



# Code of Conduct

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**Sacred Heart  
Primary School**  
2006 - 2007

**Sacred Heart Primary School**  
St. John's, Saba  
Telfax: 416 3281  
Principal: Mrs. Diane Wilson  
[sacredheartprimaryschool@yahoo.com](mailto:sacredheartprimaryschool@yahoo.com)



Tr. Jet, for SHS



# Parent and Student Acknowledgment

The **Code of Conduct** has been developed to help your son or daughter gain the greatest possible benefit from school experiences.

Since you as parents/guardians can be held responsible for the actions of your children, you should be involved in the education of your children.

The school, together with you as parents, and the students, can help maintain an atmosphere where students can learn.

This code is in force:

- During regular school hours;
- During bus transportation;
- During extra-curricular activities, such as: gym, library, church, Child Focus, field trips.

Please, take the time to sit down with your child(ren) and read this **Code of Conduct**.



.....  
Please, sign, cut along the line, and return this page to school, to let us know that you have read and discussed it with your child(ren), and that you agree with it. Thanking you in advance for your cooperation.

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date



# Introduction to Code of Conduct

**SHS school motto:**

**Working together is achieving together.**

In order for instruction to occur and learning to take place in our school, there must be a cooperative relationship between the school system, the parents or guardians, and the students.

To assure success, the school, the parents or guardians, and the students all have responsibilities.

The responsibilities are written down in this Code of Conduct.

Please, take some time to read the Code of Conduct. Then sign the acknowledgment slip to express your cooperation.

You can ask your child's teacher all your questions at the parent information evening in September, or call us at 416-3281.

Hoping for a fruitful cooperation,

Diane Wilson  
Principal

# Staff Responsibilities

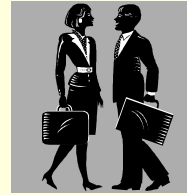


It is the responsibility of the **teaching staff** to execute the following tasks:

- a. Timely preparation of lesson plans and work schemes;
- b. Preparation of progress reports (weekly, monthly, termly, yearly);
- c. Teach strategies and techniques, including homework, to address the holistic development of the child;
- d. Maintain discipline within the classroom, pertaining to school rules and regulations;
- e. Adhere to playground duties in accordance to school schedule;
- f. Attend and participate in staff development programs;
- g. Perform any relevant duties assigned by school management;
- h. Interact with entire school community;
- i. Maintain regular contact with parents.

**A teacher affects eternity; he can never tell where his influence stops.**

**-- Henry Brooks Adams**



# Dress Code

for teachers and auxiliary staff

**There is a necessary limit to our achievement, but none to our attempt.**

**-- Phillips Brooks**

Teachers and auxiliary staff are expected to be **dressed professionally** for school duties.

The following is considered inappropriate attire for school:

- low cut, thin strapped tops;
- revealing undergarments;
- slippers, sports sandals;
- tight fitting garments;
- mini skirts, shorts, jeans;
- adornments that will distract the teaching/learning process.

The use of cell phones and walkmans is not permitted on school premises.

Our school is a smoke- and drug-free environment.

# Student Dress Code



All students are expected to arrive at school decently dressed and groomed:

- **Students' uniforms** shall be neat and clean.
- **Shoes or sneakers** shall be worn; not slippers.
- **Hats and bandanas** (unless approved by the principal) are prohibited on school grounds during regular school hours.
- **Hairstyles** must be well groomed and neat. Boys' hair must be low cut; girls should not have excessive adornments.
- **Underwear** of any type must not be visible.
- Simple, non-decorative watch and a short necklace or chain are allowed. Small loops or stopper earrings for girls are allowed; no earrings for boys. **Excessive jewelry** is never allowed during school hours. All jewelry must be removed for gym.
- The use of **cell phones and walkmans** is not permitted on school premises.

The principal and staff shall be the final judge as to neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive or distracting.

## School uniform:

**SHS T-shirt to be bought at the Artisan Foundation in the Bottom.**

**With any jean skirt, or dark blue/black loose fitting pants (no designs).**

## T-shirt prices:

- small

**Naf 22.50**

- large sizes

**Naf 25.50**



# Parent/Guardian Responsibilities

**Respect is mutual.**

**-- Africa, Zulu Proverb**

You as **parents and guardians** can help in ensuring proper discipline in the school, by:

- a. **Showing interest** in your child's academic and social progress, at home and at school.
- b. **Making sure** your child goes to school clean, and appropriately dressed.
- c. **Working with school** personnel to avoid behavior and academic problems.
- d. **Teaching** your child by word and example, respect for law, for authority in the school and for the rights and property of others.
- e. **Providing** the school with payment for lost or damaged instructional material, as a result of willful act of your child.
- f. **Making sure** your child is on time every day.
- g. **Notifying the school's** administration in writing or by phone of your child's absence from school, and reasons for such absence.
- h. **Making monetary contributions** for your child.
- i. **Making the home** a safe and happy sanctuary where learning in all forms is encouraged.

