



CHUDLEIGH HOUSE SCHOOL

LEARNERS

CODE OF CONDUCT

2022

VISION

A leading provider of a highly competitive, local and internationally accepted standard of education aimed at developing exceptional, well rounded global citizens.

MISSION

To provide quality and balanced education in a diverse setting through a local and internationally accepted curriculum.

1.0 INTRODUCTION

We, the teachers, parents and learners of Chudleigh House School (CHS), believe that our school must provide a safe and effective learning and teaching environment for students and staff. We believe that to attain this goal requires a code of discipline that clearly defines individual responsibilities, categorizes unacceptable behavior, and provides for appropriate disciplinary options. Since no written code can cover all possible contingencies, this code of conduct may be used when the situation so warrants.

2.0 STATEMENT OF PURPOSE

At CHS the pursuit of appropriate conduct is a shared responsibility among students, parents and the school. The staff, learners, the Disciplinary Review Team, the Disciplinary Committee (DC), as well as our the school management team, have developed a Code of Conduct to establish clear guidelines for a safe, caring, and orderly environment that promotes purposeful learning. In addition, the code balances the individuals and the collective CHS community's rights, freedoms and responsibilities.

This code of conduct reflects the expectations of the school community and is reviewed annually to monitor emerging situations that may contribute to school safety. Learners are required to know and understand the school rules, acceptable behaviors and the consequences for any misconduct. Expectations regarding acceptable conduct are made known to all school staff through the discipline policy. The expectations for student conduct are consistently taught and actively promoted. Parents and students should be aware that there are rising expectations for learner behaviour as students become older, more mature and progressively move through the grades; and that students are expected to accept increasing responsibility for their actions and can expect increasingly significant consequences for any inappropriate behaviour as they get older.

When participating in or attending school activities, including those outside of the school, students are expected to conduct themselves in a manner that brings credit to themselves and to CHS at all times. Learners are subject to all the expectations, as if they were in attendance at school. Non-compliance will result in disciplinary action.

The Headteacher of the school is responsible for administering and supervising the school. He/She and/or his/her designate, including teachers and other appropriate personnel are authorized, in accordance with the Disciplinary Policy, to exercise authority within the school on all matters concerning the discipline of learners. The execution of discipline must be similar to that of a “public, aided and community education institution, but shall not include corporal punishment”. (Education Act, Section 27-28(1)).

3.0 EDUCATION ACT NO. 23 OF 2011

Chudleigh House School Learners Code of Conduct is created to provide guiding principles of conduct for all students enrolled in the school and is in accordance with Section 26 (4) of the Education Act of 2011 which states:

“Nothing contained in this Act exempts a learner from the obligation to comply with the code of conduct of the educational institution attended by the learner”.

4.0 CONDUCT EXPECTATIONS

4.1 Acceptable Conduct

Acceptable Conduct supports a positive learning environment.

It is expected that students will:

- Respect people's uniqueness and accomplishments;
- Put a personal best effort into work;
- Respect public and personal property: students are reminded to keep their community litter-free. Place glass, paper and cans in the appropriate recycling bins and organics and garbage separated into the appropriate bin and refuse containers;
- Maintain courteous relations with fellow students, teachers, staff and people in general;
- Work at studies without disturbing others;
- Attend school daily and promptly;
- Maintain appropriate standards of hygiene, dress, and language;
- Act in a positive, honest, and straightforward manner.
- Be truthful;
- Promote the general welfare of our school. Be dependable and accountable;
- Respect public and personal property. Be considerate of self, others, their beliefs and property;
- Work towards the prevention of harassing behaviour; be willing to help when someone is being harassed; inform an adult in confidence;
- Respect authority and adhere to classroom and school rules;
- Act in a manner that brings honour and credit to the school;
- Inform an adult in a timely manner of incidents of bullying, harassment or intimidation.

