



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

## **RATIONALE**

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

- I. The supervision of the physical safety of the students (27 (a))
- II. 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, and 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.

### **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:

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

## **2: STUDENT RIGHTS**

201: Students have the right to:

- I. be treated with dignity and respect;
- II. receive reasonable and fair treatment;
- III. have a safe and orderly environment in which to learn;
- IV. to be informed of the rules of conduct.

## **3: STUDENT RESPONSIBILITIES**

301: Students have the responsibility to:

- I. attend school punctually and with regularity;
- II. treat others with respect and refrain from discrimination against others because of race, class, ethnic origin, sex, creed, or disability;
- III. treat school property and the property of others with respect;
- IV. listen courteously to others' opinions and points of view;
- V. come to class with all necessary material and be prepared to learn;
- VI. complete all assigned work to the best of their ability;
- VII. use class time appropriately;
- VIII. take home and return required forms;
- IX. maintain standards of academic performance commensurate with their ability.
- X. Use social media responsibly so as not to bring our school in to disrepute

## **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.

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 day, a *written excuse* from the parent/guardian must be provided on that school day in the student's Home Work Note Book.

405: During the day if the school shirt or pants is unsuitable to be worn (damaged or soiled), the student can go to the office to possibly have a replacement.

406: No stylistic modifications of our school uniform (creased collars, ironed patterns, pleated or tapered pants etc.) are allowed. Jackets/hoodies/sweaters are only allowed inside the air conditioned classrooms and NOT during the assembly.

407: The school uniform consists of:

- I. a prescribed white shirt with printed or embroidered pocket school monogram with shirt tucked in pants at all times
- II. a plain white undershirt or vest (which may have a prescribed school print)
- III. prescribed unpleated khaki (for Form 6 dark blue) pants of conservative cut, with plain black or brown belt with no studs; No jeans/denim material
- IV. plain all-black shoes with black socks and lacings.
- V. the House wristband (optional)
- VI. for formal events black dress pants and school shirts are recommended

408: The Physical Education uniform consists of:

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

## **Hairstyles, Accessories and General Appearance**

409: Hairstyles must be short, simple and well groomed, devoid of accessories and stylistic marks, and should not draw undue attention to the student. Hair must remain in natural colour.

410: No displayed jewelry other than a black/brown/silver or gold wristwatch. No brightly coloured watches allowed. The official school ring is allowed.

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

412: Nails must be clean and short. Adherence to the basic principles of personal hygiene is an obvious requisite.

413: Only ONE religious accessory could be worn. If it is a chain it must not be visible.

## **5: STUDENT ATTENDANCE**

501: Students assume the responsibility to attend school regularly and on time. School begins at 7:55am. Any student arriving after this time is considered late.

502: Parents\guardians have the responsibility to inform the school of their child's\ward's absences and to account for each absence.

503: Home Work Note Book must have the parents' signature sample and contact information and should be brought to school each day.

504: 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 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. Non-attendance at classes while present at school is a serious breach of discipline.
- VIII. Students are to remain seated in their classrooms in the eventuality of teacher absenteeism.

## **6: PERMISSION TO LEAVE SCHOOL**

601: No student is allowed to leave the school compound without proper authorization.

602: No parent is allowed to pick up someone else's child until written approval is given from the approved parent/guardian.

603: Students wishing to leave the school due to an emergency can contact administration who would then contact parents.

604: Students wishing to leave the school during the day should lodge in the office a written letter from their parents'/guardian as soon as they arrive at school.

605: Leaving school without permission is a serious breach of discipline.

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

### **The Classroom**

701: Upon arrival of a teacher, students must stand and a prayer said to begin the class.

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

703: No student should exit the class between periods without permission.

704: Students should not tamper with the classroom furniture and safety paraphernalia.

705: No eating or drinking on the teacher's table.

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

707: No running or playing of any games in the classrooms or corridors.

708: No gambling and playing of any card games of any sort on the compound.

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

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

### **The Laboratories**

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

711: No playing, eating or drinking in the lab.

712: No removal of any apparatus/materials from the lab.

713: All safety protocols must be observed upon entry and exit of the lab i.e. use of lab coats, goggles etc.

### **The School Hall**

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

### **The Library**

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

716: No students are allowed into the Library during class time unless accompanied by a teacher or showing proof of authorization by the Principal, Vice Principal or a Dean.

### **The Cafeteria**

717: 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.

718: No student may purchase items outside of the prescribed cafeteria hours unless given express permission by a teacher. Cut off times for sales are 7:50am, 10:15am, 1:00pm.

### **The Grounds**

719: Students are free to roam the school grounds outside of class time save for the following areas deemed out of bounds:

- I. The teachers' parking area, unless the authorized driver of a vehicle
- II. The immediate vicinity of the school gates unless in the act of entry or exit
- III. All stairwells, except for through traffic.

720: Students using designated playing areas must ensure they are cleared of all litter.

## **8: VISITOR ETIQUETTE**

801: 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.

802: Enrolled students will only be allowed entry onto the compound once they are in full school uniform.

