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**VIRGIN OF THE PRESENTATION (SCHOOL SONG)**

Virgin of the Presentation  
Humble handmaid of the Lord  
Mother by predestination  
Of the one incarnate Lord  
Bless our school and bless us all  
Bless our school and bless us all  
On thy loving care we call (repeat)

In the temple precincts dwelling  
Close to God immaculate  
Thou dost join the chorus swelling  
From its courts to heaven's gates  
Guard our youth from every ill  
Guard our youth from every ill  
Help us ever do God's will (repeat)

Virgin of the presentation  
Help us when life's task is done  
At the end of our probation  
Deign present us to thy Son

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**The Code of Conduct**  
**Of**  
**Presentation College Chaguanas**

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## **RATIONALE**

Section 27 of the Education Act (Chapter 39:01 of The Laws of Trinidad and Tobago) gives Principals, *inter alia*, the responsibility for:

- ◆ The supervision of the physical safety of the students  
(27 (a))
- ◆ The discipline of the school ( 27 ( d ) )

In response to these guidelines, rules and regulations that speak to the safety and discipline of our students have been formulated over the years. They have now been revised and presented in this comprehensive format to be made available to all stakeholders.

This Code of Conduct document represents a broad articulation of rules and regulations that would:

- guide our daily existence here at College
- act as a solid framework of behavioral expectations for students and staff
- help set and maintain our unique tone and ethos as a Catholic boy school.

Where the rules and regulation may be silent, it is expected that common sense and moral courage would guide the student to act appropriately in any given circumstance.

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## **9: SIGNS, DECALS AND LOGOS**

901: Any representation in verbal or graphical form of:

- ◆ illegal drugs or drug associated sub-culture;
- ◆ gang or “gangster” style symbols;
- ◆ other anti-social or offensive material; seen on property, clothing, or person is to be obliterated or otherwise removed at once.

## **10: OTHER REGULATIONS**

1001: The Principal may from time to time articulate specific regulations concerning other aspects of school life including, *inter alia*:

- ◆ Examination Regulations
- ◆ Time Table regulations
- ◆ Detention Regulations

which would be communicated to the student body for immediate application when the need arises.

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## **7: VISITOR ETIQUETTE**

701: After being recorded at the gate, all visitors to the school, including past students, must proceed to the main office as directed by security to make enquiries therein.

## **8: ELECTRONIC PARAPHERNALIA**

801: All electronic devices including but not limited to compact disc players, radios, I-Pods, game boys, and accessories are prohibited from school, unless:

- I. brought to school with the mutual consent of a parent and teacher for a prescribed school related activity;
- II. as practicably as possible lodged with the administration for safekeeping.

802: Cell phones are allowed in school under the following conditions.

- ◆ Cell phones must remain off during school hours;
- ◆ Cell phones must not be visible in hand or on person;
- ◆ Evidence of breach of (I) above would result in the immediate confiscation and examination of the cell phone, with its subsequent return to a parent.

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## **1: THE AUTHORITY OF THE SCHOOL**

101: All students are subject to the immediate lawful control and direction of teachers, auxiliary and ancillary staff members, security officers and other personnel, such as appointed School Prefects and Monitors, to whom such responsibility has been delegated and defined by the Principal.

102: The rules and regulations for students, whether in or out of uniform, apply anytime:

- ◆ a student is on school property;
- ◆ a student is attending school;
- ◆ a student is presumed by law to be attending school;
- ◆ a student is coming to or from school or school-related events;
- ◆ a student is in attendance at or participating in a school-sponsored activity.

## **2: STUDENT RIGHTS**

201: Students have the right to:

- ◆ be treated with dignity and respect;
  - ◆ receive reasonable and fair treatment;
  - ◆ have a safe and orderly environment in which to learn;
  - ◆ be informed of the rules of conduct.
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### **3: STUDENT RESPONSIBILITIES**

**301:** Students have the responsibility to:

- ◆ attend school punctually and with regularity;
- ◆ treat others with respect and refrain from discrimination against others because of race, class, ethnic origin, sex, creed, or disability;
- ◆ treat school property and the property of others with respect;
- ◆ listen courteously to others' opinions and points of view;
- ◆ come to class with all necessary materials and be prepared to learn;
- ◆ complete all assigned work to the best of their ability;
- ◆ use class time appropriately;
- ◆ take home and return required forms;
- ◆ maintain standards of academic performance commensurate with their ability.

