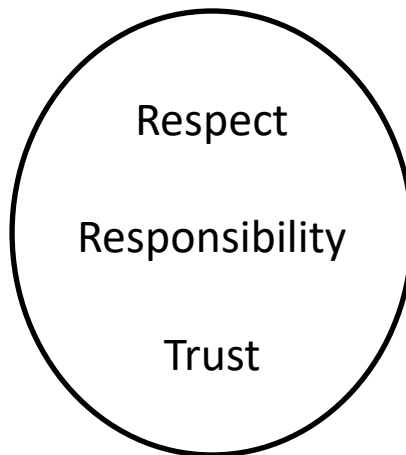




A LEVEL STUDIES

STUDENT CODE OF CONDUCT



**THE CODE OF CONDUCT OF
THE A LEVEL STUDIES SECTION
OF THE SCHOOL
IS BASED ON:**

Respect

Responsibility

Trust

Students are encouraged to behave responsibly, with honesty so that they gain the trust of the authority and others around them.

Students should respect self, others and property.

ATTENDANCE

Students are expected to attend school regularly and to arrive at school and for class on time. A student need not be at school from 8a.m, but should come in time for his/her first lesson then stay at school until the end of his/her last lesson. So once at school, a student is not allowed to go out and return as s/he wishes. If it is necessary for her/him to go, s/he fills a permission to leave form. The form, once endorsed by the parent or guardian, must be returned to his/her tutor.

Any absence from the school, school grounds, or class without permission is considered unexcused. Students who are absent from school for legitimate reasons, for example, illness or a doctor's appointment, **must bring a note** from a parent to school the next day, explaining their absence.

PREPARATION FOR SCHOOL AND CLASS

Students are expected to arrive at school each day with the materials they will need to be productive. This includes homework, books, and stationery.

RESPECT FOR SELF

DRESS CODE

Students are expected to take pride in their appearance and to dress appropriately for school. The following are considered inappropriate and disruptive to the school environment:

- Revealing and suggestive clothing. This includes spaghetti straps, bare-backs, figure-hugging dresses, muscle shirts, low-riding and baggy pants, bare midriffs, and visible underwear
 - Clothes with vulgar language and / or pictures
 - Clothes that have sexual or inappropriate connotations;
 - Clothes that mention or picture alcohol, tobacco or drug use
- Skirts and shorts should pass the finger-tip test (i.e extend below the fingertips when arms are at one's side). Leggings should be worn with tunics/loose tops.

Students should not wear slippers unless they have a note from their parents which attests to the reason as to why they are being worn.

APPEARANCE

Students should keep hair neat and tidy. Beards should be trimmed and tidy. Minimal/subtle make-up and one pair of earrings only. No facial piercings.

RESPECT FOR OTHERS

BEHAVIOUR

Students are expected to contribute positively to the school learning environment. Conducting oneself in a manner that interferes with the rights of others and / or disturbs the orderly activities of the school or classroom **will not be tolerated.**

⇒ PASSAGEWAY BEHAVIOUR

Students are expected to move through hallways, passageways and stairways in a polite fashion. Students will:

- Walk at all times; not jump or run
- Speak in a conversational tone of voice
- Respond with respect when addressed by a staff member

⇒ LANGUAGE

Students are expected to use polite language appropriate for a learning environment. Students should not use language that is rude, offensive or profane. English should be used at all times in the classroom and when addressing a teacher.

⇒ TOUCHING OTHER STUDENTS

Students are to treat others with respect. They should not engage in aggressive behaviour nor behaviour of a sexual nature.

⇒ CARING

Just as students learn to care for themselves and others, they are also expected to show care towards school property and the property of others.

⇒ HONESTY

Students are expected to demonstrate integrity in their actions. Students should be honest in word and deed. This means the following behaviour patterns are not acceptable:

- Cheating - either giving or receiving information on tests or assignments;
- Plagiarism - copying information from books, the internet, or other students' books and claiming that it is your own work.
- Helping others to do the above.

RESPECT FOR PROPERTY

COMPUTER AND OTHER TECHNOLOGY

Students are expected to use computers and other technology equipment responsibly. Mobile phones should normally be turned off or put on silent. However, mobile phones, iPads, tablets can be allowed in class for note taking, internet access(3/4G), e-book access but must NOT be used for texting and making/receiving calls. If there is a need to make calls or texts, this should be done at break times and when absolutely necessary.

It is permissible to listen to music using headphones in the study room, while in the classroom, this will be at the teacher's discretion (eg. during written work)

BOOKS

Students are expected to look after loaned books, returning them to the school in good condition at the end of the year.

VANDALISM

Students are to respect school property. Defacing desks or walls, breaking furniture or anything of this sort will result in punishment, with the possibility of parents being issued a bill for the damage.

PROHIBITED ITEMS

The following items are not allowed at school, or on school grounds :

- Matches, lighters, tobacco products, any e-smoking paraphernalia;
- Gum;
- Weapons (knives, pocket knives, firearms, etc...);
- "look-alike" weapons (items that look like real weapons, including toy guns and knives);
- Alcohol, tobacco and other drugs;
- Explosives and fireworks.

Students should report any information they have about such items to an adult or a staff member. Students who withhold information about a dangerous situation become part of the problem and may face severe consequences.

STUDENT'S COMMITMENT

My school's code of conduct is a guide that I must follow to help me know my rights and responsibilities as a student.

