinary measure available to the School and shall ordinarily be reserved for cases of gross misconduct or repeated serious misconduct where continued enrolment is no longer considered compatible with the safety, welfare, discipline, or best interests of the School community.

The authority to expel a student shall rest exclusively with the Board of Directors after considering the recommendation of School Management.

8.10 Grounds for Expulsion

Without limiting the discretion of the Board, expulsion may be considered where a student:

- a. commits gross misconduct as defined in this Manual;
- b. repeatedly engages in serious misconduct despite previous interventions;
- c. poses a continuing risk to the safety or welfare of others;



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- d. seriously damages the reputation of the School;
- e. commits conduct fundamentally inconsistent with continued membership of the School community; or
- f. commits any other act which the Board reasonably determines justifies expulsion.

8.11 Expulsion Procedure

Before a decision to expel is made:

- a. the investigation process prescribed in Chapter Seven shall be completed;
- b. the student shall be afforded procedural fairness;
- c. the parent or guardian shall have an opportunity to make representations;
- d. School Management shall submit its recommendation to the Board of Directors; and
- e. the Board shall consider all relevant evidence before making its decision.

The Board's decision shall be communicated in writing, stating the reasons for the decision and any applicable appeal rights.

PART D

APPEALS

8.12 Right of Appeal

A parent or guardian may appeal a decision involving suspension or expulsion where they believe:

- a. the disciplinary process was procedurally unfair;
- b. relevant evidence was not properly considered;
- c. the disciplinary measure imposed was manifestly disproportionate; or



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d. there are significant new facts that were not reasonably available during the original decision-making process.

8.13 Appeal Procedure

An appeal shall:

- a. be submitted in writing to the Board of Directors within **seven (7) working days** of receiving the disciplinary decision;
- b. clearly state the grounds of appeal; and
- c. include any supporting documents upon which the appellant intends to rely.

8.14 Appeal Decision

The Board of Directors may:

- a. affirm the original decision;
- b. vary the disciplinary measure;
- c. set aside the decision;
- d. remits the matter for further investigation; or
- e. makes any other decision considered fair and appropriate.

The decision of the Board shall be final.



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PART E

STUDENT REINTEGRATION

8.15 Reintegration Following Suspension

The School recognizes that the objective of suspension is corrective rather than purely punitive.

Accordingly, where appropriate, the School shall support the successful reintegration of suspended students.

Before returning, the student may be required to:

- a. attend a reintegration meeting;
- b. meet with the Business Manager/School Administrator or designated staff member;
- c. demonstrate understanding of the misconduct;
- d. agree to comply with behavioural expectations;
- e. sign a Behaviour Improvement Agreement where required; and
- f. complete any outstanding academic work.

8.16 Behaviour Improvement Plan

Where appropriate, the School may develop an individual Behaviour Improvement Plan setting out:

- a. expected behavioural standards;
- b. support strategies;
- c. counselling or mentoring arrangements;
- d. monitoring procedures;
- e. review dates; and



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f. consequences for further misconduct.

8.17 Restorative Practices

Where appropriate and with due regard to the wishes of affected persons, the School may utilise restorative practices to:

- a. repair relationships;
- b. encourage accountability;
- c. promote reconciliation;
- d. restore trust within the School community; and
- e. reduce the likelihood of future misconduct.

Participation in restorative practices shall not prevent the School from imposing disciplinary measures where warranted.

PART F

IMPLEMENTATION

8.18 Compliance

All disciplinary measures imposed under this Chapter shall be implemented consistently with this Manual and any other Board-approved policies.

Failure by a student or parent to comply with lawful disciplinary directions issued pursuant to this Manual may result in further disciplinary action.



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8.19 Reservation of Authority

Nothing contained in this Chapter limits the authority of the Board of Directors or its authorised delegates to take such lawful and reasonable disciplinary action as may be necessary to protect the safety, welfare, discipline, reputation, and educational mission of Micfis International School, provided that such action is consistent with the principles of procedural fairness and the provisions of this Manual.

