

CODE OF ETHICS AND BEHAVIOR

This provides a set of conventional principles and expectations which govern the attitudes and behaviors of our Pupils and Students among themselves (intra), school authorities (extra) and in relation to the society at large (inter). The following ethical codes (dos and don'ts, rights and responsibilities) shall apply:

DOS AND DON'TS

1. Students should:

- + Be honest at all times.
- + Be polite and show consideration towards each other and to all adults at all times – bad language is never respectful.
- + Be prepared to take responsibility for their actions.
- + Be responsible for looking after their own belongings brought to school – watches, pens, pencil cases, calculators etc.
- + Only play on the playground, and not on the fences, trees, flowerbeds, etc.
- + Walk and not run, in the interests of safety and not getting hurt – you never know who or what is around the corner!

2. Students should not:

- + Play fighting games or piggy-back games.
- + Without supervision, play swinging, tripping or kicking games, because these activities are too dangerous and someone is likely to get hurt.
- + Use physical or verbal abuse or any form of victimization – students should think how they would feel if it happened to them.

Anti-victimization Policy

Harassment or victimization incidents are taken seriously, and all incidents are investigated and recorded. We would ask that parents/guardians should inform the School immediately if they suspect their child/ward to be a victim or a perpetrator of Harassment at school.

SCHOOL HOURS AND SECURITY

Our aim is to make our school a safe and secure place for everyone. We would like to remind all parents/guardians that the school door will be opened from 7:30AM and not before, as our teaching day begins at 8:00AM. The School cannot accept any responsibility for students arriving before 7:30AM and we therefore kindly ask that parents/guardians of our day-school stay with their children until this time. While it is the responsibility of Parents/Guardians whose children/wards are on board of the school transport system should demand school ID Cards from our authorized Drivers/Motorists/Transport Representatives before such children/wards are committed for pick up. In both cases, on arrival to school each morning School students should wait inside their classes or outside in the playground until the Assembly bell sounds at 7:45AM.

If a parent/guardian wishes to speak with their child's class teacher first thing in the morning it is usually possible, but if not, please make your request through the School Admin Office. It is the responsibility of parents/guardians to ensure that their children arrive at school on time. Frequent lateness can be upsetting for the child and can disrupt the teaching sessions for other students. If children do arrive after registration they will need to

visit the School Admin Office in order to be signed in. Similarly, if children need to leave the premises before the end of sessions they must be signed out in the Admin Office before leaving. We ask all visitors to the School to report to the School Admin Office. It is our aim to keep the students and staff as safe as possible. We appreciate that for new children the first few days can be quite scary/daunting. However, once the initial settling in period has passed, we ask parents not to enter the classroom. You are welcome to arrange appointments and speak to members of staff privately.

RIGHTS AND RESPONSIBILITIES

1. SCHOOL PROGRAM

The essence of the school program is to provide for the maximum personal mental and educational development of every student who attends and is affected by that program.

Right to:

- + Meaningful curriculum that shall meet their immediate and future needs;
- + Voice their opinions in the development of their curriculum;
- + Pursue their education under competent instruction; and take part in school activities

Responsibility to:

- + Attend all classes regularly and on time;
- + Contribute to the classroom and school atmosphere: to keep it conducive for learning;
- + Complete all classroom assignments and meet requirements for all class objectives;
- + Respect the rights and views of others whose backgrounds differ from their own;
- + Meet the approved criteria required for participation in instructional and extracurricular activities;
- + Follow bus, classroom, school, and all Modest Standard Schools' Policies and Procedures in the classroom, school, on the bus, and school-sponsored extracurricular activities.

2. GRADES

Right to:

- + Be notified of their academic progress and periodic review their achievement by the school;
- + Academic grades in each class that represents fairly and impartially their academic progress;
- + To be graded on their progress in class work; periodic review their grades with their teacher;
- + Follow the laid-down grievance procedure adopted by the School Authority in cases of disagreement concerning grades assigned.

Responsibility to:

- + Attend class timely, regularly and perform all tasks required for the successful completion of the course;
- + Make up all work missed during excused absences **but** not for work missed during truancies, out-of-school suspensions, failure to pay school fees or unexplained absenteeism;

- ✦ Complete all classroom assignments to the best of his or her ability to earn the best possible grade;
- ✦ Cooperate with the teacher to provide a good learning environment in class;
- ✦ Refrain from cheating or copying/plagiarizing on all tests and work assignments.

3. CONSULTATION

Right to:

- ✦ Consultations with special services personnel (Home tutor, Social Worker, Counselor, School Psychologist, Student Success Coach) in the areas of vocational opportunities, personal and social development and educational planning;
- ✦ Be informed of all special student support services available in their school;
- ✦ Be informed about the availability of community services to help them with their counseling needs.

Responsibility to:

- ✦ Take advantage of available special support services and offer assistance in the continuous improvement of those services (e.g. counseling; having booked appointment ahead of time);
- ✦ Along with parents/guardians, inquire about additional counseling services available in the community to assist students with special needs.

4. DUE PROCESS/CODE OF STUDENT CONDUCT

Right to:

- ✦ Have proper notice of the infraction, an opportunity to be heard, and the hearing must be conducted fairly.

