



Ministry of Education, Heritage & Arts

SCHOOLS POLICY AND PROCEDURES

STUDENT CODE OF CONDUCT

Version Control – Version 1 of 25 February 2019

1. Purpose

1.1 This document explains the Ministry's Student Code of Conduct and the procedures for implementing the code in Schools.

2. Definitions

2.1 Guardian includes a person who has been granted (whether alone or jointly with another person or other persons) Guardianship of the child under the law, or by the Student's Parents.

2.2 MEHA is the Ministry of Education, Heritage and Arts.

2.3 MEHA School is a School registered by the MEHA.

2.4 MEHA Staff includes any personnel paid by the Ministry of Education, Heritage and Arts.

2.5 Parent is the natural or adoptive mother or father of a child.

2.6 School is a facility registered as a school with the MEHA.

2.7 Student is a child officially registered as a student of the School.

2.8 Student Code of Conduct is the Code of Conduct at Annex A.

2.9 Teacher is any position which involves imparting knowledge or information in a School as a Teacher. This includes supporting the development or delivery of lessons, teaching plans and assessments.

3. Policy Statements

3.1 Guiding Principles

3.1.1 The Ministry is committed to providing a School environment which is conducive to learning and fosters a culture of Respect, Safety and Engagement in the learning process. To develop this culture consistently across all MEHA Schools, a standard MEHA School Student Code of Conduct has been devised (see Annex A). The Student Code of Conduct is designed to complement other MEHA policies regarding Student behaviour.

3.1.2 The Student Code of Conduct outlines the key values of respect, safety, and engagement, and explains how Students should behave to model these behaviours. The Code also outlines the role of Parents and Guardians in managing Student behaviour, consistent with the Ministry's Parental Engagement Framework and Strategies.

- 3.1.3 All Schools are to have Students and Parents sign the Student Code of Conduct annually. Ideally, this will occur at the beginning of each School year. School Heads and Teachers should also explain the Student Code of Conduct to Students to ensure a common understanding of its requirements. Parents and Guardians should also be invited to any information sessions conducted regarding the Student Code of Conduct.
- 3.1.4 School Heads are to ensure that a copy of the Student Code of Conduct is prominently displayed in multiple locations around the School. At a minimum the Student Code of Conduct must be displayed in each classroom and in the main office of the School. Schools may also include an electronic link to the Student Code of Conduct on their website or in electronic newsletters to Parents and Guardians.
- 3.1.5 Schools may have School rules and other regulations regarding Student conduct, however these instruments must be consistent with the Student Code of Conduct provided in this policy. In the case of any inconsistency, the Student Code of Conduct in this policy prevails.

3.2. Compliance and Audit

- 3.2.1 Audits will be conducted to assess compliance with this policy.
- 3.2.2 Formal disciplinary action may be taken against any MEHA Staff member who breaches this policy.

4. Procedures

- 4.1 The School Head arranges for all Students to receive two copies of the Student Code of Conduct at the start of School (no later than week three of Term 1).
- 4.2 Students are asked to sign one copy of the Student Code of Conduct and also have a Parent or Guardian sign the form, then return one copy to the School. Students keep the second copy for their reference.
- 4.3 The School Head arranges for an information session to be provided to Students regarding the Student Code of Conduct, either at an assembly or other School gathering. Parents and Guardians are also invited to the gathering.
- 4.4 The School Head instructs Teachers to place copies of the Student Code of Conduct in the main School office and in each classroom.

5. Key Search Terms

5.1 Student Behaviour, Student Code of Conduct.

6. Review Arrangements

6.1 This policy will be reviewed one year after approval by the Permanent Secretary and subsequent endorsement by the Honourable Minister.

Approved for implementation



Alison Burchell
Permanent Secretary for Education,
Heritage and Arts

Date: 12 / 3 / 2014



Ministry of Education, Heritage & Arts

STUDENT CODE OF CONDUCT

School Students are expected to:

Respect

- Treat one another with dignity
- Not bully, harass, intimidate or discriminate against any other Student, in person or online; whether at School or outside of School. Students will not coerce other Students to engage in these behaviours.
- Speak and behave courteously
- Cooperate with others
- Resolve conflict respectfully, calmly and fairly
- Value the respect the interests, ability, religion and culture of others
- Take care with property - the School's, their own and that of others
- Actively listen
- Be honest
- Be patient
- Extend kindness and helpfulness to fellow Students and in the School community

Safety

- Model and follow Ministry, School and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with understanding
- Take personal responsibility for behaviour and actions
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into the School
- Report any acts of violence and possession of forbidden items to School supervisors

Engagement

- Attend School every day (unless on an absence approved by a Parent/Guardian)

- Arrive at School and class on time and stay on the School premises during School hours
- Be prepared for every lesson
- Actively participate in learning
- Keep School work up to date
- Complete homework and Assessments to the best of your ability
- Aspire and strive to achieve the highest standards of learning
- Comply with the School's uniform policy/dress code and School Regulations
- Only submit original work for Assessments
- Appear for all Examinations unless sick or on an absence approved by a Parent/Guardian and Teacher.

Students shall be responsible and accountable for their behaviour and conduct:

- while traveling to and from School
- while on School property
- in their interaction with peers, staff, volunteers, and guests to the School
- during any recess or lunch periods on or off School property
- while involved in School-sponsored or related activities, and
- beyond the hours of School operation, whether on or off School grounds, if the behaviour or conduct detrimentally affects the reputation of the School or the Ministry.

Parents and Guardians play a vital role in managing Student behaviour. It is the Ministry's expectation that Parents and Guardians:

- be aware School's policy and regulations and the School's expectations for Student behaviour and conduct
- work with the School to resolve Student behavioural issues when they affect their child/children
- maintain regular communication with the School
- encourage a positive attitude towards learning
- create a good learning environment at home
- monitor Student access to the internet
- attend Parent/teacher interviews and meetings with Teachers, when requested.

Grounds for disciplinary action that could lead to Suspension or Expulsion exist where a Student has demonstrated Unacceptable Student Behaviour such as:

- conduct which threatens the safety of Students and/or staff
- assaulting another Student
- bullying which means repeated and hostile or demeaning behaviour by an individual in the School community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the School community, including psychological harm or harm to an individual's reputation. Bullying behaviours may include name calling, exclusion,

inappropriate language, threats, gestures, innuendos, or intimidation; in person, electronically, or online

- possession or use of weapons, illegal drugs, alcohol, or inhalants in School and on School property
- contravention of School policies and regulations related to Student harassment, smoking, Student attendance, and Student rights and responsibilities
- theft
- use or display of improper or profane language
- wilful damage to School or others' property
- interfering with the orderly conduct of class(es) or the School
- trespassing, loitering, and causing a disturbance on or in School premises
- use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate
- unacceptable behaviour during sporting activities in or out of School which brings the School into disrepute, such as swearing at referees or fighting with opposing team members
- possessing or circulating inappropriate material such as pornography or graphically violent material
- any other Unacceptable Student Behaviour as outlined in Ministry policies.

Signed:

Student:..... **Date:**.....

Parent/Guardian: **Date:**.....