



Code of Conduct Policy

Acorns International School is committed to creating an environment in which all members are treated with respect, patience, integrity, dignity, and consideration. Therefore, we all must hold ourselves and each other to a high standard.

Inspiring & Empowering

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Acorns Vision

To inspire and empower each other to achieve our personal best.

Acorns Mission

To build an accessible, inclusive learning community of global citizens that pursues academic excellence in a holistic, inquiry-based environment that develops lifelong learners with the attributes to shape a better and more peaceful world.

Acorns Core Values



IB Learner Profile



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.	OPEN-MINDED We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
KNOWLEDGEABLE We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.	CARING We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
THINKERS We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.	RISK-TAKERS We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
COMMUNICATORS We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.	BALANCED We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
PRINCIPLED We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.	REFLECTIVE We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

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“IB learner profile”

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Code of Conduct Policy

1 Purpose

Acorns is committed to creating an environment where all members are treated with respect, patience, integrity, dignity, and consideration.

2 Scope

As we are all members of a school community, it is important that we are respectful of each other and set an example for our young people. Therefore, the following standards are expected from all members of the school community.

3 Definitions

School Community

- Refers to all individuals that are on school grounds either with a student or working on Acorns. ie, Acorns teaching and non-teaching staff, parents, guardians, family members, nannies, drivers, volunteers, club instructors, interns, Learner Support Assistants(LSAs), etc.

Acorns staff

- Is in reference to staff contracted by Acorns International School.

Contingency staff

- Are hired on a temporary or as-needed basis to address specific situations. These staff members are typically not Acorns employees ie. interns, volunteers, temporary staff, club instructors, school coaches, Learning Support Assistants(LSAs), external therapists, etc. These members all have specified agreements outlining their role and responsibilities and stipulate adherence to Acorns policies.

Family

- Where not specified parent is used in reference to biological parents and legal guardians.

4 Conduct Expected From Acorns Staff

Along with Acorns staff, this section includes contingency staff.

Acorns Staff should always be respectful while dealing with students, parents, visitors and their fellow staff irrespective of grade and position. Everyone in the Acorns community should be treated fairly and with dignity, courtesy and mutual respect.

1. No staff should inflict any physical, verbal or emotional abuse such as striking, spanking, shaking, humiliating, ridiculing, threatening, or degrading towards any students or adult members of the school community. It is inappropriate to raise your voice on campus or get into any physical or verbal altercation with a student or adult member of the school community. No swearing, racist, explicit or offensive language should be used at any time and in any case of any conflict/ concern. The escalation process for staff in case of conflict is detailed in the Human Resource Policy.
2. Respect for each other's cultures, beliefs, religions, gender, background etc should always be considered. Always keep an open mind and listen to understand the other's point of view before a comment is made. Diversity is celebrated at Acorns.

