



Student Code of Conduct

Introduction to Code of Conduct

All students at Pestalozzi Education Centre have the following rights:

- ✓ The right to non-discrimination on the basis of race, religion, colour, national origin, political affiliation, gender or disability;
- ✓ The right to be respected - for their views, opinions, perspectives or ideologies;
- ✓ The right to equal opportunities;
- ✓ The right to be able to express themselves and to have a 'voice';
- ✓ The right to be safe - from physical harm, corporal punishment, intimidation, bullying or harassment.

The school also recognizes, however, that a student is entitled to exercise his or her rights only in so far as, by doing so, the student does not interfere with the rights of others.

Therefore, in order to safeguard the rights of all students, it is necessary to outline a number of expectations that will guide student behaviour and, in particular, their interactions with others in order to ensure that the rights of all members of the Pestalozzi Education Centre community can be protected.

Before listing some of our expectations, it is important to state that the school has a zero tolerance policy with regard to bullying, harassment, foul language or fighting. This includes sexual harassment or discriminatory behaviour.

The school will also respond in the harshest possible way if any student is found to have alcohol, tobacco, illicit drugs or weapons. In the case of assault, illicit drugs or a weapon, the school will not only expel the student, but is likely to also report him/her to the relevant legal authorities.

Expectations

In Pestalozzi Education Centre

- We show respect and courtesy to others at all times. We are polite. Any form of bullying is totally unacceptable.
- We look after ourselves, and we care for our classmates, any school property and our belongings.
- At all times we behave in a way that is appropriate for a school environment with mixed gender students coming from different cultural backgrounds. Any excessive displays of affections are not acceptable, neither are actions that could be misinterpreted or felt to be provocative and/or offensive by others.
- We address teachers using the following expressions:
 - For female teachers: Mrs / Ms / Miss followed by Last name, or Madam
 - For male teachers: Mr followed by Last name, or Sir

- We do not run on the school premises. We walk carefully on the stairs and give consideration to others.
- We keep noise to a minimum in order to not disturb others.
- All students register at designated time in Registration Groups. Late students must check in at the Reception before attending classes.
- No-one may leave the school premises without permission from parents and the school until transport arrives after classes are over at the end.
- No mobile phones/mobile devices are allowed to be used in school by students, unless permitted by a teacher for a specific activity.
 - Students may use laptops/tablet computers for academic work, unless instructed otherwise by a teacher. Use of these devices for non-academic work will result in the student being banned from bringing their own laptop etc to school for a period of time.
 - If mobile phones/mobile devices are brought to school they need to remain switched off and be kept inside the student's bag. The school does not take any responsibility for losses or damages.
 - If a student is found with a mobile phone/mobile device out of his/her bag, he/she will face the following consequences:
 - First instance: The school will give a warning to the student, inform the parents and the phone/mobile device will be confiscated until the end of the school day.
 - Subsequent instances: The phone/mobile device will be confiscated; the parents are informed and the parents only may collect the phone/mobile device after the end of the school day.
- We wear the correct and approved school uniform. More specifically:
 - The school uniform must be worn correctly and with pride.
 - The length of skirts (below knee length) and shorts must not be altered.
 - Clothing should be clean.
 - Footwear for all students should be flat black shoes with approved socks.
 - For PE classes, students should wear PE uniform and Sports shoes/Sneakers.
 - Girls may wear simple jewellery, e.g. simple bracelets, necklaces or ear-rings.
 - Any nail polish should be neutral; hair should be "natural" in colour.
 - Boys hair should be cut conventionally.
 - Visible tattoos are not permitted.
 - Non-religious headwear is not permitted.
- We eat only in the designated area. We clear our tables of litter and return all utensils to the kitchen area when we finish eating. Food is not permitted in classrooms. Chewing-gum is not allowed on school premises.
- We only use washrooms designated for student use. We use the bathroom during the breaks, i.e. before the start of lessons.
- We are on time for the start of every lesson and make sure to bring all the materials that we need. We wait outside the room until the teacher arrives. Students may not go into a classroom unless a teacher is present.
- During lessons, we focus on our work and avoid distractions. We complete classroom and homework assignments to the best of our ability. If we work collaboratively, we ensure that all contributors are recognised. We never present someone else's work as our own.
- We help to protect our environment by switching off lights and/or air-conditioners if left on, and we keep the school tidy.

On school trips, our expectations are broadly the same as above. Student behaviour on their way to and from school is also expected to meet comparable expectations to those

mentioned above. Serious breaches of these expectations outside school – on trips or whilst in school uniform – may lead to sanctions (see below).

Consequences of breaching the Code of Conduct

In order for the school community to thrive, this Code of Conduct must be fully accepted and respected by all its members. When incidents arise, the teachers and the Head of School will find, wherever possible, a pedagogical solution. The school also has an obligation to help students understand and follow the rules.

As indicated in the Introduction, the main exception to this is that the school may expel a student for severe or repetitive breaches of the school's expectations.

For lesser breaches of the Code of Conduct, the school may introduce one or more of the following consequences:

- Verbal warning
- Confiscation of inappropriate material and/or items used inappropriately
- Being given reflection exercises (to think about the breach and to encourage ideas as to how to avoid them in future)
- Loss of privileges
- A managed discussion with other members of the school community to better understand the impact of the inappropriate behaviour on others and to identify appropriate restorative practices
- Being required to stay on after school (parents will be informed if this is the case)
- Closer monitoring of conduct (for example, the student having to get a "good conduct" report signed after each lesson for a week)
- Written warning (sent to parents)
- Discussion with parents as to possible causes and solutions of the misconduct
- An additional contract with the student requiring closer adherence to our expectations
- Internal suspension (separated from other students in the school)
- External suspension (required to stay at home for a number of days)
- Other consequences as deemed appropriate

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