4.2 Unacceptable Conduct

Some examples of unacceptable behaviours include:

- Interference with the learning of others
- Use of inappropriate or abusive language
- Threatening, harassing, intimidating, assaulting or bullying in any way, any person within the school community including aggressive behaviours such as hate messages
- Possessing weapons or dangerous articles
- Possession, use, or distribution of illegal or restricted substances
- Theft of or damage to property
- Any efforts to cause harm or discriminate against* another person based on, but not limited to race, religion, gender, physical or intellectual disability, marital or family status or age.
- Gang related behaviours
- Acts of retribution toward a person who has reported incidents

5.0 GENERAL

Lack of respect for others and property will not be tolerated. Lack of respect includes, but is not limited to:

- Disrespect for the authority of teachers and other employees of the school, including failure to comply immediately with an authorized direction;
- Disturbance at school or at an official school function;
- Any unauthorized gatherings on or adjacent to the school grounds, specifically those that disturb the privacy of nearby residents and that reflect poorly on the public image of the school;
- Use of the school name in association with unsanctioned activities.

6.0 CODE OF CONDUCT

6.1 Attendance

Learners are expected to attend all of their classes on time. Teachers record attendance for each class. Missed classes mean missed learning! Full attendance is essential to school success. Learners who miss classes are responsible for making up the missed learning time. Missing of classes for any reason has an impact on assessment and evaluation. Skipping classes or excessive tardiness can result in consequences.

6.2 Cell Phones, Camera Phones, Musical gadgets

The safety and privacy of all staff and students at CHS is of paramount importance. While cell phones are a routine part of communication in students' lives, **bringing cellphones to school disrupt the learning environment of the school.** Electronic devices (cellphones, iPads, iPods) are not allowed any time. Cellphones should not be used as a camera during school functions i.e. education tours.

6.3 Cheating

The following examples demonstrate what actions constitute cheating:

- Cheating on tests and homework;
- Any attempt to write an examination using unauthorized verbal, electronic, written or visual information during the exam;
- Illegally obtaining all or part of an examination prior to the exam;
- Altering or changing test answers after submitting the test for grading;
- Knowingly sharing one's own work for another student to copy during tests/exams.

Cheating of any sort is a serious offence and is not tolerated at CHS. Learners need to understand that not cheating will help them achieve their educational purpose. Learners involved in any form of cheating or unsanctioned sharing of test/examination papers will be disciplined. This discipline could take a variety of forms, but minimally, will include:

- A phone call home to inform parents;
- A record of the incident in the student's discipline file;

- Repeat offences will result in more severe consequences and could include suspension or expulsion.

6.4 Drugs & Alcohol

Learners involved in the use, possession or distribution of illegal or restricted substances, including alcohol will be suspended or expelled from school.

Smoking is NOT permitted inside school buildings or on school property at any time.

6.5 Encouraging Respect, Positive Attitudes and Good Manners

The School recognises that part of good discipline involves developing abilities that enable students to relate well to other people. It is especially important that they interact with adults (visitors, staff and workers) and each other in appropriate ways. It is expected of all CHS Learners that they involve themselves in a high standard of conduct in their relationship with others in the School.

6.6 Good Manners

- Greet staff and visitors cheerfully and confidently-students should take the initiative with this.
- A class should stand when a visitor is introduced to them.
- Offer assistance to any adult or other visitor to the school in a cheerful and confident manner.
- Stand up to speak to people, especially staff and other visitors.
- No hands in pockets when addressing people or being spoken to by an adult.
- No eating in class, the library, the computer rooms or around the school buildings.
- Show appropriate appreciation to anyone who does something for you.

6.7 Respect

- Show all visitors, staff, and workers at the school deserve full respect at all times in the way you speak, dress and present yourselves.
- When someone is addressing a group, (in class, assembly, sports field etc.) it is a mark of respect to listen in silence, unless specifically invited to participate
- Arriving late for class, meetings, school functions, games, practices, clubs or rehearsals is disrespectful to others and is not tolerated.
- Do not 'answer back' when an adult is correcting you, unless you are invited to.
- Give way to adults and should show consideration for others.
- Respect others. Rowdy and noisy behaviour is not acceptable.

6.8 A Positive Attitude

- Enter wholeheartedly and willingly into events and activities organised for you. Always try your best.
- Do not grumble or complain about having to do things you might not want to do.
- Be appreciative of the effort that people make for you.
- Honour commitments that you have made.
- Be prepared to take on challenges.