CHAPTER NINE

SAFEGUARDING, CHILD PROTECTION, ANTI-BULLYING, HARASSMENT, DISCRIMINATION AND STUDENT WELFARE

9.1 Purpose

Micfis International School is committed to providing a safe, secure, inclusive, respectful, and nurturing learning environment in which every student is protected from abuse, neglect, exploitation, violence, bullying, discrimination, harassment, intimidation, and all forms of harm.

The welfare, dignity, safety, and best interests of every child entrusted to the care of the School shall be paramount in every decision, policy, and action undertaken by the School.

This Chapter establishes the safeguarding and child protection framework applicable to all students, employees, volunteers, contractors, visitors, parents, and any other person interacting with members of the School community.

9.2 Guiding Principles

The following principles shall guide the implementation of this Chapter:

- a. the best interests of the child;
- b. zero tolerance for abuse and exploitation;



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- c. prevention before intervention;
- d. respect for the dignity of every student;
- e. confidentiality;
- f. fairness and procedural integrity;
- g. timely intervention;
- h. shared responsibility between the School and parents;
- i. accountability; and
- j. continuous safeguarding awareness.

PART A

CHILD PROTECTION

9.3 Duty of Care

Every employee, volunteer, contractor, and person acting on behalf of Micfis International School owes a duty of care to safeguard students from foreseeable harm.

Every member of staff shall actively promote the physical, emotional, psychological, educational, and social wellbeing of students.

9.4 Child Protection Commitment

Micfis International School adopts a zero-tolerance approach to child abuse, neglect, exploitation, violence, grooming, sexual misconduct, emotional abuse, and any conduct that places the safety or welfare of a child at risk.

No allegation affecting the safety of a student shall be ignored or dismissed without appropriate assessment.



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9.5 Forms of Child Abuse

For this Manual, child abuse includes, but is not limited to:

- a. physical abuse;
- b. emotional or psychological abuse;
- c. sexual abuse ;
- d. sexual exploitation ;
- e. neglect;
- f. child labour;
- g. grooming;
- h. online exploitation;
- i. trafficking;
- j. harmful traditional or cultural practices; and
- k. any other conduct that endangers the health, safety, dignity, or development of a child.

PART B

SAFEGUARDING RESPONSIBILITIES

9.6 Responsibilities of Staff

Every employee shall:

- a. maintain appropriate professional boundaries with students;
- b. treat every student with dignity and respect;
- c. avoid conduct that could reasonably be interpreted as abusive, exploitative, or inappropriate;



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- d. report safeguarding concerns immediately to School Management;
- e. cooperate fully with safeguarding investigations;
- f. protect confidential information relating to students; and
- g. participate in safeguarding training organised by the School.

Failure to report a genuine safeguarding concern may constitute serious misconduct.

9.7 Responsibilities of Students

Students are encouraged to:

- a. report bullying, abuse, harassment, or unsafe behaviour;
- b. support fellow students experiencing harm;
- c. avoid conduct that places themselves or others at risk;
- d. respect personal boundaries; and
- e. seek assistance from trusted adults whenever necessary.

9.8 Responsibilities of Parents

Parents and guardians are expected to:

- a. support safeguarding initiatives implemented by the School;
- b. cooperate with safeguarding investigations;
- c. promptly report concerns affecting the welfare of their child;
- d. reinforce respectful behaviour at home; and
- e. work collaboratively with the School in promoting student wellbeing.



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PART C

ANTI-BULLYING POLICY

9.9 Commitment

Micfis International School prohibits all forms of bullying.

Every student has the right to learn in an environment free from intimidation, humiliation, fear, victimization, and harassment.

Bullying shall not be tolerated under any circumstances.

9.10 Definition of Bullying

Bullying means repeated or serious behaviour intended, or reasonably likely, to intimidate, humiliate, threaten, isolate, control, or cause physical, emotional, psychological, social, or educational harm to another person.

Bullying may occur in person, electronically, verbally, physically, socially, or through any other means.

9.11 Forms of Bullying

Bullying includes, but is not limited to:

- a. physical bullying;
- b. verbal bullying;
- c. emotional bullying;
- d. social exclusion;
- e. relational aggression;
- f. cyberbullying;



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- g. extortion;
- h. intimidation ;
- i. threats;
- j. spreading rumours; and
- k. encouraging others to bully another person.

