

APPENDIX: 5

1666 DREKETI CENTRAL COLLEGE **ASPIRATION INTO ACTION** **SCHOOL BEHAVIOURAL MANAGEMENT POLICY**

POLICY OBJECTIVE

The purpose of this policy is to institute a framework to guide Dreketi Central College, the students of Dreketi Central College, the management of Dreketi Central College and the stake holders to manage student's Offences and indiscipline. The policy establishes clear expectations for appropriate student behavior and consequences if breach of the school code of ethics occurs. The schools behavior management policy ensures that the discipline procedures are aligned to the Ministry of Educations behavior management policy; in that the school system will allow students to feel free, safe and happy in a learning environment and in the process to become better members of society.

INTRODUCTION

“Students cannot learn well if they are in an environment that induces fear – fear of teachers or fear of other students” (Report of the Fiji Islands Education Commission, 2000:104). The school culture and its leadership need to provide an environment which is safe, enhances effectiveness, safe guard's students, teachers, management and its stake holders rights and provides an environment where school is the center to the teaching and learning process.

Students need an environment that:

- a. Promotes pro-social behavior and positive social interactions amongst staff and students.
- b. provides opportunities for students to learn and exhibit appropriate social behaviors and self-discipline.
- c. encourages appropriate and fair corrective measures for students who display inappropriate behaviours.
- d. Sustains pro-social behaviour at all levels and at all times.

RIGHTS AND RESPONSIBILITIES

Rights

All members of the school community have the RIGHT to:

- a. Be treated equally and with courtesy and respect.
- b. Enjoy a safe, clean and secure environment in learning.
- c. Achieve their educational potential.
- d. Be proud of their achievements.
- e. To have their property respected.
- f. To have reliable educational information from the mass media e.g. TV, radio, internet and news paper.
- g. A standard of living that is good enough to meet their physical, social and mental needs.
- h. The best possible health.
- i. Say what they think in all matters affecting them, and to have their views taken seriously.
- j. Live a full and decent life in condition that promotes learning, dignity, independence and an active role in the community.

Responsibilities

All members of the school community have the RESPONSIBILITY to:

- a. Show a duty of equality and care through respect and courtesy towards each other.
- b. Contribute to the overall safety and security of the school environment.
- c. Develop their potential and to assist others in doing the same.
- d. Ensure that their actions do not discredit the school.
- e. Respect student, staff and school property.
- f. Be honest and truthful to each other.
- g. Have collegial engagement in the best interest of students.
- h. Practice and promote Professional relationship.
- i. Keep confidentiality information within the profession.
- j. Have ownership of the school property, resources, desk, chairs, classroom, specialist room and ablution block.

THE STUDENTS' CODE OF ETHICS

The term ethics simply means moral principles. The purpose of a **Code of Ethics** is to define appropriate behavior and create a standard learning environment. The students **Code of Ethics** for Dreketi Central College indicates the inspirations of all members of the school and provides standards by which to assess conduct.

Dreketi High School Code of Ethics Statements

1. Students must not interfere with the right to learn of other students and should come prepared to participate in all learning processes they attend.
2. Students should follow teachers/staff instructions, cooperate, observe and abide with the school rules at all times.
3. Students should abide by the schools OHS policy to ensure the safety of other students, teachers/staff members, other members of the school community and themselves.
4. Students should not endanger their health, that of other students, teachers/staff members or any other members of the school community.
5. The use of illegal and prohibited substances is not allowed in the school by any member of the school community at any time in the school premises.
6. Students should be courteous at all times through the use of appropriate manners towards each other, teachers/staff members or any other member of the school community.
7. Students should respect themselves, staff members, and other members of the school community, property and the school environment.
8. Students should be punctual at all times and endeavor to attend school unless sick or instructed otherwise.
9. Students should be neat, clean and dressed appropriately for school at all times as directed by the school in accordance with the appropriate dress code of the school.
10. Students should not leave the school compound without express permission of teachers or as directed according to school instruction activities.