6.9 Fighting

At CHS, all forms of physical violence are unacceptable and will not be tolerated. Learners involved in any form of fighting or intimidation are subject to disciplinary action including suspension, permanent exclusion and/or reporting to the police.

Learners who encourage fighting by acting as a spectator at a fight or other form of bullying will receive the same disciplinary action as those involved in the fight.

6.10 Harassment, Bullying and Cyber Bullying

At CHS, all forms of harassment and bullying are unacceptable and will not be tolerated. Anti-bullying measures will ensure all students, regardless of their sex, race, religion, culture, enjoy a safe, inclusive and welcoming learning environment. Learners involved in any form of bullying, or intimidation, are subject to disciplinary action including expulsion.

- Physically, verbally, emotionally or psychologically abusing others, including bullying, intimidating, extorting and intolerance of others because of dress, race, culture or other perceived differences will not be tolerated. In addition, witnessing or being a party to fighting or harassment of any sort is also not tolerated.
- Cyberbullying-Using the cellphone or the broader Internet for the purpose of harassment. This behaviour includes but is not limited to harassing, intimidating, threatening or name-calling by sending or posting inappropriate WhatsApp messages, instant messages, text messages, digital pictures, images. Anyone who feels he or she is a victim of cyberbullying should forward to or print the offending material and give it to a school official.

6.11 Definition of Harassment

Harassment is defined as “comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive.” There are three basic forms of harassment:

6.12 Physical Harassment

This type of harassment includes touching without permission, shoving, hitting or kicking the victim, or, taking or damaging the victim’s property. It is easy to identify physical harassment. Individuals engaged in this form of harassment are usually known to the entire school population. As these individuals get older, their attacks usually become more aggressive.

6.13 Verbal Harassment

Individuals exercising verbal harassment use words to hurt or humiliate another person. Verbal harassment includes name-calling, insults, racist or sexual comments and teasing. Its effect can be more devastating than physical harassment.

6.14 Relational Harassment

In this type of harassment, the victim is effectively cut off from any social connections. They are excluded from participating in activities. Relational harassment usually occurs when students spread rumours about others, resulting in the victim's exclusion from the peer group. To eliminate harassment in the school community, CHS staff and administration encourage students to:

- Increase their responsibility towards the prevention of harassing behaviour;
- Increase their willingness to help when someone is being harassed;
- Actively attempt to reduce the number of incidents of harassment at CHS;
- Consciously try to improve the school climate so that students will feel safe from all forms of harassment.

6.15 Reporting Harassment

All people in the school are required to report any incidents of harassment. Reporting will need to be both a verbal and written declaration. The 'Incident Report' form is available at the Front office. Once completed, the learner may hand it in to the teacher on duty. The school administration will maintain a harassment record book. Any retribution for reporting harassment will not be tolerated and will be investigated accordingly.

6.16 Responding to Harassment

The administration will determine appropriate consequences.

Consequences may include:

- Verbal warning and/or manual work;
- Notification of parents;
- Suspension or Expulsion depending on the circumstances.

6.17 Illegal Acts

All student behaviour must comply with the Code of Conduct. Any person who threatens the safety of the school environment or safety of an individual will be subject to severe disciplinary action. These acts include, but are not limited to:

- Possession of a weapon or an imitation of a weapon;
- Misuse of school equipment or school property;
- Acts of violence or threats of violence;
- Incidents of threatening language, intimidation or confrontational behaviour which includes written or verbal harassment, misuse of computer communication, physical threats and telephone intimidation;
- Incidents of theft;

6.18 Inappropriate Materials or Language

Profane, abusive or inappropriate language should not be used in communications. Materials that do not comply with the rules of school behaviour should not be accessed. Should

Learners encounter such material by accident, they should report it to their teacher immediately.

6.19 Late to Class

Learners are expected to be in classes on time. Late is a type of absence and interferes with learning. Frequent tardiness may result in suspension and subsequent expulsion.

6.20 Litter

The school environment should be neat and litter-free. We ask all students to look after their litter by putting it in the nearest garbage can or recycling container.

6.21 Loss/Damage to School or Personal Property

We expect learners to respect school and personal property. Learners are responsible for any damage done to school resources, property or equipment and other people's property. Learners should also respect the property and rights of the people who live in the neighbourhood of the school or those people we come in contact with through our many off-site activities. If such damage creates an expense to the school, then the person who does the damage will be charged for replacement or repair.

