



# HPS - LEARNERS' CODE OF CONDUCT

## 1<sup>st</sup> ED

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**I have read the rules below and I agree to support my child to obey them.**

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Learner: \_\_\_\_\_

Date: \_\_\_\_\_



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#### **THE GOLDEN RULE**

The most important rules at HPS is:

1. Do not do anything which will shame you or the school.
2. Do not do anything that may harm you and/or others.
3. Be considerate, respectful and courteous towards everybody.
4. Treat others as you would want to be treated.
- 5.

#### **SCOPE OF THE RULES**

The rules of HPS apply to all learners, teachers, administrative staff and parents whose children are enrolled at HPS.

#### **GENERAL STATEMENTS**

1. HPS is committed to create a learning environment which is safe, environmentally-friendly, hygienic as well as morally and socially adaptable.
2. The school rules constitute principle guidelines and provide a framework within which the relationships and behaviours among key stakeholders will be regulated and monitored. The rules countervail HPS' risk exposure to irresponsible behaviour from any quarters. The intent of the rules is to clarify expected behaviour and conduct of the school's key constituents.
3. HPS respects and upholds the fundamental human rights and rule of law and guarantees fundamental freedoms of the learners to learn, teachers to teach and managers to manage.
4. Everyone at HPS is equal before the law as such the application of the school rules shall be consistent and impartial.
5. Consistent with our belief that every learner is destined by God to succeed, the school rules are meant to ensure that learners' God-given talents are not inhibited in any way.

#### **ATTENDANCE**

Regular attendance to all classes is a must as it is necessary for academic success. The only acceptable reasons for non-attendance are personal illness and/or death of a close family member (doctors' slip and death certificate will be required). Regular health checks and dentist's appointments should be scheduled after school. Absence for any other reason must be cleared in advance by the Principal's office. For excused absences, teachers will be required to give learners make up tuition for all missed work. Supervising teachers are expected to control this in terms of quality and quantity of the remedial intervention.

#### **LATENESS AND TARDINESS**

Failure to get to class on time is one of the serious reasons for lack of academic progress for most learners. Therefore, HPS places a high premium on punctuality. Hence, lateness and/or



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tardiness is a serious offence at HPS. Habitual lateness to school or subject class will result in detention and may require a parent conference and other disciplinary actions.

### ILLNESS

Learners who become ill during the school day may not go home without the company of a parent or guardian. Every learner must therefore have an emergency contact number which provides the parent's/guardian's telephone numbers (home and work). This information must be presented to the Principal's office on the first day of school. It is also advisable to include the contact details of the next of kin on the emergency contact info. Furthermore, the school must be informed the parent's/guardian's wishes, for example, in serious cases, whether or not the school should take the learner to the nearest hospital. In cases where a learner "feels ill" during a class period, such a learner should request a pass to the FIRST-AID and report there as quickly as possible. Necessary arrangements will be made at this office on the next cause of action. When it is necessary for a learner to take internal medication (prescribed medicine) during school hours, the following procedures must be followed:

- The parent/guardian must submit a written request to the school's FIRST-AID.
- Instruction from the physician how the medication must be taken or applied must accompany the medicine. The instruction must show the type of medicine, dosage and how often it should be taken or applied.
- Only medication to be applied or taken at a consistent time will be administered at school.
- The school will only accept to administer medication that is original and in a sealed container.

### MEDICAL EXCUSE FROM PHYSICAL EDUCATION

Regular participation in physical education classes is a curriculum requirement as such all learners are expected to participate. Exemptions are only considered if participation in physical education would endanger a learner's health or under written recommendation of a learner's physician. If the restrictions of a physician are for a prolonged period, the reasons for the restrictions and the types of restricted activities should be specified. Alternative work or assignment will be given to the learner during the period of restriction.

### DISCIPLINE AND CONDUCT

Every learner will receive and sign a copy of these school rules at the beginning of the school year. The meting out of discipline as per these rules will be a tripartite affair between the learner, teacher and the school principal. Occasionally, and under very rare circumstances, will the parents/guardians be involved. The school will ensure that learners and teachers will be exposed to ways and means of handling conflict peacefully.

Violating one of the rules listed below will attract appropriate disciplinary measures:



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- At HPS learners are not allowed to carry cell phones, iPod and other electronic devices.
- Political party colours and other paraphernalia are not permitted in the school premises.
- All learners are expected to show courteous behaviour toward each other, teachers, support staff and visitors to HPS.
- Attendance and punctuality to school and all classes are compulsory.
- Cutting classes is not tolerated at Highgate.
- Loitering around bathrooms, offices and moving from class to class aimlessly is not allowed.
- HPS learners are not allowed to trespass at other schools.
- In order to promote orderly behaviour, learners should follow directions and instructions from teachers in class and/or school personnel in the school premises.
- Gang and gang-like activities and behaviours will not be tolerated.
- Cursing, foul language, woofing, threatening language, bullying, fighting and attacking someone are prohibited and not tolerated at Highgate.
- HPS is a drug-free zone, as such the following behaviours are prohibited:
  - Smoking – in class or school grounds. Mere possession of tobacco or products of tobacco is an offence
  - Use of illicit drugs, of any kind. There are harsh penalties for those who found using or promoting the sale of any controlled substance.
  - Drinking alcohol. Mere possession of alcoholic beverages is an offence.
- Gambling, stealing and destroying property are prohibited.
- No knives or other weapons, including BB guns are allowed in the school premises.
- Matches, lighters, explosives and other dangerous chemicals or materials are prohibited at school (except under the guidance of a teacher when such items are required for learning purposes).
- Pornographic and any other offensive materials are not allowed.
- Distributing literature or any form of written matter, without the permission of the school authority) is prohibited.