11. Students should not enter the out of bound areas allocated within the school premises.
12. Students should take good care of all school properties and material issued to him/her and shall be compensating for all damages and losses.
13. Students should adhere to all school programs; curricular, co – curricular or extra – curricular upon parental/guardian concern.
14. Students to be responsible for their own actions.
15. Students to be familiar with all relevant school policies.

STUDENT CODES OF BEHAVIOUR

	BE SAFE	BE RESPECTFUL	BE A LERNER	BE RESPONSIBLE
COMMON EXPECTATION	-I WILL REPORT ANY INDISCIPLINE CASE AND PROBLEMS. -I WILL WEAR MY UNIFORM PROUDLY. -I WILL UPHOLD THE SCHOOL POLICIES AND BMP.	-I WILL FOLLOW TEACHERS INSTRUCTIONS. -I WILL SPEAK POLITELY AND USE APPROPRIATE LANGUAGE. -I WILL RESPECT SCHOOL PROPERTY. -I WILL RESPECT EVERYBODY.	-I WILL ACTIVELY PARTICIPATE IN LEARNING ACTIVITIES. -I WILL DO MY BEST TO LEARN, ACHIEVE AND SUCCEED. -I WILL LEARN TO USE TIME WISELY.	-I WILL BE A RESPONSIBLE PERSON BY DRESSING NEATLY.SPEAKING POLITELY,KEEPING MY SURROUNDING NEAT AND TIDY AND KNOWING MY RIGHTS AND RESPONSIBILITIES.
CLASSES	-WILL SIT ON MY SEAT AT MY DESK PROPERLY. -I WILL USE THE FURNITURE AND EQUIPMENT PROPERLY. I WILL REPORT INCIDENTS TO THE STAFF.	-I WILL LISTEN TO TEACHERS. -I WILL RESPECT TEACHERS AND CLASSMATES. -I WILL RAISE HAND TO ANSWER /ASK QUESTIONS. I WILL ACCEPT OTHERS CONTRIBUTIONS.	-I WILL DO MY CLASS WORK TO THE BEST OF MY ABILITY. -I WILL NECESSARY LEARNING EQUIPMENT. -I WILL ACTIVELY ENGAGE AND ASSIST OTHERS IN LEARNING.	-I WILL KEEP MY BOOKS SAFELY,UPDATE TARGETS AND PERFORMANCE GRAPHS. -I WILL CONTRIBUTE TO GOOD LEARNING ENVIRONMENT.
LUNCH TIME	-I WILL REPORT TO THE DINING HALL WITH MY LUNCH DURING LUNCH TIME. I WILL INTERACT SAFELY. I WILL REPORT INAPPROPRIATE BEHAVIOUR TO THE TEACHER.	-I WILL FOLLOW GOOD TABLE MANNERS DURING HAVING LUNCH. - I WILL FOLLOW GOOD TABLE MANNERS AT THE DINING HALL.	-I WILL USE LUNCH TIME WISELY TO HAVE LUNCH,TALK TO FRIENDS, VISIT INFORMATION DESK,SEE A TEACHER, USE INTERNET,GO TO TOILET.	-I WILL FOLLOW HYGIENIC PROCEDURES. - I WILL LEAVE MY LUNCH PLACE NEAT AND TIDY AFTER LUNCH. -I WILL LEAVE MY TABLE NEAT AND TIDY AFTER LUNCH.
TRANSPORT	-I WILL GET ON AND GET OFF THE BUS/CARRIER WITHOUT PUSHING. -I WILL WAIT PATIENTLY FOR MY TRANSPORT - I WILL FOLLOW THE SCHOOL ROAD PATROL GUIDE.	-I WILL SPEAK POLITELY TO THE DRIVER AND CHECKER. -I WILL RESPECT THE OFFICER GIVING ME COUPONS. -I WILL ACKNOWLEDGE OTHER ROAD USERS. -I WILL NOT MAKE NOISE IN THE BUS/CARRIER.	-I WILL MODEL GOOD BEHAVIOUR IN THE BUS/CARRIER AND WHILE USING THE ROAD. -I WILL DISPLAY GOOD BEHAVIOUR AT THE BUS STOP.	-I WILL NOT ABUSE MY TRANSPORT COUPONS. -I WILL BE PUNCTUAL TO SCHOOL.
ASSEMBLIES	-I WILL ENTER/EXIT IN AN ORGANISED MANNER. -I WILL SIT PROPERLY. -I WILL FOLLOW THE TEACHERS DIRECTIVES.	-I WILL BE QUIET DURING THE ASSEMBLY. -I WILL RISE WHEN GUESTS OR VIPS ENTER THE ASSEMBLY AREA. -I WILL SING THE ANTHEM PROUDLY AND SAY OUT THE OATH.	-I WILL TAKE NOTE OF THE ANNOUNCEMENTS IN THE ASSEMBLY.	-I WILL PRACTICE THE ANNOUNCEMENTS MADE IN THE ASSEMBLY. -I WILL ASSIST IN THE ORGANISATION OF THE ASSEMBLY.
COMMUNITY	I WILL ACT AND INTERACT WITH THE COMMUNITY SAFELY. -I WILL OBEY THE LAWS AND RULES OF THE COMMUNITY.	-I WILL BE RESPECTFUL TO THE PEOPLE AND PROPERTY IN THE COMMUNITY. -I WILL SPEAK POLITELY AND ASSIST COMMUNITY MEMBERS.	-I WILL LEARN MY CULTURE AND CUSTOMS OF RESPECT FROM THE COMMUNITY.	-I WILL TAKE OWNERSHIP OF THE VALUES AND CULTURE OF THE COMMUNITY.
CO-CURRICULAR ACTIVITIES	-I WILL ENSURE TO GET CONSENT FORM SIGNED. -I WILL GET ALL SAFETY REQUIREMENTS FOR THE ACTIVITY.	-I WILL RESPECT COMPETITORS AND COMPATRIOTS. -I WILL RESPECT INSTRUCTORS/TEACHERS/COACHES.	-I WILL USE THESE ACTIVITIES TO BROADEN MY PHYSICAL,SPRITUAL AND MENTAL WELL BEING.	-I WILL UPHOLD THE RULES OF THE SCHOOL DURING EXTRA-CURRICULAR ACTIVITIES IN AND OUT OF SCHOOL COMPOUND.