6.22 Public Displays of Affection

Public displays of affection are prohibited. These may be inappropriate to the school setting and can be addressed by any student or staff member.

6.23 Safety First

Learner activities at the school should take into account student safety and minimize risks to students. Skateboarding, rollerblading and bike riding have a significant enough safety risk that they are not permitted on school grounds. Fireworks are not allowed at school. Any other activities that are unsafe or unhealthy will be addressed by school staff.

6.24 Search and Seizure at Chudleigh House School

Where school officials has reasonable grounds to believe a school rule has been or is being violated and that a search will produce evidence of that violation, searching a Learner or his/her belongings may be necessary.

6.25 Security and Safety

Learners are expected to refrain from any act, including verbal or written comments that disrupt the good order of the school. Jokes or pranks that may be seen as a threat to security and safety will be addressed as a serious issue. "I was just kidding" is no defence once the damage is done.

6.26 Supervision

All staff (teaching and non-teaching) have a general supervision responsibility during school time and at any school function, whether on formal duty or not, and students are required to comply with this authority. School rules apply at all school functions even when they occur off school grounds or outside of the regular school day. Learners are also reminded that they

may be held responsible to the school from the time they leave home before school until the time they arrive home after school.

6.27 Uniforms and personal grooming

Staff and students at CHS believe that the school uniform is not meant to stifle freedom of expression, but to foster a supportive, respectful learning community in which each student's self-esteem is reflected in their behaviour, growth and achievement.

6.28 Our expectations:

- Learners must comply with the uniform policy upon entering the school. This includes the time between classes, during lunch and co-curricular activities.
- Learners must be in school uniform to attend a class or write an exam.
- The only outer-wear such as jerseys, sleeveless jerseys, jackets, that may be worn are the Chudleigh House School ones.
- The only head socks that may be worn must be navy blue.
- The CHS logo must be clearly visible on all clothing.
- Clothing must be worn in the original form (no adjustments, tears or rolled up.)
- Parents/guardians will work alongside school staff to ensure appropriate styles of clothing are worn at school

CHS Learners are preparing for a successful experience at our school and must thereof, practice appropriate dress and grooming, including wearing the school uniform. Learners whose appearance is determined to be in violation of this policy may be sent out of class for an acceptable change of clothing.

6.29 How to wear the uniforms

- Uniforms, once worn, must be complete and be properly tucked in
- No sagging is allowed
- For Secondary school learners ties must be knotted properly. Five stripes showing & appropriate length
- Only black medium belts will be accepted as part of school uniform for boys
- Shoes must be black polished and laces tied. No canvas

6.30 Other personal grooming aspects:

- Clothes worn during Saturday functions must not be offensive or distracting, promote use of drugs, alcohol, violence, weapons, or use offensive language or images
- Clothes worn during Saturday functions must not be sexually provocative and/or revealing
- Clothes worn during Saturday functions must not promote values in conflict with school and community values (e.g. racism, sexism, discrimination of any kind, etc.)
- Learners who have parts of their bodies other than their ears pierced may not wear objects of any sort in the opening.
- Sun glasses and gloves are not to be worn inside any building except for medical reasons.
- Caps or hats are not worn within the school premises.

6.31 Visitors

Learners are not allowed to have visitors at school.

7.0 Consequences

The school has the definitive authority to determine consequences for students who refuse to comply with these rules and policies. Disciplinary action or consequences for unacceptable conduct is based on principles that have been developed in a fair and reasonable manner and will be administered in a fair and consistent manner. Disciplinary actions, whenever possible, are intended to be logical, preventative and restorative, rather than punitive. Disciplinary actions will be administered on an individual basis in every situation and will be based on the circumstances of each case.

Disciplinary proceedings are delivered by the disciplinary committee who will exercise discretion and flexibility, taking into consideration the circumstances of each case (e.g. severity of the infraction, student's age, prior history, parents' input, etc.).

7.1 Suspension

Suspensions are issued at the discretion of the school administration and are normally dealt with at the school. Learners on suspension will be sent home.