9.12 Reporting Bullying

Any student, parent, or staff member who becomes aware of bullying shall report the matter promptly.

Reports shall be investigated in accordance with Chapter Seven of this Manual.

Retaliation against any person who reports bullying in good faith is strictly prohibited.

PART D

HARASSMENT

9.13 Prohibition of Harassment

Harassment of any kind is prohibited.

Harassment includes any unwelcome conduct that demeans, humiliates, intimidates, threatens, offends, or creates a hostile learning environment.

Harassment may be verbal, physical, visual, written, electronic, psychological, or sexual in nature.

9.14 Sexual Harassment

Sexual harassment includes, but is not limited to:



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- a. unwelcome sexual comments;
- b. sexually suggestive jokes;
- c. unwanted physical contact of a sexual nature;
- d. requests for sexual favours;
- e. displaying sexually explicit material;
- f. sharing or requesting intimate images;
- g. sexual gestures; and
- h. any other unwelcome conduct of a sexual nature.

Sexual harassment shall constitute serious or gross misconduct depending on the circumstances.

PART E

DISCRIMINATION

9.15 Equal Treatment

Micfis International School is committed to providing equal educational opportunities for all students.

No student shall be subjected to discrimination, victimization, or unfair treatment based on religion, ethnicity, nationality, language, disability, sex, family background, or any other status protected by applicable law.

9.16 Inclusive School Environment

The School shall promote an environment characterized by respect, inclusion, fairness, cooperation, empathy, and mutual understanding.



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Every student shall be encouraged to value diversity while respecting the rights and dignity of others.

PART F

STUDENT WELFARE

9.17 Student Wellbeing

The School recognizes that academic success is closely linked to the physical, emotional, psychological, moral, and social wellbeing of students.

Accordingly, the School shall endeavour to provide appropriate pastoral care, guidance, counselling, mentoring, and welfare support.

9.18 Counselling and Support

Where appropriate, students may be referred for counselling, mentoring, behavioural intervention, academic support, or other welfare services considered necessary for their development.

Parents shall ordinarily be informed where significant welfare concerns arise.

9.19 Medical Emergencies

The School shall take reasonable steps to provide first aid and emergency assistance to students who become ill or injured while under the supervision of the School.

Where necessary, parents or guardians shall be contacted promptly, and emergency medical services may be sought.



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PART G

SAFEGUARDING REPORTING

9.20 Reporting Safeguarding Concerns

Every member of the School community has a responsibility to report concerns relating to:

- a. abuse;
- b. neglect;
- c. exploitation;
- d. bullying;
- e. harassment;
- f. discrimination;
- g. grooming;
- h. online exploitation;
- i. violence; or
- j. any conduct that threatens the welfare of a student.

Reports shall be made promptly to the Business Manager/School Administrator, the Principal/Head of School, or another authorized member of Management.

9.21 Confidentiality

Safeguarding information shall be handled confidentially and disclosed only to persons who have a legitimate educational, safeguarding, administrative, or legal need to know.

Confidentiality shall not prevent the School from reporting matters to parents, child protection authorities, law enforcement agencies, regulatory bodies, or other competent authorities where required by law or where necessary to protect the welfare of a child.



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9.22 Protection from Retaliation

No person shall suffer retaliation, intimidation, victimization, harassment, or any adverse treatment for making a safeguarding report in good faith or for participating in a safeguarding investigation.

Any act of retaliation shall constitute serious misconduct and shall attract appropriate disciplinary action.

9.23 Continuous Safeguarding Commitment

The Board of Directors, School Management, employees, parents, students, volunteers, contractors, and visitors share responsibility for maintaining a safe and protective learning environment.

Micfis International School shall regularly review its safeguarding policies, provide appropriate staff training, educate students on personal safety and respectful relationships, and continually strengthen measures that protect every child entrusted to its care.

The School affirms that safeguarding is not solely a policy requirement but a fundamental institutional responsibility and a core value underpinning every aspect of school life.