OFFENCES AND THEIR GRADES

GRADE 1 OFFENCES		GRADE 2 OFFENCES		GRADE 3 OFFENCES		GRADE 4 OFFENCES	
1	POSSESSION OF ILLEGAL SUBSTANCES	1	INDECENT ASSAULT	1	HOMEWORK NOT DONE	1	LYING
2	CONSUMPTION OF DRUGS	2	FORGERY/DECEPTION	2	INCOMPLETE HOMEWORK/SCHOOL WORK	2	IMPROPER UNIFORM
3	DISTRIBUTION OF DRUGS	3	STEALING	3	COMING UNPREPARED TO SCHOOL	3	CHEWING GUM
4	BREWING OF ALCOHOL	4	CHEATING IN EXAM	4	DODGING SCHOOL PROGRAMMES	4	TEASING
5	CONSUMPTION OF ALCOHOL	5	GAMBLING	5	DISTURBING OTHERS	5	LITTERING
6	DISTRIBUTION OF ALCOHOL	6	SMOKING	6	DISRESPECTFUL TO PEOPLE/PROPERTY/ PROGRAMMES/PRAYERS	6	LATE TO SCHOOL PROGRAMS
7	POSSESSION OF ALCOHOL	7	CHEWING CIGARETTE/TOBACCO	7	BREACH ROAD SAFETY RULES	7	POSSESSION OF FORBIDDEN ITEMS
8	RAPE	8	SWEARING	8	ARGUING WITH AGGRESSIVE BEHAVIOUR	8	
9	ATTEMPT TO RAPE	9	GOSSIPING/slandering.	9	NO ABSENT LETTER/MEDICAL CERTIFICATE	9	MISBEHAVIOUR
10	SEXUAL HARASSMENT	10	INSUBORDINATION	10	POSSESSION /USE OF MOBILE PHONES	10	
11	SEXUAL ASSAULT	11	PORNOGRAPHY	11	NON DECLARATION OF GADGETS	11	IMPROPER HAIR STYLE/EXCESSIVE USE OF GEL/DYING
12	SEXUAL MANIPULATION	12	FALSE CLAIM	12	REFUSE /RUN AWAY FROM SPOT CHECK	12	VERNACULAR SPEAKING
13	PHYSICAL ASSAULT OF STUDENT	13	ENGAGING IN ROMANTIC RELATIONSHIP	13	ABUSE OF SCHOOL PROPERTY	13	DELIBERATE NOISE
14	PHYSICAL ASSAULT OF STAFF	14	WRITING ROMANTIC LETTERS	14	MOCKING	14	Unnecessary movement
15	INCITING BOYCOTT,STRIKES, MASS DISOBEDIENCE	15	FIGHTING	15	FREQUENT ABSENTEEISM	15	THREADING EYE BROWS
16	WITFUL OFFENCE AGAINST PROPERTY	16	BULLYING	16		16	ENTERING OTHERS CLASSROOM WITHOUT PERMISSION
17	Trespassing	17	PHYSICAL HARASSMENT- CARESSING, POKING.	17		17	PICKING FRUITS/OTHER MATERIALS FROM SCHOOL COMPOUND WITH OUT PERMISSION
18	OTHER OFFENCE CHARGED BY POLICE	18	MISCONDUCT IN PUBLIC PLACE/TRANSPORT	18		18	
19	TATTOOING	19	VANDALISM	19		19	
20		20	TRUANCY	20		20	