7.2 Permanent Exclusion

For serious offences the Headteacher has the authority to suspend a Learner pending a Disciplinary Committee decision whether they should return to school or be permanently excluded. Some serious offences lead to automatic Permanent Exclusion. Examples of this would include a learner found in the possession of drugs or a boy impregnating a girl at CHS. Learners who have been suspended once already may also be subject to this level of discipline.

7.3 Other consequences

Learners should be aware that involvement in inappropriate behaviour could affect the receipt of awards, participation in co-curricular activities outside the school and/or scholarships.

7.4 Notification

The school recognizes that it works in partnership with the parents of its students. As such, when dealing with matters of discipline, parents will be notified of disciplinary action in any circumstance that is deemed significant by the school. However, school officials may have a responsibility to advise other parties when there have been serious breaches of the Code of Conduct. Examples of that notification are as follows:

- Parents of learners offenders will be informed;
- Parents of learners victims will be informed;
- School management will be informed as required by disciplinary policy;
- All parents will be informed when the circumstances are deemed important to reassure all members of the school community that school officials are aware of a serious situation and are taking appropriate actions to address that situation.

8.0 Levels of handling Disciplinary matters

Disciplinary matters will be handled at different levels including the following personnel; School prefects, Class teachers, Senior Teacher and the Deputy Head-Secondary, and information given to the Headteacher.

9.0 Procedure for implementing disciplinary actions

The Disciplinary Review Team is composed of the 5 Teachers who will include the grade/class teacher. The Disciplinary Review Team meeting is convened at the request of the Head in accordance with the Code of Conduct or any time that the Head deems appropriate. The Disciplinary Review Team will deliberate on the circumstances surrounding various disciplinary cases and its findings submitted to the Disciplinary Committee (i.e. Deputy Head-Secondary and four senior teachers). The Disciplinary committee will be chaired by the Deputy Head-Secondary.

10.0 Appeal Procedures

As a principle of fair procedures, the opportunity for an offender to request a hearing should exist. A parent, guardian and/or learner may appeal disciplinary action in cases where the education of the student is significantly compromised. A formal written request for appeal to the School management team (Executive Director, Head-Primary, Head-ELC and Head-Secondary), would follow any failure to reach a resolution at disciplinary committee level. Since the School management team are the final authority regarding expulsions, it may either accept, amend or reject any recommendation for discipline.

LEARNER AND PARENT ACKNOWLEDGMENT

Chudleigh House School shall foster a climate of mutual respect for others. Each learner is expected to respect the privileges of other learners, teachers, and support personnel. The learner's responsibilities for achieving a positive learning environment at school and/or school-related activities shall include the following:

CODE OF CONDUCT

- Attend all classes each day, and be on time
- Wear full school uniform
- Conduct yourself in a responsible manner
- Know and obey all school rules in the *Learner Code of Conduct*
- Try my best at all times
- Listen to my teachers and carry out their instructions
- Listen to other pupils and will value their opinions
- Respect social, cultural and religious difference
- Respect each individual and the school as a community
- Understand that teachers in charge of extracurricular activities may develop and enforce standards of conduct that are higher than the *Learner Code of Conduct*.
- Understand that once a cell phone, iPads, iPods is confiscated it will be forfeited to the school.

POSITIVE BEHAVIOUR FOR LEARNING

- Have positive interactions with others
- Use school resources and property sensibly
- Use appropriate language
- accept new learning challenges
- Develop my ability to learn independently
- Come prepared for each class with appropriate materials and completed assignments

The *Learner Code of Conduct* has been written to help your son or daughter gain the greatest possible benefit from his or her school experience. However, the school is in need of your help and cooperation to attain this goal. It is important that every learner understand the *Code* and be expected by his or her parent(s) or guardian(s) to follow the rules and regulations set forth in the *Code*. Please read and discuss the *Code* with your child. When you have done so, you and your child must sign this form and return it to the school. Signatures of parents and the student acknowledge receipt of a copy of the *Learner Code of Conduct* and certify that they have read and discussed the *Code*. It is expected that parents and students accept their responsibilities as described in the *Learner Code of Conduct*.

Student

Date

Parent/Guardian

Date

