



Code of Conduct

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. Random searches of students and their belongings can be conducted by the security, Dean and College Prefects, with the authorisation of 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, gender, 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 into disrepute.
- XI. Inform administration immediately of any potential threats, infractions or activities that disrupt the learning environment or violate school policies.

4: THE DRESS CODE

401: 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 and/or email from the parent/guardian must be provided on or before that school day in the student's Home-work Record 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 access a replacement.

406: Stylistic modifications to our school's uniform (creased collars, ironed patterns, pleated or tapered pants, jeans cut pants with studs, pants with more than 4 pockets, and hidden pockets are NOT allowed. Jackets/hoodies/sweaters are only allowed inside the air conditioned classrooms and NOT during the assembly. Clothing with signs, decals and logos in verbal or graphical form that is associated with drugs/drug subculture/gangs/gangster symbols/other anti-social /offensive material will not be permitted.

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, long sleeve school shirts and ties are to be worn;
- VII. In addition to formal events, long sleeve shirts and ties are to be worn with their regular school pants on the first Monday of every month. If Monday is a public holiday, the tie will be worn on the next school day.
- VIII. Ties are NOT to be worn every day except on the days prescribed by administration
- IX. Handkerchiefs, rags or bandanas (suggested colours for bandanas are black, blue, white) must not be seen protruding out of pockets.

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.
- IV. appropriate footwear must be worn at all times on the field during play.

409: Dress Code For Field Trips

Students must wear their school uniforms for all field trips unless otherwise advised by administration.

Hairstyles, Accessories and General Appearance

409: Hairstyles must be:

- I. neat, should not touch the shirt collar or obstruct vision. For example, a short and well groomed haircut that does not draw undue attention to the student;
- II. hair accessories (bandeaux), stylistic marks (to the side and back of the head) as well as the marking of eye-brows are prohibited;
- III. hair should not be artificially coloured or tinted;
- IV. hair ties must be black in colour and should be secured lower than the top of one's ear lobes and not touch the shirt collar.

410: No displayed jewellery other than a black/brown/silver or gold wristwatch and the official school ring (only form 6). Smart watches are strictly prohibited.

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.

414: Wearing of earrings and the use of earbuds are prohibited.

5: STUDENT ATTENDANCE

501: Students must 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/ward's absences and to account for each absence.

503: The Home-work Record Book must have the parents' signature and contact information and should be brought to school each day.

504: Students who attend school regularly have a greater chance of succeeding academically. Late arrivals deprive students of important instructional time.

- I. All students are expected to be present and on time each day school is open during the school year.
- II. Students who are habitually late more than 5 times per month, will result in the following disciplinary action:
 - a. First time: Verbal warning
 - b. Second time: Parent Conference
 - c. Third time: In-school/after school detention
 - d. Fourth time: In school suspension
 - e. Fifth time: 3-5 days out of school suspension
- III. If a student arrives at school at 8.20am or after the start of first period, they must report to the office before going to class. Parents/guardians should provide a written excuse or accompany their child/ward to the office. In instances when students travel and arrive late, their parents will be notified.

IV. If a student is absent from school, parents or guardians must communicate to the school on the next day of the pupil's attendance by means of a written excuse in the Home-work Record Book or email to Form Teacher and Dean.

V. Students must present written excuses in a timely manner for being late or absent from school.

Please note the following categories:

- a. Foreseen absences must be communicated to the school in advance.
- b. Unforeseen absences of more than two days should be communicated to the school immediately by telephone, email or by a parental visit to the school.

Students who do not present excuses for being late or absent from school would result in disciplinary action being taken by the school.

VI. Non-attendance at classes while present at school is a serious breach of discipline.

VII. 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 from administration.

602: No parent is allowed to pick up someone else's child until written approval is given from the approved parent/guardian. This will be confirmed by the school's administration.

603: Students wishing to leave the school due to an emergency should 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 or email the Form teacher and Dean.

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 the arrival of a teacher, students must stand and a prayer is 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: Students should not sit, eat or drink at the teacher's table.

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

707: Running or playing any games, throwing of objects in the classrooms or corridors is not permitted.

708: Gambling and playing of any card games of any sort on the compound is not permitted.

The Staffroom and Administrative Offices

709: Students are not allowed in the staffroom, administration area, staff lounge 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: Playing, eating or drinking in the lab is not permitted.