GRADE 1 OFFENCES CONTINUED		GRADE 2 OFFENCES CONTINUED		GRADE 3 OFFENCES CONTINUED		GRADE 4 OFFENCES CONTINUED	
21		21	FRENCH LEAVE	21		21	
22		22	FOUND IN OUT OF BOUND AREAS	22		22	
23		23	PLAGIARISM	23		23	
24		24	IN APPROPRIATE BEHAVIOUR	24		24	
25		25	RAGGING	25		25	
26		26	Cyber Bullying	26		26	

PROCEDURES FOR DEALING WITH DISCIPLINE ISSUES

GRADE 1 OFFENCE	GRADE 2 OFFENCE	GRADE 3 OFFENCE	GRADE 4 OFFENCE
1. Discipline report form to be filled as soon as the case is known or reported and forwarded to the school principal. 1st time offence -Inform parents of the child's offence [either verbal or in writing] and or District Education Office to be informed in writing/verbal and suspension for maximum of 10 days after counseling with parents, depending on the seriousness of the offence. Repeated offence - The number of suspension will depend on the number of days left from step 1. Final – Ten-days of suspension exhausted, case referred to the external disciplinary committee before FAS is recommended. * Prefects debagged immediately *TATTOO TO BE REMOVED WITHIN 2 WEEKS	1. First time offence -first recorded counseling. 2. Second time offence - fill the discipline report form and attach the recorded counseling report. Step 1 - Counseling with parents. 1 hour school based detention Step 2 - Recorded counseling by a member of the external disciplinary committee. Final warning for suspension [MENTORING] Step 3 - Suspension from hostel/ school for maximum of 10 days. Repeated offence - The number of suspension will depend on the number of days left from step 3. Final – Ten-days of suspension exhausted, case referred to the external disciplinary committee before FAS is recommended. * Prefects debagged on the 2 nd time offence	1.First time offence -first recorded counseling. 2. Second time offence -second recorded counseling with parents and warning for detention. 3. After two recorded counseling and final warning, fill the discipline report form and attach the recorded counseling report. Step 1 -School based detention of 1 hours. Step 2 - Recorded counseling by a member of the external disciplinary committee. Final warning for suspension [MENTORING] Step 3 - suspension of maximum 10 days. Repeated offence - The number of suspension will depend on the number of days left from step 3. Final – Ten-days of suspension exhausted, case referred to the external disciplinary committee before FAS is recommended. * Prefects debagged after the final warning	1. First time offence -first recorded counseling. 2. Second time offence -second recorded counseling. 3. Third time offence -third recorded counseling with parents and warning for detention 4. After three recorded counseling if offence is repeated, fill the discipline report form and attach the recorded counseling reports. School based detention of ½ hour. Step 2 -School based detention of 1 hour. Step 3 - One recorded counseling by talatala/turaga- ni-koro. Step 4 - Recorded counseling by a member of the external disciplinary committee. Final warning for suspension [MENTORING] Step 5 - suspension of maximum 10 days. Repeated offence - The number of suspension will depend on the number of days left from step 5. Final – Ten-days of suspension exhausted, case referred to the external disciplinary committee before FAS is recommended. * Prefects debagged after the final warning