CHAPTER TEN

IMPLEMENTATION, POLICY REVIEW, INTERPRETATION, MISCELLANEOUS PROVISIONS AND APPENDICES

10.1 Purpose

This Chapter establishes the framework for the implementation, administration, interpretation, amendment, periodic review, and enforcement of this Student Code of Conduct, Discipline, Safeguarding and Student Welfare Policy Manual.



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It further provides standard forms, schedules, and administrative templates to assist the Board of Directors, School Management, employees, parents, and students in the consistent application of this Manual.

10.2 Commencement

This Manual shall take effect on the date approved by the Board of Directors of Micfis International School and shall remain in force until amended, replaced, or repealed by the Board.

10.3 Application

This Manual applies to:

- a. all enrolled students;
- b. all parents and guardians;
- c. all employees;
- d. School Management;
- e. members of the Board of Directors where applicable;
- f. volunteers;
- g. contractors;
- h. visitors participating in school activities; and
- i. any other person whose conduct materially affects the School community.



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PART A

IMPLEMENTATION

10.4 Responsibility for Implementation

The Board of Directors shall have overall responsibility for governance and oversight of this Manual.

The Business Manager/School Administrator and the School Management shall be responsible for the day-to-day implementation, administration, monitoring, and enforcement of this Manual.

Every employee shall support the consistent application of this Manual within the scope of his or her duties.

Parents and students shall cooperate with the School in achieving the objectives of this Manual.

10.5 Staff Orientation and Training

The School shall ensure that employees receive appropriate orientation and periodic training regarding:

- a. student discipline;
- b. safeguarding;
- c. child protection;
- d. behavioural management;
- e. investigation procedures;
- f. digital safety;
- g. confidentiality;
- h. emergency response procedures; and



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i. any other matter relevant to the implementation of this Manual.

10.6 Student and Parent Awareness

The School shall take reasonable steps to ensure that students and parents are made aware of the provisions of this Manual.

This may include:

- a. publication on the School's official communication platforms and website;
- b. inclusion within admission materials;
- c. parent orientation programmes;
- d. student orientation sessions;
- e. assemblies;
- f. classroom instruction; and
- g. other communication methods approved by School Management.

Ignorance of this Manual shall not excuse non-compliance.

PART B

POLICY REVIEW

10.7 Periodic Review

This Manual shall be reviewed periodically to ensure that it remains current, effective, legally compliant, and responsive to emerging educational, technological, safeguarding, and societal developments.

Unless otherwise determined by the Board of Directors, a comprehensive review shall ordinarily be undertaken at least once every **three (3) years**.



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10.8 Amendment

The Board of Directors may amend, repeal, replace, or supplement any provision of this Manual whenever it considers such action necessary for the effective governance of the School.

School Management may recommend amendments but shall not amend this Manual without the approval of the Board.

PART C

INTERPRETATION

10.9 Interpretation

Questions regarding the interpretation or application of this Manual shall be determined by the Board of Directors or such person or committee authorized by the Board.

In interpreting this Manual, regard shall be had to:

- a. the purposes of the Manual;
- b. the educational mission of the School;
- c. the welfare of students;
- d. procedural fairness;
- e. safeguarding obligations;
- f. applicable laws; and
- g. the overall best interests of the School community.



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10.10 Inconsistency

Where any provision of this Manual conflicts with an applicable law, the applicable law shall prevail to the extent of the inconsistency, and the remaining provisions of this Manual shall continue in full force and effect.

10.11 Severability

If any provision of this Manual is declared invalid or unenforceable by a court or competent authority, such invalidity shall not affect the validity or enforceability of the remaining provisions.

PART D

MISCELLANEOUS PROVISIONS

10.12 Delegation

Except where expressly reserved to the Board of Directors, powers and responsibilities under this Manual may be delegated by the Board to the Business Manager/School Administrator, School Management, a Disciplinary Committee, or another authorized officer.

Such delegation shall not diminish the Board's ultimate governance responsibility.

10.13 Good Faith

Every person exercising authority under this Manual shall act honestly, fairly, reasonably, in good faith, and in the best interests of the School community.