803: Visitors must observe dress protocol: No short pants, No slippers, No strapless tops.

## **9: ELECTRONIC PARAPHERNALIA**

901: 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.

902: Students are prohibited from playing games on the school laptops.



903: Students are not allowed to connect their personal electronic devices to any network without the school's permission.

904: School laptops must only be used in the presence or under the permission of a teacher.

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

- Cell phones must be powered off/switched off upon entering the school compound unless permission is granted by the principal or designated person in authority
- Cell phones must not be visible in hand or on person
- Cell phones must be free of all inappropriate content eg: sexual and/or profane lyrics, images, videos, movies etc.
- Evidence of breach of any of the above would result in the immediate confiscation and examination of the cell phone, with its subsequent return to a parent.

906: The school disclaims the liability for the loss of any electronic device.

907: If any device is stolen, the appropriate investigation will follow.

908: All visiting students are also bound by the school's code of conduct.

## **10: EXAMINATIONS**

1001: Students must attend all examinations and must be punctual.

1002: All students are afforded the opportunity to sit exams. However, the following must be noted: All forms of cheating including plagiarism are prohibited.

1003: Forms 1 to 5 have both Mid-Term and End of Term examinations.

1004: Mid-Term examination take place during the term in each subject area during a designated time period at the discretion of the subject teacher.

1005: For Forms 1 to 3 the Mid-Term examination scores are submitted as part of the NCSE assessment.

1006: In the advent that a student misses an exam for any reason, a written excuse or a medical certificate must be submitted to the school.

1007: Any student who misses an exam with supportive documentation may be allowed to write the exam at the discretion of the subject teacher with the understanding that the mark will not be allowed in the report.

1008: Students away on school sanctioned duties/activities will be given the opportunity to write the exam at a later date at the convenience of the teacher.

1009: Students must remain in the exam room for the full duration of the exam. No student is allowed to leave the exam room early.

## **Conduct during Examination**

1010: All students are expected to conduct themselves appropriately for the full duration of all examinations in the following ways:

- No form of communication between students is tolerated
- No sharing/borrowing of stationery supplies
- No electronic devices are allowed in the exam eg: cell phones and other data storage devices
- No use of liquid paper
- No use of gel pens
- All exams must be written in pen with the exception of diagrams/graphs
- All bags must be placed at the designated areas
- No food and drink allowed in the exam with the exception of water
- No hats or hoodies allowed

## **Misconduct during examinations**

1011: There is a zero tolerance policy for any form of misconduct during examinations. These include:

- Communication of any form
- Bringing unauthorized material into the exam
- Cheating/copying
- Any activity that disturbs other students during the exam

1012: At the end of the examination it is the responsibility of the students to keep the area clean.

1013: Students are only allowed to leave the exam room at the discretion of the supervisor. No student is allowed to leave the exam room during the first 30 minutes and the last 30 minutes of the exam unless it is an emergency.

## **11. CONDUCT DURING RELIGIOUS OBSERVANCES**

1101: Every student is expected to attend the religious observances at the school and to behave appropriately.

## **12. DANGEROUS OBJECTS**

1201: All students have the right to learn in a safe environment with others who respect their well-being. The following are considered extremely serious violations which threaten a secure learning environment.

- I. Students are forbidden to bring to school, possess, handle, transmit or use any knife or other dangerous weapons or objects. Dangerous objects include any representation of items understood to be inappropriate to school activities which include: knives, box cutters, other sharp objects, mace, firecrackers, ammunition, fireworks, stink bombs, etc. Possession includes bringing the item(s) onto school property or to a school-sponsored event. Violation of this rule may result in a recommendation for suspension or expulsion.
- II. The possession of look-alike weapons, including, but not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc., is prohibited on school property. Possession includes bringing the item(s) onto school property or to a school-sponsored event or school transport vehicle.

## **13: SUBSTANCE ABUSE**

1301: No student should have on their person the following items for the purpose of use or trafficking in any part of the school compound: cigarettes, electronic cigarettes or E-cigs, vape pens, hookah, vaporizers or any other handheld electronic device used to create the feeling of tobacco smoking.

1302: Alcohol must not be brought in or used in any part of the school compound.

## **14. INAPPROPRIATE SEXUAL BEHAVIOUR**

1401: Inappropriate sexual behaviour of any form will not be tolerated on the school compound.

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

1501: Any representation in verbal or graphical form of:

- I. illegal drugs or drug associated sub-culture;
- II. gang or “gangster” style symbols;
- III. other anti-social or offensive material

seen on a student’s property, clothing, or person is to be obliterated or otherwise removed at once.

## **16: SOCIAL MEDIA/TEXT MESSAGING ABUSE**

1601: Evidence of social media abuse, text messaging abuse, cyber-bullying, or the posting of any material that brings members of the school community into disrepute will attract disciplinary sanction from the school administration.

## **17: OTHER REGULATIONS**

1701: The Principal may from time to time articulate specific regulations concerning other aspects of school life including, *inter alia*:

- I. Examination Regulations
- II. Time Table regulations
- III. Discipline Regulations

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

## **NOTES**