3. As outlined in the Communication Policy, staff should keep an 'Open Door', so that students, parents and teachers are able to communicate openly.
4. No member of staff should be in contact with parents about matters unrelated to school and communication should be limited to working hours only unless it is a matter of emergency/ urgency.
5. Staff should be mindful of the privacy of students, parents and their fellow colleagues. Important conversations should be held privately; without other people around. Private conversations should only be communicated on a 'need-to-know' basis and confidentiality should always be maintained.
6. Do not give out any personal information of another child/ parent or staff without their permission or authorisation from the relevant HoD.
7. Do not use social media to fuel a complaint or campaign against a student, teacher, parent, or the school. If a complaint arises, the escalation process outlined above should be followed or as per the Complaint Procedure in the Communication Policy.
8. Staff are not allowed to communicate with any external media on behalf of the school without authorisation from the Head of School. Strict confidentiality must be maintained by all staff regarding all commercial and technical information or any other confidential information pertaining to the school.
9. Staff are required to practise a high level of integrity, honesty and professionalism in handling all personal and school business. Truthfulness and honesty should be practised in all official and unofficial communication within and outside the school.
10. Staff should dress decently and professionally while at work and always have their ID tag on them. Teaching and administrative staff are expected to wear their uniform shirts from Monday to Thursday, Friday is a non-uniform day however decency and professionalism should still be maintained. Auxiliary staff are expected to always be in uniform while at work. The school shall issue ID tags for all staff, replacement of lost IDs will come at a cost of 15,000 Ugx to the employee.
11. Do not engage in private communications with children/ students by call, texting, email, video calls or via any form of electronic or social platforms. Staff should not be friends with any students on social media or outside of school. All communication with students and parents should be done through authorised school platforms and electronic communication that takes place over a school network or platform may be subject to periodic monitoring.
12. Teaching staff should not be on their phone during teaching hours and/or when supervising students. Non-teaching staff should not be on their phone during peak working hours and/or when responsibilities are pending. In case personal calls/communications need to be made, they should be made away from students and during break/non-contact timings.
13. School property and grounds should be treated with respect. Under no circumstances should anyone destroy or deface school property/ premises. Staff should contribute to making the school environment amiable to support our learners and be work-friendly to our staff in any way they can. School resources may not be used for personal/ non-job related purposes
14. The school campus hours are below. Staff are expected to adhere to the opening and closing times. In case of a special event or arrangement, the HoD will communicate ahead of time. (These hours to do pertain to guards or roles which have specified different working hours)

- a. School Days
 - i. Opening - 7:00 am
 - ii. Closing - 5:30 pm
 - b. Saturdays
 - i. Opening - 9:00 am
 - ii. Closing - 4:00 pm
 - c. Sundays and Public Holidays
 - i. Closed
15. All staff should conduct themselves ethically and lawfully while representing the school and in their personal lives so as to enhance the honour and reputation of the school. Any staff who is convicted of a criminal offence before or during the period of their employment must immediately inform the school.
 16. Acorns has a strict “No Touch Policy”. No one should touch another student, staff or external visitor in an inappropriate way. Sexual harassment of any form whether physical, verbal or emotional is strictly prohibited. No one should initiate unnecessary physical contact with a child that is not their own and non-platonic relationships between staff and students are strictly prohibited.
 17. Staff on school grounds should not be alone with a child that is not their own. Staff who are alone with a child need to remain within sight of another school member or notify an HoD for the reason they are alone with that child.
 18. Staff have the responsibility to report neglect or abuse of a child. If any member of the community is worried about the safety of a child, it should be reported to the relevant HoDs.
 19. No drugs, alcohol, tobacco, or any illegal substances are allowed on Acorns grounds for any reason. Random bag checks will be done on entry into the school grounds and regular breathalyser checks will be conducted throughout the term. Breathalyser checks can be done at random or if a staff member is suspected of being under the influence of alcohol while on campus
 20. Staff may not, without previous written consent from the employer, during the course of their employment take on a second job with any other school.
 21. Private services outside of school between Acorns staff and Acorns students is a private arrangement between the parents and staff. This includes tutoring, counselling, non-academic services etc. The relationship with the students/ parents must remain professional even outside school. Guidelines for private services:
 - Only parents can request private services from staff. Staff cannot solicit private services/tutoring opportunities from parents, and any staff found to be intentionally demeaning or undermining a student’s confidence to seek private tutoring services will face disciplinary action.
 - Staff cannot privately tutor students under their direct instruction.
 - The school will not be involved in determining or negotiating private fees, which must be agreed upon solely between the parent and the teacher.
 - Staff must formally disclose to their HoD via email the families/students that they are providing private tutoring/services to, for full transparency and accountability.
 - Any staff found to be engaged in academic dishonesty, ie, interfering with student results, private tutoring with assessment material, etc, will face disciplinary action.
 - Private tutoring must not happen at school.

- Private tutoring/services must not interfere with the teacher's primary responsibilities at school.

In case of any staff/family disagreement, it needs to be either handled between the two parties or taken up with the police if necessary. **Breach of the guidelines above will result in disciplinary action.**

*Families should note that if their child needs academic support there are systems in place provided by the school at no additional cost.

- PYP and Secondary students can be engaged with our Learner Support Services team where they offer Subject Enrichment for Math and Language.
- PYP Homeroom teachers engage in after-school support for those who need it from 3:30pm-4:00pm at least one day a week.

22. Staff may not receive monetary gifts from parents, vendors, suppliers etc. All non-monetary gifts received by staff with a value exceeding **100,000 UGX** must be declared to their respective HoDs. Staff should not accept gifts from, or promise of or give gifts to students without the knowledge of their parents or guardians and approval of senior management.

5 Consequences for Breach of Policy for Staff

Breach of this policy, the employment contract or any other school rules and regulations can be classified into minor misconduct and major misconduct and the consequences thereafter shall be decided based on the severity of the issue at hand

Minor Misconduct

Minor misconduct can be defined as but is not limited to;

- Idling or loitering during work hours
- Late attendance
- Failing to perform duties as required
- Malingering/ absenteeism
- Engaging or spreading rumours and gossip that leads to disunity
- Irresponsibility in respect to the health and safety of children
- Irresponsibility towards school equipment and instructional materials
- Failure to keep deadlines

Any employee who is found guilty of minor misconduct shall receive a verbal or written warning depending on the severity of the issue. Upon receiving a total of 2 written warning letters, you may be dismissed simultaneously with the third warning letter or face disciplinary action.

Warning letters shall remain valid for a period of 1 calendar year.

Major Misconduct

Major misconduct can be defined as but is not limited to;

- Child Protection issues
- Absence from duty without permission or any other lawful cause
- Failure to carry out official instructions
- Theft and or fraud of any nature
- Physical violence or psychological abuse to children or any other people working/ visiting the school premises

- Intentional damage or misappropriation of school property and equipment
- Sexual harassment and abuse of any nature
- Disclosing of confidential information acquired during the course of work to unauthorised persons
- Criminal conviction
- Taking a second job at a school
- Working for parents
- Breach of contract
- Academic dishonesty/malpractice

Acorns management is required to constitute a disciplinary committee to handle any issues of gross misconduct and the staff shall be given a chance to hear the reasons for which they are facing the committee and defend themselves against any accusations before any decisions are made. Staff are entitled to have another person of choice present during this meeting and reasonable time will be given to the accused within which to prepare.

Any employee found guilty of a major misconduct will be subjected to the following disciplinary actions as may be deemed by the school disciplinary committee;

- Written warning
- Be suspended from duty with half pay. The suspension will not exceed 4 weeks or the duration of the inquiry, whichever is shorter
- Termination of contract without notice

Disciplinary action will be implemented within 15 days from the time the employer becomes aware of the occurrence giving rise to the disciplinary action.

6 Consequences for Breach of Policy for Contingency Staff

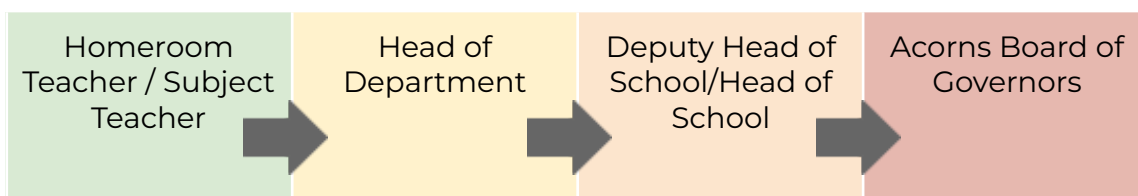
In case of breach of policy by contingency staff contracted with the school, they may choose to go through the Acorns disciplinary process or terminate their contract with the school.

In case of breach of policy by contingency staff contracted with a family, the family will be made aware of the infraction. The school will make a decision as to whether the staff should go through the disciplinary process, consult with the family to reach a decision, or not be allowed to continue being on campus.

Child protection concerns shall be handled as outlined in the Child Protection and Safeguarding Policy.

7 Conduct expected from Acorns Parents, Guardians and Visitors

1. Parents, guardians and visitors should treat all Acorns staff with respect regardless of their grade or position. It is inappropriate to raise your voice at anyone while on campus. No swearing, racist, explicit or offensive language should be used at any time.
 - a. In case of any conflict/ concern parents should escalate the matter as per the process detailed in our Communication Policy;



2. Parents need to understand that teachers have obligations and rules given to them by Acorns Management. Due to this, they may be unable to fulfil some parent requests without approval from HoDs, or at all.
3. No drugs, alcohol, tobacco, or any illegal substances are allowed on Acorns grounds for any reason.
4. During events, do not behave in a manner that is disruptive to the event. This includes but is not limited to, interrupting/stopping performances for photos, approaching the teachers/staff with complaints mid-event, interrupting meetings with other parents, etc.
5. No parent, guardian or visitor should be alone on campus with an Acorns student that is not theirs unless special permission from the parent of that child has been communicated to the respective HoD.
6. No parent should approach a child that is not their own for the purpose of discipline. It is inappropriate to talk to another child that is not your own about their behaviour or confront them with threats. If a parent has a concern regarding a student, they must approach teachers or HoDs. Parents may think they are being helpful and constructive, but it is highly likely the other family will see it as an assault. Parents who confront or threaten children who are not their own, risk not being allowed back on school property.
7. Do not attempt to take a child home that is not on your exit card. If permission is given by the parent, the person picking up still needs to go to the Administration Office for verification.
8. When children are at school, parents should communicate with them through the school.
9. Do not approach a child, parent or staff and ask for the personal information of another child or parent. For example, if you want to invite students to a child's birthday party, it is inappropriate to ask the student to give their parent's number. It is appropriate to send out invites with your contact details so then parents can choose to contact you if they wish
10. Staff may choose not to give out their personal phone numbers; this is a choice that must be respected. Other provided avenues of communication, such as school email or Toddle Family Messaging should be used.
11. Parents need to respect the Acorns working hours and not expect contact from staff outside of them. Working hours are from 7:30am to 4:30 pm on calendared school days. Matters of urgency or emergency may be communicated to the office or HoDs. However, a response should not be immediately expected outside of working hours.
12. No firearms, weapons or ammunition are allowed on campus. If you are carrying a firearm/weapon, please leave it in the car before picking up the student

8 Consequences for Breach of Policy for Parents, Guardians, External Visitors

If any of these standards are broken by a parent, guardian, visitor etc, investigations will be conducted and consequences are possible as deemed fit by the School Management on a case-by-case basis. This may include but is not limited to; being banned from school premises, being suspended from school premises or school events or a warning letter.

9 Relevant International Baccalaureate (IB) Standards and Practices

- Purpose 3: The school community fosters internationally minded people who embody all attributes of the IB learner profile. (0101-03)
- Student support 3: The school fosters the social, emotional, and physical well-being of its students and teachers. (0202-03)
- Student support 3.4: The school promotes open communication based on understanding and respect. (0202-03-0400)

10 Relevant Council of International Schools (CIS) Standards and Criteria

- F5. Collectively, leaders, faculty, and other staff create a professional and trusting working environment. Written policies and guidelines establish expectations for the performance and conduct of all faculty and other staff, and they are applied fairly and consistently.

11 Citation

- "IB learner profile" *Sso.ibo.org*, resources.ibo.org/data/g_0_iboxx_amo_1702_2_e.pdf.

Review Committee:

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Rachelle Hale-Molo, Deputy Head of School

Last Reviewed Date: August 2025

Next Review Date: August 2027