Responsibility to:

- ✦ Understand and adhere to the Code of Student Conduct and the individual discipline plans of each school.

5. LAW ENFORCEMENT

Right to:

- ✦ Privacy and shall be free from unreasonable search, as well as seizure of personal property. These rights shall prevail unless there is reason to believe that it is necessary to set them aside to protect the safety, health, and property of the school, students, and staff;
- ✦ Privacy of their personal possessions unless there is reason on the part of the principal, or his or her designee, to believe that the student is concealing a weapon, illegal drugs, or other material that is inappropriate or dangerous to himself or herself, others, property, or in violation of existing policy that would give rise to a search;
- ✦ Be given prior notification of any searches except in case of emergency or exigent circumstances.
- ✦ To request the presence of their parent/guardian or a responsible adult/advocate during any criminal investigation (after conducting the emergency search).

Responsibility to:

- ✚ Not be in possession, carry or conceal any material that is prohibited by law; to accept the consequences for their actions in cases where unlawful materials are found in their possession or in their lockers.

6. TRANSPORTATION (*Personal belongings must be held on the student's lap*)

Right to:

- ✚ School bus transportation, if they paid FULLY for the services;
- ✚ Shuttle between upper and lower schools premised on full payment for transport services;

Responsibility to:

- ✚ Stand off the roadway while at bus stops and wait for the bus driver to signal them across the roadway;
- ✚ Walk towards the bus while attempting to board the bus;
- ✚ Keep valuables at home, as the School Authority nor the bus driver can be held responsible for personal property brought on school buses;
- ✚ Follow safety procedures and wear seatbelts when available;
- ✚ Ride only the designated bus, and enter and exit the bus safely at designated Bus stop;
- ✚ Not carry onto the bus any glass items, balloons, weapons, live animals, plants or sharp instruments;
- ✚ Remain seated in seat assigned to them by the driver;
- ✚ Sit all the way down and back, facing forward, with arms and head inside the bus at all times;
- ✚ Keep passageway/aisles clear; and obey rules and be courteous;
- ✚ Refrain from using profanity, causing disruption, fighting, or destroying property;
- ✚ Be silent at all route/railway crossings and when requested by driver;
- ✚ Not throw objects on the bus or out the windows;
- ✚ Not eat, drink, or smoke on the bus;
- ✚ Use the bus stop assigned based on the address of record.

7. STUDENT RECORDS

Right to:

- ✚ Inspect, review, and challenge the information contained in the records;
- ✚ Appeal any disagreement of records to the principal.

8. INFORMATION CONFIDENTIALITY

Right to:

- ✚ Request for information, provided such information is duly authorized and strictly for educational purpose;
- ✚ Be protected by legal provisions prohibiting the release of personal information to other than legally-authorized persons without the consent of the parent, guardian, or student.

Responsibility to:

- ✚ Discretely preserve and keep School information at his/her disposal;

- ✚ Provide the school with any useful information in making appropriate educational decisions;
- ✚ Seek authorization for the release of information to those individuals or agencies who are working for the benefit of the student;
- ✚ Follow School policies for release of student information through the school;
- ✚ Book an appointment with the school when they wish to review a record.

9. ASSEMBLY AND ASSOCIATION

Right to:

- ✚ Join school organizations and lawfully assemble in such a manner so as not to disrupt the orderly process of the school's program;
- ✚ Lawfully assemble; strictly organize associations within the school for social, athletic and other properly approved lawful purposes, without gender, race & religious discrimination.

Responsibility to:

- ✚ Exercise the right to assembly so that the assembly does not disrupt the school program nor the orderly conduct of the school;
- ✚ Know and observe qualifications for membership in student activities and to refrain from activities that interfere with school discipline;
- ✚ Conduct themselves in a manner that is representative of the school and the organization of which they are members.

10. RELIGION (Religious practice MUST be within school rules or regulations)

Right to:

- ✚ Study, examine, discuss, criticize or support religious ideas and institutions for their literary and historic qualities when presented objectively as part of a program of education;
- ✚ Release time from school to observe religious holidays,

Responsibility to:

- ✚ Not endanger the physical health or safety of themselves or others or disrupt the educational process;
- ✚ Develop tolerance and respect for the beliefs of others;
- ✚ Decide for themselves whether or not they wish to take part in any religious activity.

11. PATRIOTISM

Right to:

- ✚ Show love for their country and allegiance to its flag; Recite and display their feeling of patriotism;
- ✚ Participate in, or refrain from, activities involving loyalty oaths, saying a pledge, singing an anthem, saluting a flag, or taking part in a patriotic ceremony;
- ✚ Refrain from reciting the Pledge of Allegiance and to remain seated/stand quietly while the pledge is recited by others.

Responsibility to:

- ✚ Stand at attention, when possible. Not interrupt the educational rights of others;
- ✚ Not interfere with the rights of other students to express or refrain from expressing patriotism;
- ✚ As a male student, remove any headdress when the national anthem is played.

12. LANGUAGE ASSISTANCE

Right to:

- ✚ A competent interpreter to assist him/her if the student has difficulty speaking/understanding English.

Responsibility to:

- ✚ Declaration of inability/difficulty to speak/understand English Language.