I have to spend the greater part of my formative years in school so I must learn to obey its rules and regulations, and uphold its values and ethics so as to become a model citizen. With the help of my teachers, parents and peers I will have the chance to develop social values such as respect, tolerance, appreciation, gratitude, kindness, understanding, compassion, care, self-discipline, and many more positive traits.

I pledge to respect my school's code of conduct, and to accept responsibility for all my actions. If the latter do not comply with the code of conduct then I must be prepared to face the consequences specified in the guide.

STUDENT'S RIGHTS:

As a student, I have the right to:

- be valued as a member of the school community;
- get help when I seek it, whether with my work or with bullying or other personal worries, and have a sympathetic audience for my ideas and concerns;
- make mistakes and learn from them;
- be treated fairly, consistently, and with respect;
- be consulted about matters that affect me, and have my views listened to and, as far as is reasonable, acted upon;
- be taught in a pleasant, well-managed and safe environment;
- work within clearly defined and fairly administered codes of conduct;
- experience a broad, balanced curriculum;
- develop and extend my interests, talents and abilities.

STUDENT'S RESPONSIBILITIES:

As a student I have a responsibility to:

- come to school on time, with homework done, and suitably equipped for the lessons in the day ahead;
- respect the views, rights and property of others, and behave safely in and out of class;
- co-operate in class with the teacher and my peers;
- work as hard as I can;
- conform to the conventions of good behaviour and abide by school rules;
- seek help when I do not understand, or when in difficulty;
- accept ownership for my behaviour and learning, and develop the skill of working independently.

UNACCEPTABLE BEHAVIOUR:

I know that the following behavioural patterns are not acceptable, and that I should refrain from them at all times:

Disorderly Conduct

This includes fighting, throwing objects at others, causing bodily harm to others, being disobedient, being disruptive, being abusive.

Improper Attire

This includes dirty, untidy, wet, un-ironed or torn attire that does not conform to the school's dress code.

Stealing

This includes the misappropriation of school or others' property.

Vandalism

This includes writing on walls, writing or carving on chairs, desks or tables, defacing books, damaging or destroying school or others' property.

Poor Attendance / Lateness

This includes unexcused or unexplained absences and repetitive lateness.

Bullying

This includes taunting others, name-calling, intolerance or ostracism of others

for any unacceptable reason such as racial, ethnic, religious, social, sexual, intellectual or physical differences, physical abuse or assault, extortion (forcibly misappropriating money, food or property belonging to others), issuing threats, harassment, and intimidation.

Possession of Illegal / Offensive / Dangerous Objects

This includes pornographic material, cigarettes, drugs, dangerous objects that can cause physical or bodily harm to others, such as penknives, cutters, syringes, fire crackers, matches, lighters, alcohol, flammable liquids and gases, acids and other sharp or pointed objects.

Influence Over, or the Encouragement Of Others, To Do Wrong

This includes the influence over or encouragement of others to break rules and regulations of the school, the use, abuse, distribution or sale of dangerous substances such as drugs, alcohol or cigarettes.

DISCIPLINARY MEASURES

I am aware that if I do not abide by the rules and regulations of the school and if I display any of the afore-mentioned unacceptable behaviour, I will face disciplinary measures laid down by the school. I also know that the measures laid down are for my own good and for the good of the school community as a whole.

The severity of any measures taken on me will vary according to the gravity of my inappropriate behaviour.

Disciplinary Measures:

- A reminder and explanation of the school rules and regulations;
- Discussion and counselling by my teacher or the head of AL, followed by a warning;
- Doing particular tasks assigned by the teacher; Time out from classroom activities;
- A verbal and / or a written apology from me;
- Referral to the Head AL or Deputy Director;
- Deprivation of certain privileges;
- An interview with my parents;
- Refund of property;
- Detention during breaks or after school;
- In-School suspension;
- School Community Service;
- Suspension from School;
- Expulsion from school.

PROMOTING POSITIVE BEHAVIOUR

The school is committed to promoting positive behaviour and self-discipline, and wants students to be positive, polite, productive, prompt and prepared.

BE POSITIVE

You have to maintain a POSITIVE attitude. Everyone around you knows you have potential and wants you to recognise it. Your teachers work hard to help you achieve success. Keeping the right attitude will help you keep things in perspective.

BE POLITE

Be POLITE to everyone around you. Saying "May I?", "Please", "Good morning / afternoon", "Thank you", "Sorry" is far more powerful than you may think.

BE PROUD

Be PROUD of what you are and where you come from. Take pride in the things that you do well. Know and show that you have done your very best everyday and that no one can tell you otherwise. Make decisions that will keep you proud of yourself.

BE PRODUCTIVE

Set your goals and work towards achieving them. Go the extra mile; earn the extra point. In the end you will thank yourself for the effort.

BE PROMPT

You will succeed at school only if you are on time, all the time, for school, classes and other events.

BE PREPARED

Have what you need, when you need it, so you can learn everything you can. Being prepared includes having all the necessary materials, assignments and the right attitude toward learning.

I know that if I behave well and follow the code of conduct guidelines, I will become a self-disciplined and responsible citizen. I will earn the respect and approbation of my parents, teachers, peers and others and I will become a model member of society.

ENGAGEMENT OF STUDENTS AND PARENTS TO THE CODE OF CONDUCT

STUDENT'S ENGAGEMENT:

I,, have read and accept the
contents within the A Level Code of Conduct.

Signed:.....

Date:

PARENT'S ENGAGEMENT:

I,, have read and accept the
contents within the A Level Code of Conduct.

Signed:.....

Date:

**A LEVEL STUDIES SECTION
INDEPENDENT SCHOOL**

JANUARY 2018