NOTE:

WHEN DEALING WITH THE ABOVE RANGE OF PROCESSES THAT APPLY WHEN STUDENT BEHAVIOUR IS DISRUPTIVE AND CONSTITUTE A BREACH OF SCHOOL DISCIPLINE, THE FOLLOWING ELEMENTS NEED TO BE TAKEN INTO CONSIDERATION:

- 1. ENABLING THE CHILD TO REASON OUT THE CAUSES AND THE EFFECTS OF THE ACTION.**
- 2. COUNSELLING BY TEACHERS AND SCHOOL COUNSELLORS.**
- 3. INVOLVING PARENTS TO SOLICIT THEIR COOPERATION IN HELPING ADDRESS THE ISSUE WITHOUT CAUSING EMBARRASSMENT TO THE CHILD.**
- 4. USE OF MORAL AND VIRTUES PROGRAMMES IN ADDRESSING BEHAVIOURAL PROBLEMS IN STUDENTS.**

COUNSELING PROCEDURES FOR DEALING WITH DISCIPLINE ISSUES

The following guidelines are to be followed when dealing with any discipline cases at Dreketi Central College.

1. All teachers employed by the ministry of education are to be problem solvers and counselors.
2. All counseling must be done professionally and confidentiality must be maintained as children bestow their trust upon you.
3. Counseling in a public place is strictly prohibited. Teachers are also prohibited from counseling students in front of other students or teacher. However, if you want you can nominate someone as a witness and the witness must also endorse the counseling report.
4. Counselors must not ridicule students, must not use any kind of force on students any form of abuse will not be tolerated by the MOE.
5. All teachers must have a counseling record book which should have a detailed record of all the counseling done. Where necessary, there must be a follow-up report on the changes noticed in the student's behavior.
6. Each counseling report must have the following:
 - date
 - offender's name
 - Offender's confession-the wrong behavior and the expected behaviour, which rule was disobeyed.
 - Agreement by the offender.
 - Signatures of the counselor, offender and the witness.
7. If you are not confident to take up counseling, you could seek assistance from someone but your presence during counseling session is compulsory as the counselor will do the talking and you will have to do the writing/recording.
8. Counseling may be carried out through mother tongue when the need arises.

NOTE:

THE OVERALL AIM OF COUNSELING IS TO BRING ABOUT A POSITIVE CHANGE IN STUDENT BEHAVIOUR.

PROCEDURES FOR DEALING WITH SUSPENSION

The following guidelines are to be followed when dealing with any suspension cases at DREKETI CENTRAL COLLEGE.

1. Only the school principal has the authority to suspend students.
2. The district education office needs to be well and timely informed of all the suspension cases.
3. Parents and guardians also should be informed as to why their child / ward have been suspended, the length and conditions of suspension.
4. The maximum period of suspension is between two to ten days, depending on the nature of the offence.
5. The student must return to school immediately following the end of the suspension period.
6. Must not allow a student who is suspended prior to the end of the day to leave school grounds until an arrangement to get the student home is agreed to with the student's parent/ward. Must give an opportunity for parents to respond.
7. Conditions attached to the suspension must specify the following.
 - Any permission granted to the student to attend school during period of suspension.
 - School's rule for suspended student entering school property without permission.
8. Educational instruction for suspended student:
 - Staff must provide suspended students with educational instructions during the period of suspension.
 - Staff must provide suspended student every opportunity to continue with their education programme and course requirements, opportunity to complete assessments conducted during period of suspension.

NOTE:

THE ABOVE GUIDELINES ARE IN LINE WITH MOE GUIDELINES FOR SUSPENSION.

PROCEDURES FOR CARRYING DETENTION

The following guidelines are to be followed when dealing with any detention cases at DREKETI CENTRAL COLLEGE.

1. Regardless of the duration of detention, detaining students either during school hours or after school can only take place when a teacher has contacted and informed parents of the reasons and duration of the detention.
2. Parent and teacher should agree on the way the student will return to parent's care after the detention.
3. If duty of care requirements cannot be met, an alternative must be looked at.
4. Teachers must keep records of the use of detention. The following details must be kept by the teacher.
 - Date of detention.
 - time of detention
 - length of detention
 - Nature of detention.
5. There are several detention activities and while giving the detention, the teacher must take into account the potential emotional, academic and social impact on the student.
6. Withdrawal of students from class shall not be a measure of detention.

GUIDELINES FOR SCHOOL BASED DETENTION

Dreketi High School divides the corrective measures (**detention**) into two categories, the Non Academic Measures and the Academics measures. Academic offences are those that are directly related to the student's academic work such as incomplete homework, speaking in vernacular, notes incomplete, etc. Non Academic offences are those that are directly related to the student's indiscipline behaviour in or out of school. (refer to offence table).

The Detention List

The detention guideline list for Dreketi High School is:

Non Academic Measures		Academic Measures	
1	Classroom/special room cleaning.	1	Extra reading programmes
2	Picking rubbish/Raking.	2	Preparing book/article summary
3	Scrubbing/Mopping	3	Extra study programmes
4	School/office cleaning.	4	Extra time to complete given work
5	Working in flower gardens.	5	Writing journals
6	Compound cleaning.	6	Completing task & projects
7	Ablution block cleaning.	7	Extra review questions/tutorials
8	Working in hostel/agriculture gardens	8	Prepare charts, posters, morning talks, short notes

The Supervision of Detention

The supervision of detention students will be done by:

1. Non Academic measures – Supervised by the respective TOD 3-4pm on Tuesdays and Thursdays
2. Academic Service Measures:
 - i. Homework not done – ensure that the work is completed by the end of the day supervised by subject teachers.
 - ii. Speaking in vernacular
 - extra reading programme during lunch and prepare the summary (100 – 150 words) and submit to the conselors.
 - write journals and prepare morning talks, charts, posters and submit to the form teachers
 - iii. Incomplete activities
 - ensure that the work is completed by the end of the day supervised by subject teachers.
 - prepare charts, posters and submit to the Subject Teachers
 - iv. Project not done/incomplete – ensure that the work is completed in the next few days according to the subject teacher's discretion and supervised by subject teachers. [Agreement to be signed].

NOTE:

- ❖ **THE ABOVE GUIDELINES ARE IN LINE WITH MOE GUIDELINES FOR DETENTION WHERE THE STUDENTS SHOULD REACH HOME SAFELY AND ON TIME.**
- ❖ **ALL DETENTION MUST BE DONE WITH DUE CARE.**

THE SPOT CHECK POLICY

Spots check in Dreketi High School is done to check the student do not carry, supply and possess prohibited material while in school or on journey to or from school.

The spot check policy for the Dreketi High School states that:

1. Spots check will take place when the need arises.
2. The checking will include bags, desk and pockets.
3. The things to look into:
 - Forbidden items.
 - Decorative items like dye, gel, jewelry, mirror, lip gloss, eye linear
 - Romantic liaising items
 - Sharp objects like knife
 - Musical item e.g. CD's, movies, music box
 - Mobile phones.
 - Drugs, alcohol and cigarettes.
 - Wrist bands and rubber band
 - Porno graphics materials – magazines, photos, articles.

4. If any of the items listed in 3 is found, the items shall be label properly and given to the office immediately after the spot check.
5. The item found or information gathered will then be used classify the grade of offence and appropriate measure will than take place according to the procedures for dealing with discipline issues.

USE OF MOBILE PHONES BY STUDENTS

6.

Students are not allowed to bring mobile phones to school. If there is a need for the students to make a call then they need to request the admin officer to use the school phone. Any parent, guardian or family member who wishes to contact the student during school hours has to make a call on school phone and the office will make arrangement.