### **4: THE DRESS CODE**

401: The purpose of the Dress Code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Personal appearance should not detract from the educational process.

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### **The Library**

607: All students are under the jurisdiction of Library staff at all times, and are to follow the library regulations posted.

608: No students are allowed into the Library during class time unless accompanied by a teacher or without showing proof of authorization by the Principal, Vice Principal or a Dean.

### **The Cafeteria**

609: All students are under the direction of the cafeteria staff once around the cafeteria area and are to follow the cafeteria procedures set out by the cafeteria staff.

610: No student may buy items outside of the prescribed cafeteria hours unless given express permission by a Dean.

### **The Grounds**

611: Students are free to roam the school grounds outside of class time, except for the following areas deemed out of bounds:

- ◆ The teachers' parking area, unless the authorized driver of a vehicle;
  - ◆ The immediate vicinity of the school gates unless in the act of entry or exit;
  - ◆ All stairwells, except for through traffic.
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ix. Non-attendance at classes while present at school is a serious breach of discipline.

x. Students are to remain seated in their classrooms in the eventuality of teacher absence.

## **6: REGULATIONS ON USE OF ROOMS, BUILDINGS AND SCHOOL GROUNDS**

### **The Classroom**

601: The Form Class and corridor adjacent to each class become the responsibility of the boys of that class in terms of tidiness and cleanliness.

602: All teaching staff must ensure the cleanliness of the classrooms before teaching takes place.

603: No physical games are to be played in the classrooms and corridors.

### **The Staffroom and Administrative Offices**

604: Students are not allowed in the staffroom or administration area without the express permission of a teacher.

### **The Laboratories**

605: The laboratories are out of bounds to students unless a teacher is present.

### **The School Hall**

606: The School Hall is to be used only in the supervisory presence of a teacher or similarly authorized supervisor during class time.

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402: Responsibility for the dress and appearance of students rests primarily with the students themselves and parents/guardians.

403: Students shall adhere to all aspects of the dress code while in uniform, whether or not they are on the school compound.

404: Should a student not be able, for good reason, to comply with the dress code for the school, a written excuse from the parent/guardian must be provided on that day in the student's Home Work Note Book.

405: No stylistic modifications of our school uniform (creased collars, ironed patterns, pleated or "gunmouth" pants etc.) are allowed.

406: The school uniform consists of:

- ◆ a prescribed white shirt with printed or embroidered pocket school monogram;
- ◆ a plain white undershirt or vest (which may have a prescribed school print);
- ◆ prescribed unpleated khaki (for Form 6 dark blue) pants of conservative cut, with plain black or brown belt;
- ◆ plain all-black shoes with socks and lacings;
- ◆ the House wristband (optional)

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407: The Physical Education uniform consists of:

- ◆ a white t-shirt;
- ◆ a plain black drawstring football style short pants;
- ◆ plain all-black shoes.

#### **HAIRSTYLES, ACCESSORIES AND GENERAL APPEARANCE**

408: Hairstyles must be simple and well groomed, devoid of accessories and stylistic marks, and should not draw undue attention to the student.

409: No displayed jewellery other than a wristwatch and the official school ring is allowed.

410: Official house wristbands, and other school sanctioned wristbands and club pins are encouraged to be worn.

411: Adherence to the basic principles of personal hygiene is an obvious requisite.

#### **5: STUDENT ATTENDANCE**

501: Students assume the responsibility to attend school regularly and on time. Parents\guardians have the responsibility to inform the school of their child's / ward's absences and to account for each absence.

502: Regular school attendance promotes academic success. Late arrivals deprive students of important instructional time. Persistent late arrivals will result in disciplinary action.

i. All students are expected to be present and on time each day

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the school is open during the school year.

ii. Students may not be absent from, or late to school, without the timely acknowledgement of parents or guardians; such acknowledgement must be communicated to the school on the next day of the pupil's attendance by means of a written excuse in the Home Work Note Book to be presented to the Form Teacher of the pupil's class.

iii. Students face disciplinary action should they not present timely written excuses for being late or absent for school.

iv. Foreseen absences must be communicated to the school in advance.

v. Unforeseen absences of more than two days should be communicated to the school immediately by telephone or by a parental visit to the school.

vi. Excessive lateness or absences by a student would necessitate a parental conference with the Principal, with a referral to the Ministry of Education if the situation does not improve.

vii. Any student wishing to leave during school time due to illness must first inform administration who would then contact parents.

viii. Leaving school without permission is a serious breach of discipline.

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