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10.14 Record Management

The School shall maintain accurate and secure records relating to disciplinary proceedings, safeguarding matters, appeals, behavioural interventions, and related administrative actions.

Records shall be retained in accordance with applicable legal requirements and the School's records management practices.

10.15 Confidentiality

Information obtained under this Manual shall be treated as confidential except where disclosure is:

- a. authorized by law;
- b. necessary to safeguard a student;
- c. required for disciplinary proceedings;
- d. authorized by the Board; or
- e. otherwise necessary to protect the legitimate interests of the School.

10.16 No Waiver

Failure by the School to enforce any provision of this Manual in a particular instance shall not constitute a waiver of its right to enforce that provision or any other provision in future cases.

10.17 Reservation of Authority

Nothing contained in this Manual limits the inherent authority of the Board of Directors to take any lawful and reasonable action necessary to protect the safety, welfare, discipline, reputation, property, or educational mission of Micfis International School.



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PART E

APPENDICES

The following schedules form part of this Manual and may be updated administratively by School Management where approved by the Board of Directors.

Appendix A

Student Behaviour Improvement Agreement

A standard agreement setting out:

- student's name and class;
- summary of behavioural concerns;
- expected standards of conduct;
- agreed improvement goals;
- support measures to be provided by the School;
- responsibilities of the student;
- responsibilities of the parent or guardian;
- review dates;
- consequences of non-compliance;
- signatures of the student, parent or guardian, teacher, and School representative.

Appendix B

Suspension Notice

A standard notice containing:



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- student's details;
- date of issue;
- reasons for suspension;
- period of suspension;
- conditions applicable during suspension;
- arrangements for academic work;
- conditions for return;
- appeal information;
- signature of the authorized School official.

Appendix C

Expulsion Notice

A standard notice containing:

- student's details;
- summary of findings;
- reasons for expulsion;
- effective date;
- Board approval reference;
- appeal rights (where applicable);
- signature of the authorized representative of the Board.



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Appendix D

Disciplinary Appeal Form

Including:

- appellant's details;
- student details;
- disciplinary decision being appealed;
- grounds of appeal;
- supporting evidence;
- requested outcome;
- declaration;
- signature and date.

Appendix E

Student Incident Report Form

Including:

- date and time of incident;
- location;
- persons involved;
- witnesses;
- factual description of the incident;
- immediate action taken;
- evidence collected;



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- reporting officer;
- management review.

Appendix F

Witness Statement Form

Including:

- witness details;
- relationship to the incident;
- factual account;
- declaration that the statement is true to the best of the witness's knowledge;
- signature and date.

Appendix G

Parent Undertaking

A formal undertaking acknowledging that the parent or guardian:

- has received this Manual;
- understands the School's disciplinary and safeguarding expectations;
- agrees to support the implementation of the Manual;
- agrees to cooperate with investigations and disciplinary processes;
- recognises the authority of the Board of Directors and School Management to administer this Manual.



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Appendix H

Student Acknowledgement

A declaration signed by the student confirming that he or she:

- has received or been informed of this Manual;
- understands the expected standards of behaviour;
- agrees to comply with School rules and policies;
- understands the consequences of misconduct.

Appendix I

Digital Citizenship and Technology Acceptable Use Agreement

To be signed annually by students and parents, confirming their understanding of and agreement to comply with the School's policies on digital citizenship, responsible technology use, artificial intelligence, social media, online safety, privacy, and cyber conduct.

Appendix J

Safeguarding and Child Protection Concern Report

A confidential reporting form documenting:

- details of the student concerned;
- nature of the safeguarding concern;
- date, time, and location;
- persons involved;
- immediate protective measures taken;



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- evidence available;
- referrals made;
- actions taken by School Management;
- follow-up and outcome.

10.18 Certification

This Student Code of Conduct, Discipline, Safeguarding and Student Welfare Policy Manual was approved by the Board of Directors of Micfis International School on January 6, 2014 and shall take effect immediately.

Approved by:

Chairman, Board of Directors: Michael Famuyiwa

Executive Director / Secretary, Board of Directors: Olufisayo Famuyiwa

Date: January 6, 2026

Official School Seal: