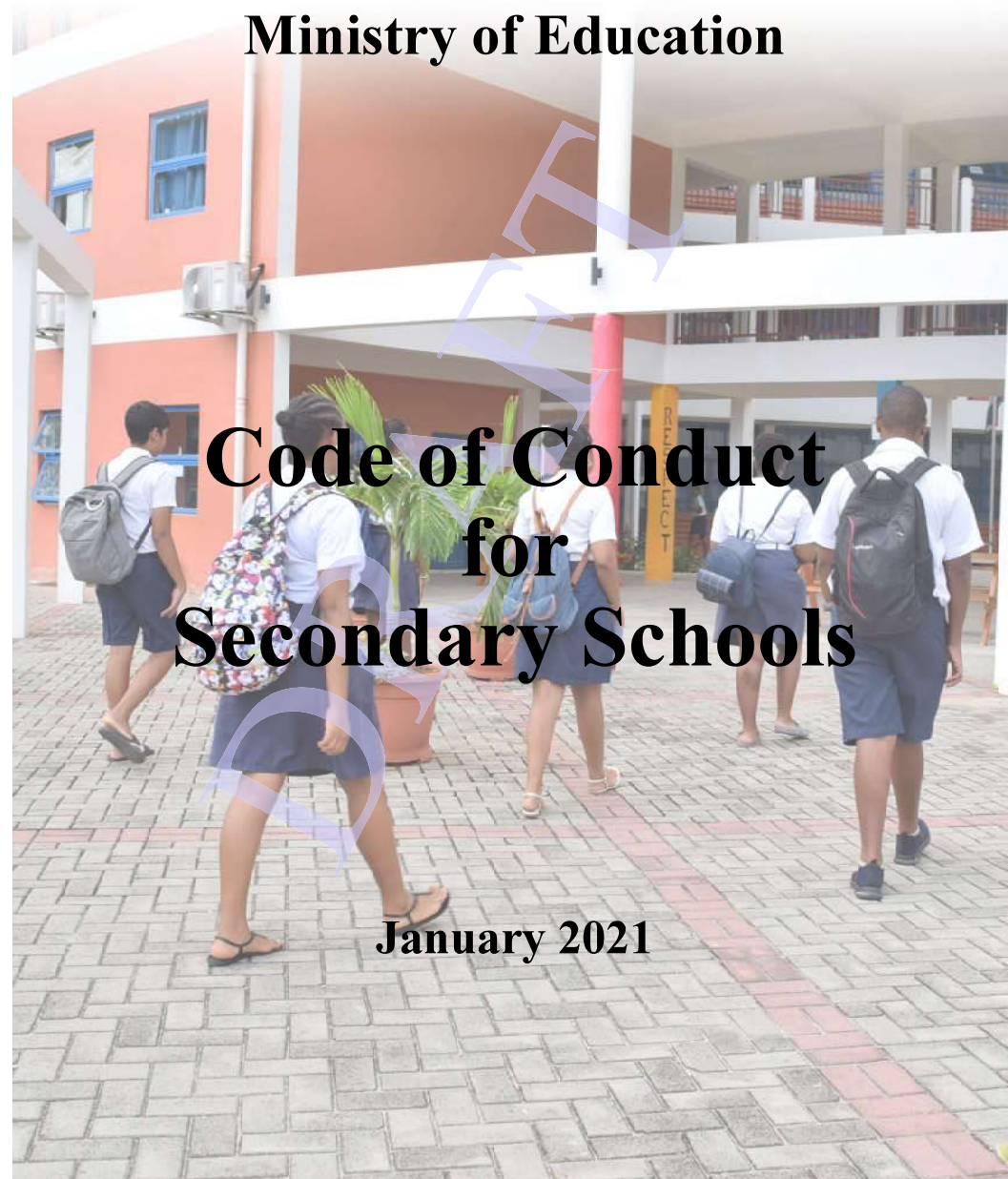




**Ministry of Education**

**Code of Conduct  
for  
Secondary Schools**

**January 2021**



*Dear Student,*

*You can achieve good results in your studies. You can be a well-behaved and responsible young person. This will depend on your own efforts and the guidance and support of your parents, your teachers and the community.*

*This booklet will help you to think about your development as a student and person. It will guide you to behave in a way that will make your school a safe, stimulating and happy place for learning.*

*Read the booklet carefully. Discuss the points with your friends, your teachers and your parents.*

*I wish you success in your studies and in your development as a courteous, helpful and happy young person.*

*Minister for Education*

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DRAFT

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## DECLARATION OF SCHOOL LEADERSHIP

As a responsible School Leader, I fully understand and uphold the contents of the Code of Conduct. I agree to work with the school in supporting the student in his/her efforts to understand and abide by the Code of Conduct.

-----  
Signature of School Leadership

-----  
Date

-----  
Signature of School Council Chairperson

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Date

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## MY RIGHTS AND RESPONSIBILITIES AS A STUDENT

The Ministry of Education outlines some of the rights, responsibilities and obligations you have to yourself, other students, the school authority, the teachers, other staff and the school community. You are required to follow all the regulations set out in the Code of Conduct. Abiding to these responsibilities and obligations will help you to protect your rights and the rights of others.

My Rights	My Responsibilities and Obligations
I have the right to be happy at school and be treated fairly with understanding, respect and politeness	<p><b>I also have the responsibility and obligation to:</b></p> <ul style="list-style-type: none"> <li>• <i>respect school authority, teachers, and other students, and treat them with understanding and tolerance ;</i></li> <li>• <i>Follow staff directions in a respectful and positive manner, understanding that the school staff may discipline students for inappropriate behaviour at school as well as during any school function.</i></li> </ul>
I have the right to learn all that I can and to have access to an educational programme that is appropriate to my needs	<p><b>I also have the responsibility and obligation to:</b></p> <ul style="list-style-type: none"> <li>• <i>Take my studies as my priority;</i></li> <li>• <i>Attend school and classes regularly and punctually;</i></li> <li>• <i>Have the working materials needed for each lesson and be ready to learn;</i></li> <li>• <i>Take care of all the books and other school property/materials provided to me to facilitate my studies;</i></li> <li>• <i>Not disrupt a class nor interfere with a teacher's right to teach and a student's right to learn;</i></li> <li>• <i>Take my studies seriously with the understanding that the curriculum will be challenging and that I will work hard to complete class work and homework and assignments to the best of my ability;</i></li> </ul>

## DECLARATION OF TEACHERS

As a responsible teacher, I fully understand and uphold the contents of the Code of Conduct. I agree to work with the school in supporting my students in his/her efforts to understand and abide by the Code of Conduct.

-----  
Signature of Teacher

-----  
Date

-----  
Signature of Head teacher

-----  
Date

## DECLARATION OF STUDENT

As a responsible student, I have read and understood the contents of the Code of Conduct. I agree to abide by the standards described with the help of my parents, teachers and peers.

-----  
Signature of Student

-----  
Date

## DECLARATION OF PARENTS/GUARDIANS

As a responsible parent(s)/guardian(s), I fully understand and uphold the contents of the Code of Conduct. I agree to work with the school in supporting my child in his/her efforts to abide by the Code of Conduct.

-----  
Signature of Parent/Guardian

-----  
Date

-----  
Signature of Parent/Guardian

-----  
Date

My Rights	My Responsibilities and obligations
<p>I have the right to feel safe and have my property treated with care and respect.</p>	<p><b>I also have the responsibility and obligation to:</b></p> <ul style="list-style-type: none"> <li>• Behave sensibly and safely in the classroom, playground, during sports activities, on excursions, on the bus and when travelling to and from school ;</li> <li>• Respect all established safety rules and measures;</li> <li>• Not engage in risky behaviours, in person or online. This includes physical force, substance abuse, verbal abuse, threats, bullying or blackmailing;</li> <li>• Report to school authority of incidents that are affecting my safety and/or the safety of others</li> <li>• Respect and care for the property of other people;</li> <li>• Respect and care for school property;</li> </ul>
<p>I have the right to have a clean and tidy school.</p>	<p><b>I also have the responsibility and obligation to:</b></p> <ul style="list-style-type: none"> <li>• Participate in and create a conducive classroom and school environment</li> <li>• Care for the school environment and keep it clean.</li> </ul>
<p>I have the right to participate in school activities</p>	<p><b>I also have the responsibility and obligation to:</b></p> <ul style="list-style-type: none"> <li>• Embrace and use well the privileges and opportunities that I have as a student</li> <li>• Demonstrate exemplary conduct to uphold the image of my school and myself</li> <li>• Participate actively in school events;</li> <li>• Behave appropriately in school and community settings to bring credit to the school;</li> <li>• Represent the school with pride at all times;</li> <li>• Wear the school uniform correctly and with pride.</li> </ul>
<p>I have the right to enjoy success and recognition for my own achievements and those of my school</p>	<p><b>I also have the responsibility and obligation to:</b></p> <ul style="list-style-type: none"> <li>• Value my own achievements and positively acknowledge the achievements of others.</li> <li>• Recognise my own potential and be committed to achieve success</li> </ul>

## STUDENTS' CODE OF CONDUCT

The following are the rules and regulations that you are expected to abide by. We hope that they will help you to better understand how you should behave when you are on the school premises, on the school bus and participating in any school-related activity.

### ATTENDANCE

- ≈ It is important that you attend school on each school day. When you attend school regularly you can learn more and get better results.
- ≈ When you are often absent, you miss out on work done in class and fall behind. This can be discouraging and you may end up disliking school.
- ≈ For authorised absences, such as when you have a medical appointment your parents should inform school management prior to the absence. For unplanned absences, such as when you are sick, or for any other urgent matter, your parents must inform the school management *on the first day of absence*.
- ≈ Your parents have to provide justification for the absence in writing on the day you return to school. If you have been absent for more than 2 consecutive days due to illness, a medical leave certificate must also be provided.
- ≈ Repeated unauthorized absences will be reported to the Attendance Officer. If the situation is not resolved, your parents may be prosecuted.
- ≈ If you are frequently absent from classes, this will be recorded, and you may not qualify to sit for exams or to be promoted to the next year Level.

## SCHOOL LEADERSHIP RESPONSIBILITIES/OBLIGATIONS

- (34) ensure that policy is in place to –
  - (a) define the circumstances in which the school may consider using a student to represent the school on the media;
  - (b) request parental approval for representation by a student on the media
  - (c) grant or refuse permission to students to participate in media-related programmes on behalf of the school;
- (35) (a) define the various categories of records other than those stipulated in the Act that should be kept concerning each student;
  - (b) highlight the circumstances under which the records under paragraph (a) shall be shared;
  - (c) define the means by which the School is to communicate student information and progress to parents;
- (36) set out the circumstances in which insurance coverage for students and parents on the school premises or on official school programmes outside of the school premises will apply;
- (37) set out measures to be taken by the headteacher to ensure student and parental insurance coverage

## SCHOOL LEADERSHIP RESPONSIBILITIES/OBLIGATIONS

- (25) document the policy and procedures on matters concerning School Health and Safety and define the obligations of each party in the school health and safety process;
- (26) provide documented information on the Code of Professional Standards for Teachers and define the obligations of each party vis-à-vis the non-observance of the Code of Professional standards;
- (27) provide documented information on the policy and procedures on matters concerning the attitude and standards of behaviour of students defined in the Code of Conduct for Schools;
- (28) provide documented information on the policy and procedures concerning matters on the School Emergency Protocol and define the obligations of each party in the event of an emergency;
- (29) provide documented information on the policy and procedures to be followed by students on school buses and define the obligations of each party and the consequences of non-compliance;
- (30) provide documented information on the policy and procedures to be followed by students on school buses and define the obligations of each party and the consequences of non-compliance;
- (31) provide documented information on the policy and procedures on matters concerning illegal substances, possession and use thereof on school premises as defined in the Student Code of Conduct;
- (32) provide documented information on the policy and procedures on matters concerning access to the school premises by parents;
- (33) document the appeal processes for a breach of the contract made under these regulations, the Code of Conduct or when action has been taken against a student in any manner under the Education Act;

## PUNCTUALITY

- ≈ When you are punctual, it means that you are at school by 7.45 in the morning and that you are always on time for classes.
- ≈ When you arrive late, it disrupts the class and you miss out on lessons.
- ≈ Lateness will be recorded on the class register.
- ≈ Repeated lateness does not reflect well on you.

## TRUANCY

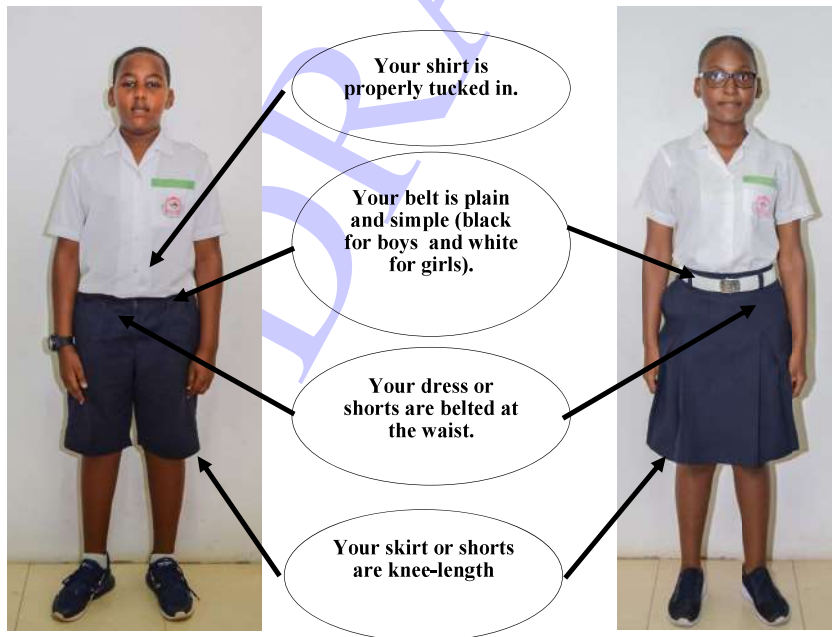
Truancy refers to absence from your class or school without permission.

- ≈ Both you and your parents are responsible for making sure that you are present at school and that you attend all your classes.
- ≈ You will be considered truant from school if your parents do not provide justification in writing for the period of absence.
- ≈ *'Internal Truancy'* refers to your unauthorised absence during any particular lesson even if you are present at school.

## UNIFORM

As a student, you must wear the complete school uniform when you attend and represent your school. Wearing a uniform makes you part of your school. It is a way of identifying that you are a secondary school student and which school you belong to. The way you behave when you are wearing the school uniform reflects on yourself, as a student, your parents, and your school. You should wear your uniform with pride. At no time should you wear only part of your school uniform. For example, uniform skirt or shorts with a T-shirt.

**You are wearing your complete school uniform when it corresponds to the standards stipulated by your school in terms of how it is tailored and how you wear it. This includes:**



## SCHOOL LEADERSHIP RESPONSIBILITIES/OBLIGATIONS

- (19) provide documented information on the school policy and procedures on matters concerning Extra-Curricular Programmes and Activities setting out –
  - (i) the obligations of students with regards to extra-curricular programmes and activities;
  - (ii) the obligations of parents with regards to extra-curricular programmes and activities.
- (20) provide documented information to students and parents on the policy and procedures concerning matters of contributions and assistance from parents stating –
  - (i) the obligations of students vis-à-vis the contributions and assistance;
  - (ii) the obligations of parents vis-à-vis the contributions and assistance.
- (21) provide policy and procedures on matters concerning services given through the school for students in need stating
  - (i) the obligations of students vis-à-vis the services available
  - (ii) the obligations of parents vis-à-vis the services available
- (22) document the policy and procedures on matters concerning the school home link setting out -
  - (i) the obligations of students in the school-home-link process;
  - (ii) the obligations of parents in the school-home-link Process ;
- (23) document the policy and procedures on matters concerning the communication process between students, parents, teachers and school leadership and define the obligations of each party in the communication process;
- (24) document the policy on matters concerning the school safety process and define the obligations of each party in keeping the school safe and secure;

## SCHOOL LEADERSHIP RESPONSIBILITIES/OBLIGATIONS

- (16) provide documented information on the school's policy and procedures concerning matters of examinations and assessments including information pertaining to —
- (i) student assessments at the beginning of every grade to establish each student's performance level;
  - (ii) the sharing of the examination and assessment results with students and their parents;
  - (iii) the process of reporting and sharing the results of termly examinations and end of year school-based assessments
  - (iv) the process of sharing the results of national examinations organised by the Ministry
  - (v) the obligations of students to the different processes of school-based assessments and examinations;
  - (vi) disciplinary measures against students for misconduct during official assessments
  - (vii) the obligations of parents to the different processes of school-based assessments and examinations;
- (17) provide documented information on the School Policy on Homework and Additional Learning which contain
- (i) the obligations of students with regards to homework and additional learning;
  - (ii) the obligations of parents, with regards to homework and additional learning.
- (18) provide documented information to students and parents on the process and conditions for grade promotion and repetition of a particular grade and such information shall set out -
- (i) the obligations of students in the process of grade promotion or repetition;
  - (ii) the obligations of parents in the process of grade promotion or repetition
  - (iii) the obligations of the school leadership in education in the process of students' grade promotion or repetition.

### Additional Uniform Regulations:

- ≈ Students should wear appropriate footwear, for example, sneakers (sports shoes) or flat sandals. High heels, wedges, boots, and wheeled-shoes are not allowed.
- ≈ Hats, headscarves and caps do not form part of the uniform and should not be worn, unless authorised under special circumstances, such as for medical reasons or for outdoor activities.
- ≈ Make up and nail polish/art should not be worn.
- ≈ Girls may wear a simple watch, a thin simple chain around the neck, and a pair of small earrings in their earlobes only. Boys may wear a simple watch and a thin simple chain around the neck only.
- ≈ The school shall not take responsibility for loss, theft, or damage of any jewellery.

### P.E. KIT

Physical Education (PE) is a compulsory subject in the National Curriculum. All students should participate unless they have been excused for medical reasons (medical certificate must be provided).

Appropriate clothes for doing P.E., the 'P.E. Kit', are a necessary part of the materials students should bring and wear for this subject.

Appropriate clothes for P.E. are those that allow you to move freely, do not include any logos or slogans that are offensive, and are not indecent.

Your school may have more specific guidelines for P.E. kit



## Tattoos

Tattoos are prohibited; students should not have tattoos under any circumstances. If a student already has a tattoo, it should not be visible.

## School Bag

All students must have a school bag.

The school bag should be big enough to comfortably hold school materials, including exercise books, files, pencil case, P.E. kit, and water bottle. It should be able to hold, at minimum, an A4-size file or book.

It is recommended that a backpack is used so that the weight of the bag is distributed evenly across the shoulders.

Note: the bag should not have any inappropriate or offensive design or slogan, including those relating to violence, drugs, or any political party.

## SCHOOL LEADERSHIP RESPONSIBILITIES/OBLIGATIONS

- (8) provide students and parents with documented information on the admission policy which –
  - (i) define and set out procedures concerning the obligations of students with regards to student admission;
  - (ii) define and set out procedures concerning the obligations of parents with regards to student admission;
- (9) provide students and parents with documented information on the different teaching and learning programmes on offer for a given year;
- (10) ensure that every student is provided with documented information on their individual learning programme for a given year;
- (11) ensure that the expected school targets for each of the subjects in the teaching and learning programmes are communicated to the students and parents;
- (12) ensure that the obligations of an individual student vis-a-vis their personal teaching and learning programmes are clearly documented;
- (13) ensure that the obligations of parents vis-d-vis their child's teaching and learning programmes are clearly documented;
- (14) provide students and parents with:-
  - a list of the teachers and the subjects in which the teachers and the students will be working in a given year;
  - (ii) a list of the core books and workbooks a student will be provided with for different subjects and the costs thereof;
  - (iii) documented information with regards to:
    - a) the students' obligations vis-a-vis the resources provided for teaching and learning;
    - b) the parents' obligations vis-à-vis the teaching and learning materials.
- (15) provide documented information to students and parents on the policy and procedures concerning matters of school supervision which elaborate the obligations of parents;

## SCHOOL LEADERSHIP RESPONSIBILITIES/OBLIGATIONS

### The School Leadership in education–

The School Leadership shall:

- (1) document and share the school's vision, mission and values to the parents and students;
- (2) provide documented information to parents and students on the process of establishment of the School
- (3) provide documented information concerning the members of the School Council for the year;
- (4) provide documented information concerning the School's Organisational Structure for the year;
- (5) share the essential elements of the school's yearly operational plan and staffing strategy with the students and parents;
- (6) make available to students and parents the official annual school calendar of activities;
- (7) provide parents and students with documented information pertaining to the policy that inter alia -
  - (i) define a school day;
  - (ii) specify the time of class registration in the morning;
  - (iii) define student absenteeism and what is acceptable as excusable and non- excusable absenteeism
  - (iv) define the expectation of students by the school with regards to the policy and procedures that implement such policy;
  - (v) define the expectations of parents by the school leadership in education with regards to the policy and procedures which implement such policy
  - (vi) elaborate the consequences of non-compliance to school policies and procedures which implement such policies;

## HAIR STYLE

It is important that your hair is clean and neatly kept. Hairstyles which involve use of excessive hair decorations such as coloured beads, rings, hair bands, hair dyes, and designs can cause a distraction to the classroom environment. Hair extensions are not allowed.

- ≈ Hair should be kept short, neat, and clean.
- ≈ Extreme fading, bald head, hair dyes, and hair designs are not acceptable.
- ≈ Hair should be combed thoroughly

## HAIR STYLES FOR BOYS

The examples below give an idea on how you should wear your hair.



## HAIR STYLES FOR GIRLS

- √ Your hair should be clean and neatly styled such that it does not cause a distraction to you or other students
- √ You may plait your *hair neatly*, or wear it in a *chignon/bun*, or a *pony-tail*
- √ Perm is acceptable *but ensure that the hair product used does not drip or soil the uniform.*
- √ Hair extensions are not acceptable
- √ Hair should be thoroughly combed

The examples below give an idea on how you should wear your hair.



## STUDENTS' RESPONSIBILITIES/OBLIGATIONS

**To make the most of their educational opportunities and uphold the learning opportunities of others, students are expected to conform to the established set of obligations as per the S.I.67 of 2019:**

As a student, you shall:

1. respect the school authority, your teachers, and other students;
2. respect and make good use of the school's properties and facilities;
3. take care of your books and other school materials and property;
4. take your studies seriously with the understanding that the curriculum will be challenging and that you will work hard to complete all assignments and homework on time;
5. respect school policy and guidelines regarding the use of mobile phones;
6. be conscious that repeated absences may result in you being placed on detention
7. ensure that you provide written information whenever you are absent and late for school;
8. write your assignments in a diary or planner and bring it home daily to share with your parents;
9. bring home school communications to your parents
10. know and follow all applicable school policies, regulations and behaviour expectations;
11. make sure that your studies are a priority;
12. not disrupt a class nor interfere with a teacher's right to teach and a student's right to learn:
13. not engage in physical force, substance abuse, verbal abuse, threats, bullying or blackmailing;
14. not engage in cyber bullying and sharing of indecent and inappropriate materials

## TEACHERS' RESPONSIBILITIES/OBLIGATIONS

Teachers recognize their charge in educating children of the community. To meet this responsibility, all teachers are expected to:

1. promote a climate of mutual respect and dignity.
2. create a high quality learning environment by having well-prepared, interesting lessons and assessments that take account of students' diverse learning needs.
3. promote parental involvement by promptly communicating information to a parent about this or her child's achievements and difficulties ;
4. teach appropriate behaviour by setting rules and examples through the use of rewards such as praises;
5. implement the Whole-School Behaviour Management Policy fairly and consistently;
6. establish explicit classroom rules and make clear the routines that classes are to follow;
7. distinguish between minor student misconduct best handled at class level and more serious problems requiring the assistance of the headteacher or a person delegated by the headteacher;
8. encourage expected behaviour and maintain discipline in the school;
9. ensure that other students are not punished for the misbehaviour of one or two students;.
10. incorporate social skills training within lessons;
11. demonstrate sensitivity to the various challenges that students face and thereafter provide appropriate guidance;
12. know his or her students and be committed to the development of their full potential;
13. create an atmosphere of trust where students feel comfortable to discuss pertinent issues with them, respecting confidentiality and behaving professionally.

## INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION

≈ Displaying behaviours that are related to courting and romantic relationships such as inappropriate holding of hands, touching, hugging, kissing and sexual intercourse are prohibited on school premises and during school-related activities.

## INAPPROPRIATE LANGUAGE

- ≈ The use of vulgar language including swearing, rude gestures and remarks is considered anti-social behaviour. Therefore, it should never be used.
- √ It is important that we show respect for ourselves and others at all times so that in return we will be respected.

## ITEMS OF DISTRACTION

≈ Electronic items and accessories like electronic games consoles, music players, speakers, cameras, toys and similar items may cause distraction to learning and are therefore considered nuisance items. These should not be brought to school. If you choose to bring these items, the school will not be held responsible for damage to, loss, or theft of them.

## MONEY

- ≈ You should not bring large sums of money (exceeding SR100) to school as it may get lost or stolen.
- ≈ Having large sums of money may be associated with illegal or inappropriate activities such as drug trafficking, gambling, and trading.

## Mobile Phones

Despite their importance, mobile phones and other communication devices can also cause distraction and be used in a way that negatively impacts the user and others. Therefore the Ministry of Education has banned students from bringing mobile phones in schools. If you are caught with a mobile phone, it will be confiscated and disciplinary measures applied.

In special circumstances where it is considered necessary for you to temporarily have access to a phone, the Head teacher will make the necessary arrangement for students to use the office phone.

The school will not be held responsible for any damage, loss, or theft of mobile phones.

A violation of the ban will result in:

- Indefinite confiscation of the phone and 5 days suspension

## FIGHTING

- ≈ The school is a place where everyone should feel safe and any disputes should be settled in a peaceful non-violent manner.
- ≈ Sometimes, we disagree with our friends or other people. This may make us angry and we may feel the need to defend or protect ourselves.
- ≈ Fighting is not the right way to resolve such problems and is not tolerated.
- ≈ Provoking or encouraging others to fight is also not tolerated and will result in disciplinary action.
- ≈ Causing bodily harm to others is considered to be 'assault', which is a criminal offence.
- √ Instead, talk to an adult in the school and try to resolve the dispute peacefully.

15. Teach your child self-respect, respect for the teachers and school staff, respect for other children, respect for the law and respect for the school property, which includes materials given to them for the purpose of learning;
16. Encourage your child to report to the teacher, headteacher or other appropriate person of any problem that develops, rather than resorting to chastisement or taking matters into your own hands;
17. encourage your child to report any illegal items or substances to the appropriate person at the school;
18. ensure that your child pays due adherence to the rules and regulations of the school;
19. Facilitate the participation of your child in all components of health promoting programmes intended for schools, including but not limited to national screening programmes, that may from time to time be required.

## PARENTS' RESPONSIBILITIES/OBLIGATIONS

**Cooperation between home and school is essential to each student's success. To achieve a successful partnership, you are expected to:**

1. demonstrate a supportive attitude towards your child, your child's school and your child's education;
2. promote good relations with the school staff;
3. cooperate with the school to solve any school-related problems;
4. make time to listen, understand and consult your child
5. keep abreast of your child's progress at school by maintaining contact with your child's teachers;
6. provide a conducive environment and the necessary materials for your child to study and do homework;
7. take responsibility for your child's health and personal hygiene and inform the school on relevant information concerning your child's health and personal hygiene;
8. Attend meetings and conferences whenever the need arises;
9. ensure that your child comes to school neatly and decently dressed and with a hairstyle which is in line with the requirements set out in the Code of Conduct for Schools;
10. provide written reasons for your child's absence or lateness;
11. insist that your child brings home communications from school promptly.
12. instill good manners in your child;
13. ensure that your child attends classes regularly and punctually;
14. encourage your child to portray exemplary behaviour in and outside of the school premises and support the discipline policies needed to keep other students safe.

## BULLYING

Bullying is when a person systematically abuses one who is weaker by teasing, name calling, frightening, threatening or even beating him/her. Such actions are strictly prohibited and will not be tolerated.

- √ Every child has a right to be at school without being pressured, intimidated or abused by anyone.

Any case of bullying should be reported to school authorities and parents as per the Anti-Bullying Policy and Strategy. Certain cases may also be reported to the police.

If you are being bullied, talk to an adult in the school.

Refer to the Anti-Bullying Policy and Strategy and your school's Anti-bullying Operational Guidelines for further information.

## HARASSMENT

A person harasses somebody else when he/she repeatedly annoys or troubles that person. It can make the person feel upset, embarrassed, angry and frightened.

- ≈ Harassment may occur in different places by different people in different forms;
  - ≈ adults towards students, students towards students and in some cases students towards adults.
  - ≈ Physical, verbal and sexual harassment
- ≈ Harassment is not tolerated in the school. If you are being harassed, report it to an adult in the school, your parents, social workers, and police.

## GAMBLING

Gambling is playing games of chance, such as dice or cards, or betting on the outcome of an event or sport to win money or other items. It can lead to conflict and inappropriate behaviour such as stealing, using rude language and fighting. It is not allowed on school premises or in any school activities.

## VANDALISM

Vandalism is when you intentionally damage property. Schools are provided with essential materials and resources for learning. If you damage, destroy or deface these materials and resources, including but not limited to furniture, lights, fans, windows/shutters, and toilets, you will be responsible for repairing or replacing them, in line with Education Act 2004, Article 48 (1) to (4), including covering the cost of labour and transportation, within a given timeframe.

✓ You should use all materials and resources appropriately and carefully.

## USE AND POSSESSION OF CIGARETTES, ALCOHOL AND ILLEGAL DRUGS

Cigarettes, alcohol and illegal drugs are substances that affect the health and wellbeing of people. They affect your ability to concentrate, and to be productive and successful in your studies and your life.

It is prohibited to use or have in your possession cigarettes, alcohol, illegal drugs, and any associated materials or artefacts on the school compound or in any school activity. Possession, use, and trafficking of illegal drugs are criminal offences and shall be dealt with by the police.

≈ The Zero-tolerance Drug Policy (2005) amended in 2020 will be applied where a student is found to be under the influence, using, in possession, or trafficking of such substances.

## PORNOGRAPHIC MATERIALS

Pornographic materials are those of a sexual nature. These materials corrupt the minds of its viewers and may have a detrimental effect on your attitude and views about sex and should never be brought to school. It is wrong and not acceptable for you to view, have or share such materials.

≈ If you are caught in possession of or sharing such materials, you will face severe consequences and the case will be referred to the police.

≈ If you see or come across any such materials, you should report it to an adult at the school right away.

LEVEL	DESCRIPTION	POSSIBLE RESPONSES/ CONSEQUENCES
1	<p><b>Students at this level:</b></p> <ul style="list-style-type: none"> <li>• Disregard advice given at <b>Level 2</b>.</li> <li>• Display behaviours that are considered totally unacceptable by the school.</li> <li>• Examples include: <ul style="list-style-type: none"> <li>* Aggressive behaviour (verbal or physical) directed towards a student or staff member on school premises, on the school bus, on school excursions, or after school in public places while wearing the school uniform.</li> <li>* Possession/use of dangerous weapons, alcohol, tobacco products, drugs, pornographic materials</li> <li>* Making sexual propositions or acts on school premises</li> <li>* Bullying/harassment/intimidation</li> <li>* Vandalism</li> <li>* Stealing</li> <li>* Gambling</li> <li>* External/internal truancy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Banned from representing school or attending school functions/ excursions for a defined period.</li> <li>• Formal suspension (not exceeding 10 days), with suspension programme to complete (could include incomplete work, re-search work, community work).</li> <li>• Possible expulsion</li> <li>• Case is brought to the Disciplinary Committee.</li> <li>• Notification and recommendations in writing to Director General for Secondary Education and/or Principal Secretary for Early Childhood, Primary, and Secondary Education</li> <li>• Possible use of an external agency or programme.</li> <li>• Will be permitted to return to school under certain conditions.</li> <li>• An alternative placement at another institution is considered.</li> <li>• Student is promoted to Level 2 when he/she chooses to effectively overcome the behaviours of concern.</li> <li>• If the behaviour of concern is resolved, this is noted in the Behaviour Log Book/ students' file and the student is acknowledged for the positive change.</li> </ul>

LEVEL	DESCRIPTION	POSSIBLE RESPONSES/ CONSEQUENCES
2	<p><b>Students at this level:</b></p> <ul style="list-style-type: none"> <li>• <i>Disregard advice given at Level 3.</i></li> <li>• <i>Display behaviours such as:</i> <ul style="list-style-type: none"> <li>* <i>Aggressive behaviour (verbal or physical) directed towards a student or staff member on school premises, on the school bus, on school excursions, or after school in public places while wearing the school uniform.</i></li> <li>* <i>Participating directly or indirectly in bullying, harassment and/or intimidation</i></li> <li>* <i>External/internal truancy</i></li> <li>* <i>Being insolent/disobedient/argumentative</i></li> <li>* <i>Use of inappropriate and offensive language</i></li> <li>* <i>Inappropriate haircut</i></li> <li>* <i>Inappropriate public display of affection</i></li> <li>* <i>Use of unauthorised items on school premises</i></li> <li>* <i>Stealing</i></li> <li>* <i>Gambling</i></li> <li>* <i>Are returning from suspension.</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <i>Student will not be allowed to participate or represent the school in any outside school activities.</i></li> <li>• <i>Exclusion from classes (supervised and not exceeding 3 days).</i></li> <li>• <i>May have both breaks at different times from others.</i></li> <li>• <i>Lunchtime/after school detention.</i></li> <li>• <i>Parents are notified in writing of the student's behaviour and consequence (s).</i></li> <li>• <i>Formal written warning of possible suspension.</i></li> <li>• <i>Parents are requested to attend conferencing with the Head of Cycle, HOD, DHT, and Teacher.</i></li> <li>• <i>Development of a Personal Action Plan.</i></li> <li>• <i>Placed on school-wide monitoring (10 school days).</i></li> <li>• <i>Student is promoted to Level 5 when he/she chooses to effectively overcome the behaviour (s) of concern.</i></li> </ul>

## SEXUAL ACTS/SEXUAL ASSAULT

The school does not only promote academic and social development but also encourages the development of sound moral principles in its students.

≈ Sexual acts on school premises or during school activities show a lack of respect for yourself, your fellow students, and your school. Such acts are not acceptable and are considered very serious offences.

Sexual assault is physical contact of a sexual nature without a person's consent. Rape is when physical force is used to submit a person to sexual acts against his or her will. Both sexual assault and rape are criminal acts. If a student commits such actions he/she will be seriously dealt with by the school and the police.

## WEAPONS AND EXPLOSIVES

Weapons and explosives can harm people and damage property. Here are some examples of items and substances that you should never bring to school.

≈ Any type or size of knife  
 ≈ Sharp cutting objects  
 ≈ Guns or replicas  
 ≈ Explosives  
 ≈ Matches and lighters  
 ≈ Flammable substances  
 ≈ Acids/Chemicals  
 ≈ Any other item that is used to harm people or damage property is also considered a weapon.  
 ≈ **Use or possession of these items may be considered criminal offences and shall be dealt with by the police.**

If you or your parents/guardians have concerns relating to the

## INAPPROPRIATE TOUCHING

Inappropriate touching are unwelcomed physical contacts that cause a person to feel uncomfortable, embarrassed, scared and offended.

This is not an acceptable behaviour by anyone and it should be reported immediately.

## CONDUCT ON THE BUS

Buses are used by large groups of people. Respecting the bus and its passengers is important to ensure safety and comfort.

You are required to conduct yourself on the bus in a respectful manner according to the standards of the Code of Conduct. Pushing, shoving, fighting, bullying, smoking, spitting, vandalising, graffiti, refusing to abide to rules and regulations, taunting, and making too much noise will not be tolerated. This also applies to when you are waiting for buses at the bus stop.

You may have your bus pass cancelled if you choose to ignore the Code of Conduct when on the bus. In such cases, your parents will be informed and will become responsible for your travel arrangements to and from school.

LEVEL	DESCRIPTION	POSSIBLE RESPONSES/ CONSEQUENCES
3	<p><b>Students at this level:</b></p> <ul style="list-style-type: none"> <li>• Disregard the advice given at level 4 (repeats the behaviour of concern on 2 occasions).</li> <li>• Repeat the behaviour across 2 different classes during one school day.</li> <li>• Display behaviours such as:               <ul style="list-style-type: none"> <li>* Being late for lessons without valid reasons</li> <li>* Disrupting the class</li> <li>* Being insolent/disobedient/argumentative</li> <li>* Being impolite or inconsiderate to others</li> <li>* Littering the school compound or classroom</li> <li>* Leaving school grounds without permission</li> <li>* Not wearing the complete and correct school uniform</li> <li>* Possession or use of unauthorised items on school premises (e.g. mobile phones)</li> <li>* Inappropriate public display of affection</li> <li>* Stealing, gambling</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Student is referred to the Head of Cycle and will report to them on a daily basis.</li> <li>• Detention (Lunchtime or after school).</li> <li>• Exclusion from classes (supervised and not exceeding 3 days).</li> <li>• Student may not be allowed to participate or represent the school in any outside school activities.</li> <li>• Parents are notified in writing of the student's behaviour and consequence(s).</li> <li>• Parents are requested to attend conferencing with the Head of Cycle and Teacher.</li> <li>• Development of a Personal Action Plan.</li> <li>• Placed on school-wide monitoring (5 school days).</li> <li>• Student can be promoted back to level 5 by choosing to effectively overcome the behaviour(s) of concern.</li> </ul>

LEVEL	DESCRIPTION	POSSIBLE RESPONSES/ CONSEQUENCES
5	<p><b>Students at this level:</b></p> <ul style="list-style-type: none"> <li>• Cooperate and work well with others.</li> <li>• Are helpful and make a genuine effort to improve their behaviour.</li> <li>• Take their studies seriously.</li> <li>• Take responsibility for their actions, etc.</li> </ul>	<p><b>Eligible for certain privileges at school level such as:</b></p> <ul style="list-style-type: none"> <li>• Being a member of student bodies.</li> <li>• Representing the school on different activities, at school or national level, etc.</li> <li>• The teacher discusses minor misbehaviours with the student and his/her parents and enters the student's name/concern in the Class Behaviour Log Book.</li> <li>• Demotion to Level 4 will occur after these processes fail to lead to an improvement in behaviour.</li> <li>• Student is promoted to level 6 when he/she displays outstanding performance as stated under <b>Level 6</b> descriptors.</li> </ul>
4	<p><b>Students at this level persist with behaviours, such as:</b></p> <ul style="list-style-type: none"> <li>• Not bringing required equipment to lessons</li> <li>• Classroom disruption</li> <li>• Failure to complete classwork or homework</li> <li>• Late for school or lessons</li> <li>• Disorderly conduct on school bus</li> <li>• Failure to wear the complete and correct school uniform</li> <li>• Inappropriate haircut, hairstyle, or grooming</li> <li>• Stealing, gambling</li> </ul>	<ul style="list-style-type: none"> <li>• Concern is noted in the Class Behaviour Log Book.</li> <li>• Implementation of classroom based interventions</li> <li>• Detention (lunch time or after school).</li> <li>• Conferencing by the teacher during detention time.</li> <li>• Student may not be allowed to participate or represent the school in any outside school activities.</li> <li>• Parents are informed in writing of the student's behaviour and consequence(s)</li> <li>• If resolved at this level, this is noted in the Class Behaviour Log Book and the student is acknowledged for the positive change.</li> <li>• Student can be promoted back to level 5 by choosing to effectively overcome the behaviour(s) of concern.</li> <li>• Student can be demoted to Level 3 for repeated misbehaviour on at least two occasions</li> </ul>

implementation of the Whole-School Behaviour Management

## GRIEVANCE PROCEDURES

Policy (WSBMP) or need to make a complaint, you or your parents /guardians have to make a report directly to the school management.

If the complaint concerns the head teacher, the report should be sent to the Principal Secretary, Department of Early Childhood, Primary, & Secondary Education, Ministry of Education.

### PLEASE NOTE...

It is your right and responsibility as a student to obey the **Code of Conduct**. You will be supported by all members of staff and your parents in abiding by and promoting the Code of Conduct, for your wellbeing, personal development and the good running of the school.

### CONCLUSION

The Code of Conduct sets out clear expectations and boundaries for the smooth running of the school and the wellbeing of its members. We expect that you have better understanding of how you should behave at all times and that you fully comply with this Code of Conduct.

## THE WHOLE-SCHOOL BEHAVIOUR MANAGEMENT POLICY

The Whole-School Behaviour Management Policy has a system of levels which allows students to:

- ✓ Be acknowledged for personal success and positive achievements in the school community.
- ✓ Recognise the consequences of inappropriate behaviours and learn the importance of self-discipline.

The Whole-School Behaviour Management policy has 6 levels which are described as follows:

Level 6	Rewards and encourages students who are achieving success in such areas as volunteerism, leadership, school work, sports, and arts, as well as those who behave in an exemplary way.
Level 5	All students are placed on Level 5 at the start of the school year except for students at level 1 and 2 who do not fulfil the level requirements.
Level 1- 4	Students who are choosing to ignore the rights of others or breach the school's Code of Conduct will be placed on Levels 1-4 depending on the severity and frequency of the misbehaviour.

## PROCEDURES AND GUIDELINES OF THE LEVEL SYSTEM

LEVEL	DESCRIPTION	POSSIBLE RESPONSES/ CONSEQUENCES
6	<p><b>Students at this level:</b></p> <ul style="list-style-type: none"> <li>• Excel in some form of school endeavour (e.g., academic, sports, volunteer work, etc).</li> <li>• Are cooperative and helpful towards other students and teachers.</li> <li>• Are acting in a responsible way, respecting the rights of others in the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated by the School Management and Student Forum for special mention.</li> <li>• Acknowledged and rewarded both privately and publicly.</li> <li>• Receives merit certificate (at Year/ Key Stage level).</li> <li>• Parents are notified in writing of the student's achievement.</li> <li>• Parents are invited to the school assembly when the student is to be rewarded.</li> </ul>