# Student Responsibilities



It is the **responsibility of the students** to:

- Be in school every day;
- Be actively involved in learning activities;
- Respect and be tolerant of individuals;
- Respect the property of the school and of each other;
- Use appropriate and responsible behavior at all times;
- Complete all assignments to the best of your ability;
- Wear the school uniform in a proper manner;
- Be properly groomed (see Dress Code, page 10);
- Ensure that you are in possession of relevant materials for the learning process;
- Be accountable for misbehavior (see Student Action Plan, page 5).

**Your actions speak more than 1000 words.**



# Behaviors and Discipline cont'd

**The difference between good and great is just a little extra effort.**

**-- Duffy Daugherty**

- **Leaving school grounds without permission:**  
Parents will be informed.
- **Defiance/Insubordination:**  
Parents informed, suspension, remedial action.
- **Misconduct on the school bus:**  
Driver informs the principal. Regular misbehavior, then parent finds alternative transportation.
- **Vandalism:**  
Replace damaged property, alternative action.
- **Electronic equipment in school:**  
Confiscate equipment for a period of time.
- **Bullying:**  
Conference, parental involvement, follow-up action with relevant authorities.

# Behaviors and Discipline



The following paragraph describes some serious misbehaviors and the way the teaching staff will respond to them. This list is by no means complete, but serves as an example for you, to see when you as parent/guardian will be involved.

## - **Stealing:**

Warning, return of property, parents will be notified. Consistent offender, then social worker and police will be informed.

## - **Cheating:**

In addition to any disciplinary action, the teacher shall record a "0" for each act of cheating.

## - **Possession of dangerous objects:**

Confiscate, warning, parental involvement.

## - **Verbal abuse:**

Warning.

## - **Profanity/cursing:**

Warning, time-out, inform parents.

**Grief and joy  
are a revolving  
wheel.**

**-- India,  
Tamil Proverb**



**The mark of a  
good action  
is that it  
appears  
inevitable in  
retrospect.**

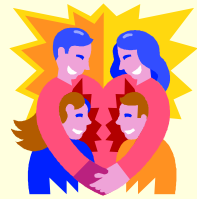
**-- Robert L.  
Stevenson**

# Cooperative Discipline Plan

When your child shows poor behavior in class, he/she will have to fill out the **cooperative discipline student action plan**, as printed below.

1. Which rule did I choose to break?
2. Why did I break this rule?
  - ◆ I wanted to be in charge of what was happening.
  - ◆ I wanted to challenge the teacher's authority.
  - ◆ I wanted to avoid doing my work.
  - ◆ I wanted to be sent home.
  - ◆ I wanted to be noticed by my teacher.
  - ◆ I wanted to be noticed by the other kids.
  - ◆ I wanted to get out of work, I didn't think I could do correctly.
  - ◆ I wanted to get even with someone.
3. Is there any other reason why?
4. What could I have done differently?
5. Did I apologize for my misbehavior?

# Disciplinary Actions



Different types of **disciplinary actions** are used in the school:

## a. Detention

A student will remain in class during break or after school. Notice will be given to the parents; transportation will be provided by the school.

## b. In-school suspension

A student may be assigned to a designated room for the purposes of serving as an in-school suspension or time-out.

## c. Out-of-school suspension

A student may be suspended from school or class for up to 5 days for serious misdemeanors. The student is not permitted to return to the school grounds or attend school activities. The parents will be informed and the student has to report to the social worker daily.

## d. Student work assignment or school service

In lieu of other forms of disciplinary action, the principal or teacher may assign a student work detail.

**Contact the school if you have any questions:  
416 3281**



# Disciplinary Actions cont'd

**Support us in using the Cooperative Discipline Plan**

## e. Expulsion

A student may be expelled from school upon recommendation of the school board and other relevant authorities.

Other **disciplinary actions** that are used at Sacred Heart, are:

## f. Warnings

## g. Behavioral contracts

## h. Time-out from class

A teacher may temporarily remove a student from class, for:

- being unruly;
- being very disruptive
- being abusive.

This seriously interferes with the teacher's ability to communicate effectively with the class, or with the ability of the student's class mates to learn.

## i. Student Action Plan

If students have difficulty functioning in class, they are required to complete the student action plan form (see page 5).

## j. Counseling

## k. Withdrawal of privileges