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

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 and college prefects 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 expressed permission by a teacher. Cut off times for sales are 7:50am, 10:15am, 1:00pm.

719: Unauthorised sale of goods by students is strictly prohibited.

The Grounds

720: 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.

721: Students using designated playing areas must ensure they are cleared of all litter. This includes the basketball court, tennis court, Kelly Hall, Assembly Hall and the field of play.

722: Students are strictly prohibited from playing on the field/courts barefooted. This will result in disciplinary action being taken.

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 the dress protocol of the school.

9: ELECTRONIC PARAPHERNALIA

901: All electronic devices including but not limited to I- Pods, X-Box, Nintendo and accessories are prohibited in 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 electronic devices (whether the devices are personal or belong to the school)

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

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

905: Mobile cellular phones are allowed in school under the following conditions:

- must be powered off/switched off upon the official start of school.
- must not be visible in hand or on person
- must be free of all inappropriate content e.g.: sexual and/or profane lyrics, images, videos, movies etc.
- must not be used to make any recording, audio or video, of any activity on the school compound, including class sessions, unless written consent is granted by the principal or designated school administrator.
- must NOT be used in changing rooms, toilets and any other location that may cause discomfort to students and staff.
- must not use their phone to cyberbully anyone on social media.
- unless authorized by the teacher, students are prohibited from using their mobile cellular phone during class time, break time and lunch time.
- when they are out of the school compound, students in school uniform are bound by the mobile cellular phone policy of the school.

Evidence of breach of any of the above would result in the immediate confiscation and examination of the mobile phone, with its subsequent return to a parent. These students will not be allowed to return to school with their phones.

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: All students are afforded the opportunity to sit exams.

1002: Students must attend all examinations and must be punctual.

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

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

1005: In the event that a student misses an exam for any reason, a written excuse or a medical certificate must be submitted to the school.

1006: 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 for the end of term.

1007: Reports are generated online and placed in students' google drive folders. Parents are expected to check the folder once reports are released. Any falsification of reports will result in strict adherence to the Ministry of Education's disciplinary matrix.

1007: 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.

1008: 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

1009: All students are expected to conduct themselves appropriately for the full duration of all examinations in the following ways:

- I. no form of communication between students will be tolerated;
- II. no sharing/borrowing of stationery supplies;
- III. all electronic devices must be placed in their bookbag prior to the examination. Any student caught with an electronic device on the desk or on their person after the examination has commenced will be treated as having an intention to cheat;
- IV. no use of liquid paper;
- V. no use of gel pens/erasable pens;
- VI. all exams must be written in pen with the exception of diagrams/graphs;
- VII. all bags must be placed at the designated areas;
- VIII. no food and drink allowed in the exam with the exception of water;
- IX. sweaters and hoodies will be checked before the commencement of the exam.

Examination Misconduct

1010: There is a zero tolerance policy for any form of misconduct during examinations. These include:

- I. communication of any form with unauthorised personnel
- II. bringing unauthorized material into the exam
- III. cheating/copying including plagiarism.
- IV. any activity that disturbs other students during the exam
- V. use of mobile cellular phones/tablets/smart watches/ear buds/programmable calculators or other electronic devices
- VI. Use of AI must be in accordance with CXC guidelines.

Any misconduct stated above in the first instance will result in a zero mark in the subject that the infraction was committed. In the second instance, the student will receive a zero mark in all subjects written in that sitting.

1011: At the end of the examination, it is the responsibility of the students to keep the area clean.

1012: Students are only allowed to leave the exam room at the discretion of the supervisor.

Submission of SBAs/IAs and Use of Artificial Intelligence(AI)

- I. Artificial intelligence (Chat GPT, Google Gemini etcetera) will be used in accordance with teacher and CXC guidelines.
- II. Failure to adhere to the guidelines will result in marks being deducted.

11. CONDUCT DURING RELIGIOUS OBSERVANCES

1101: Every student is expected to conduct himself in a dignified manner while in attendance at the various religious observances at the school.

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 must not have in their possession, 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, pepper-spray, 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, etcetera., 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 or bring onto the school compound the following items for the purpose of use or trafficking in any part of the school compound: **cigarettes, electronic cigarettes or E-cigs, Vape, Vape pens, hookah, vaporizers, edibles or any other handheld electronic device used to create the feeling of tobacco, cannabis or THC smoking.**

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

1602: Social Media Group Chats are prohibited unless approved by the Principal.

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