THE SCHOOL RULES

1.0 BEHAVIOUR AND CONDUCT

- 1.1 Every student must show the highest standard of behaviour and conduct at all times.
- 1.2 Every student must be loyal, respectful and obedient to ALL staff members and their representatives (e.g. Prefects)
- 1.3 Every student must respect and cooperate with each other.

2.0 PUNCTUALITY

- 2.1 Every student must be in school by 7.50am each day
- 2.2 Every student must be punctual to ALL school activities.
- 2.3 Every student must remain in the school compound throughout the day unless official permission is granted for a student to leave the compound by the Principal/ Vice(or the Assistant Principal) only in the case of a student who is declared medically unfit by a medical officer.
- 2.4 All the students must leave the compound by 4pm unless authorized by the Principal or the Vice Principal to remain for a longer period.
- 2.5 Except for boarders and students living within the compound and those with lunch pass, all students must have lunch in school.

3.0 APPEARANCE

- 3.1 Every student must be neat and presentable throughout the day
- 3.2 Every student must wear his or her uniform in the proper manner to and from school (white shirt/blouse and grey sulu/skirt)
- 3.3 Sports uniform should be worn during physical education and outdoor activities only.
- 3.4 Make up and jewellery (except for studs) are prohibited. (studs should either be gold or silver.)
- 3.5 Hairstyle – Dyeing of hair and excessive use of gel is strictly prohibited. There should be no fancy haircuts and No Threading.

Girls

- Girls with long hair [below the collar] must have two plaits parted in the middle and tied with white ribbons
- Girls with short hair should have it neatly maintained and it should be above the collar.
- Fringe, punk and hair band is not allowed.

Boys

- Boys must have either No. 2 or No. 3 haircut. Fancy cuts (Mohawk, V-cut) is not **allowed**
- Punk is not allowed
- Boys must come clean shaven every day. (no moustache, beard and long sideband)

4.0 SUBSTANCE ABUSE

Illegal drugs, alcohol, smoking, sniffing glue and benzene, whether inside or outside the school premises is strictly prohibited and will result in severe disciplinary action. The Police will be consulted if it is beyond the school's control.

5.0 ROMANTIC LIAISON

- 5.1 There is to be no boy/girl relationship (romantic liaison). Romantic liaison encompasses writing love letters, petting, necking and sexual relations.
- 5.2 Any student found to have a romantic relationship will be severely disciplined.

6.0 GENERAL

- 6.1 All students must complete the homework and assignments given to them. Students failing to complete their homework will be disciplined accordingly.
- 6.2 Every student must speak in ENGLISH AT ALL TIMES in school except under special circumstances (e.g Vernacular classes).
- 6.3 Physical Education, Sports and farm work are COMPULSORY to ALL students except for medical cases.
- 6.4 Mobile phones and other gadgets are to be declared at the office before use by students.
- 6.5 No student is to enter another form unless he or she is a Senior Prefect or has been authorized by the Form Teacher of that form or the Vice Principal or Principal to do so.
- 6.6 Students are to have lunch in the classroom, foyer or under the shade.
- 6.7 All students are to read and not to engage in any other activity during the DEAR program.
- 6.8 Any student deliberately damaging or neglecting school property will be fined as per cost of damage.
- 6.9 Students wishing to enter the school compound after hours for an urgent reason must obtain permission from the Principal preferably at 3:00pm.
- 6.10 Trespassing into teacher's compound is forbidden.
- 6.11 Trespassing into the schools compound after hours is prohibited.
- 6.12 Calculators will be used from forms 3 – 7
- 6.13 Chewing gum is prohibited.
- 6.14 Objectionable literature may not be brought into the school. Objectionable is determined by the school.
- 6.15 The perpetration of any criminal act by a student will result in severe disciplinary action. Included in this will be break-ins, damaging properties, assault and stealing (theft)
- 6.16 All students MUST recite the National Pledge and sing the National Anthem during assemblies.
- 6.17 Proper footwear should be worn at all times. Closed footwear is recommended for practical and lab classes.

EFFECTIVE DATE: 7th of May, 2018.

REVIEW DATE: 3rd of May, 2018.

APPROVED BY THE SCHOOL PRINCIPAL.