### **FIRE DRILLS**

As a safety measure, fire drill will be held periodically throughout the year (at least once every quarter). Learners and everyone on the school premises, at the time, are expected to follow instructions for exiting, classrooms, corridors and offices. Such instructions will ordinarily be posted in each classroom and office.

### **DRESS CODE**

As a general rule, learners and staff of HPS are expected to be dressed in attire that is appropriate for school. If the school authority determines that a learner's attire is inappropriate, the learner will not be allowed to attend classes until the appropriate attire is put on. The uniform should be worn tidily and correctly at school and between home and school. The full



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school uniform must be worn at all times. Shirts are to be tucked in; socks are to be pulled up. Free wear days will be declared by the principal from time to time.

#### GROOMING

Learners' hair must be kept clean and tidy at all times. Hair colouring and fancy styles is not allowed. Hair colour must be natural – no dye or highlights are allowed. For boys, the length of the hair should not be longer than “number 2” cut. For girls, no fancy braids or styles are allowed. Longer hair or braids should be neatly tied, “ponytail” and should be off the face. The fringe when combed or straightened must not hang in the eyes.

- No jewellery is to be worn.
- Make-up is not allowed.
- No piercings are allowed. In particular, clear plastic studs, or otherwise, used to maintain the ear piercing, are allowed.
- No tattoos are permitted. If a learner already has permanent tattoos, these should never be made visible.

#### LEARNERS' PERSONAL PROPERTY

Learners are not permitted to bring to school valuables such as radios, cameras and other similar gadgets. Learners are cautioned not to carry large amounts of money. Learners who wear glasses or watches should take extreme care of these items. The school will not be responsible for loss of personal property including money. Skateboards, scooters and fancy bicycles or bicycle accessories are not allowed at school. All articles of clothing, shoes, books, bags and other personal property should be clearly marked with the owner's name. No responsibility can be accepted for unmarked property. Learners are required to report '**Lost and/or Found**' items to the Principal's Office.

#### MOBILE PHONES

- Mobile phones will be allowed at school BUT must be switched off at all times and submitted to the secretary for keeping and should be collected when leaving the school.
- Learners will only use the phones in class as learning devices with the **express** permission of the teacher. The use of mobile phones in class be initiated and controlled by the teacher. The teacher shall take appropriate action against a learner who violates this rule in class.
- Learners are not allowed to use mobile phones in the school grounds, even during break time.
- The only time learners are allowed to use mobile phones without the teacher's permission is when they are on their way **to and from** school.
- Mobile phones will not be confiscated except in circumstances where a member of staff considers the device to be a harmful or disruptive.
- The security and protection, within reason, of the mobile phone will be the responsibility of the learner.



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### OTHER DEVICES (LAPTOPS, NOTEBOOKS, TABLETS)

- Devices such as laptops, notebooks, and tablets are permitted in the school.
- The use of these devices in class is by the express permission of the teacher.
- Learners will not be allowed to use these devices in the school grounds during break time.
- These devices will not be confiscated except in circumstances where a member of staff considers the device to be a harmful or disruptive.
- The security and protection, within reason, of the device will be the responsibility of the learner.

### EXIT PASSES

Learners are required to remain in the school grounds and attend all classes at all times.

No learner may leave the school grounds during break time without prior permission from the school authority. This includes collecting books, gears or items from cars.

When leaving the school grounds, a learner will be required to sign in and out at the Principals' Office.

### LEAVE APPLICATIONS

Parents are kindly urged to carefully consider the effect on learning before asking for a child's leave during school time. In rare and exceptional cases, the school will grant leave of absence from school to a learner. The process of applying for leave requires a parent/guardian to write to the Principal well in advance, notifying dates, and the reason for absence. Each application is considered carefully by all the learner's teachers and the Principal before permission is granted.

### VISITORS

Learners are not allowed to bring visitors to the school. However, parents and guardians are allowed and encouraged to make an appointment to see a teacher or principal for the purpose of issues concerning their child or for any other similar reasons.

### HONOUR ROLL

HPS is a school of excellence. As such, all learners are encouraged and motivated to pursue academic excellence. For this purpose, an honour roll is established. At the end of each semester, the principal will publish and post an honour roll. To be placed on the honour roll, a learner must achieve an 90% or higher in five subjects, two of which must be English and Mathematics.

### AFTER-CARE PROGRAM

After-care program is provided at HPS between announced times for **three days a week**. After-care program is not necessarily for slow learners; it is meant to instil enduring academic and



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studies habits and to augment regular tuition for all learners. Thus, all learners are expected to participate in the program.

### **SUSPENSIONS**

Deliberate and continuous refusal to carry out school assignments, even though one is able to do so, is reasonable ground for suspension from the school. Other actions for which a learner may be suspended include: insubordination, disorderly behaviour, vicious and/or immoral conduct, illegal action, and persistent violation of the school rules and regulations.

**By HPS Management**