



## CODE OF CONDUCT

### Early Childhood / Elementary School

*~Explore, Dream, Discover~*

**Ciboney Centre for Excellence  
P.O. Box 15  
Valley, Virgin Gorda  
British Virgin Islands  
VG1150**

**Ciboney Centre for Excellence  
P.O. Box 305439  
Charlotte Amalie, St. Thomas  
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At Ciboney Centre for Excellence, we wish to help your child become a well-rounded, caring and respectful person. In order to achieve this goal we implement daily routines and regulations that may guide each child toward reaching his/her fullest potential.

The administration and staff of Ciboney Centre for Excellence encourage positive discipline to achieve desirable behaviours within each classroom and outside on the playground. This means we try to focus on good behaviour and compliment the children when they act in an appropriate manner.

**This Code of Conduct must be read by or to every member of our school family, that is all children, parents and teachers. All children, parents and teachers are required to sign a declaration stating that they have read, understand and will adhere to the Code of Conduct at all times. This signed declaration will be kept on record at school.**

### **Philosophy and Goals**

The staff, parents, and students of Ciboney Centre for Excellence believe that good behaviour by students results in a safe environment with more time devoted to learning. Our discipline policy is built on the belief that each student has the right to learn and each teacher has the right to teach. The goals of our discipline policy are:

- to make students responsible for their actions and to help them understand that there is a consequence for every action
- to ensure a safe environment for learning
- to build desirable behaviour patterns for life
- to treat all students with fairness and equality in the application of all school policies

### **Rights and Responsibilities of Students**

All students have the right to attend a safe school where learning is the goal. Every student's responsibility is:

- to conform to acceptable standards of classroom and social behaviour
- to treat all adults at school, and each other, with respect
- to finish homework and other assignments
- to attend classes on time
- to respect the property of others
- to obey school rules and regulations
- to assume responsibility for the care of school property
- to maintain appropriate dress, personal cleanliness, and safety habits
- to speak courteously to others, avoiding profanity or unkind comments
- to refrain from inappropriate touching
- to display safety at all times when on school property (i.e. walking in common areas, no horseplay, etc.)
- to be an active participant in line-ups, assemblies, etc.

## **Responsibilities of Parents**

Every parent's responsibility is to:

- set and maintain standards for regular attendance, as well as punctuality
- set conditions that encourage students to complete homework
- participate in school activities
- volunteer a minimum of ten hours per school year to the school, (including, but not limited to: assisting with clubs, field trips, fundraisers, etc.), or pay in lieu of time, \$50/hour
- understand school expectations for student responsibility and will understand their parental role in the total development of the student
- ensure their child/ren have daily nutritional meals, snacks, and water, and that they arrive on time to school
- encourage their child/ren to develop proper sleep and hygiene habits
- attend parent teacher conferences, and to keep the lines of communication open between themselves and their child's teacher
- inform the relevant school authority of any changes in their child's/children's daily routine (e.g. foods, medication, health, drop-off or pick-up)
- attend, and give input into, PTA meetings

Parents may have issues to discuss. It would be wise to take initiative to go to the class teacher and arrange a conference at a scheduled time outside of the school day to have these issues discussed and clarified.

## **Responsibility of all members of the School Family**

Children, parents and teachers of the school are expected to keep all school business confidential and within the school family.

## Expectations

### Attendance

Ciboney Centre for Excellence is a closed campus environment, which means that once the students enter the property, they must remain for the duration of the day, unless they fall ill, or need to be excused due to an emergency, or prior discussed excused leave.

Satisfactory school progress is dependent upon regular attendance. Parents are requested to plan vacation trips and absences for personal reasons to correspond with school holidays so that the education process is not disrupted.

If a student does not attend his/her assigned class or activity and has not obtained teacher approval to be elsewhere, then the absence shall be presumed unexcused. Students will receive consequences for unexcused absences, which may include detention, parent conference, parent shadowing, or referral to the principal.

All students must be present for at least 90% of the scheduled academic year. If students are not present for the required time, and do not cover the required curriculum standards, there is no guarantee they will be promoted to the next level at the end of the academic year.

Please note the definitions of excused, versus unexcused absences.

Excused Absence: Acceptable reasons verified by a parental note, phone call, or email include illness, medical appointments, funerals, religious holidays, and court appearances. Repeated absences for health reasons will require a doctor's note.

Unexcused Absence: Absences for any reason not delineated above—including truancy, vacations, and family emergencies—are considered unexcused absences.

The school does not support the practice of taking family trips or vacations on school days. Absences due to family trips are considered unexcused.

If your child will be absent from school for the day please inform the school by way of telephone or email. A letter should be written informing the Principal of any intended absence from school.

In cases where the child is sick and needs to seek medical attention and especially in the case of communicable disease such as mumps, measles or chicken pox the school must be notified immediately. In such cases, a doctor's certificate **MUST** accompany the child on his/her return to school.

**If the child requires any form of medicine to be administered during the school day, parents must complete the prescribed form at school, or send a note stating the exact dosage, time, and permission for the staff member to administer it.**

## **Birthday Observances**

Whilst Ciboney loves to celebrate the special occasions of all our students, we do not participate in birthday parties on campus. If parents wish to send in a treat for their child/children's class, it must come pre-packed in individual portions and will be sent home with the students.

## **Dress Code**

Ciboney Centre for Excellence has a dress code and it is expected that all students in attendance adhere to the dress code.

The purpose of the dress code is to teach students to dress and groom themselves neatly and to learn to take pride in their appearance. The dress code should support an environment that is conducive to learning and free of distractions.

Students will wear clothing and groom themselves in ways that meet the following standard.

- Any appearance which is disruptive to the educational process is prohibited.
- All students must wear the uniform prescribed by the school. (See insert for uniform).
- No part of the uniform should be worn apart from school related activities.
- No wearing of hats or caps, bandanas or sunglasses inside the school building.
- No jewelry except for small ear bobs or watches should be worn.
- The wearing of neither sandals nor slippers is allowed expect in cases where permission is given by the Principal.
- Hair should be styled neatly
- All property must be clearly marked.

## **Electronics**

All personal electronics such as cell phones, iPads, tablets, iPods, and game consoles, are prohibited from being used on school property, unless permission has been given by a teacher for a specific lesson, in which case it must be turned into the office until such time or given to the class teacher. Students who carry any of these items onto the property do so at their own risk.

If a student is caught using any of the above, the item will be confiscated by the member of staff and taken to the office. If it is a first offense, the student may collect it at the end of the day with a warning.

If a student is caught for the second time, the time will be confiscated and kept for the duration of the week.

A third infraction would incur a confiscation time of one (1) term.

## **Field Trips, Cultural Performances and School Activities**

Field trips, cultural performances and school activities are part of the enrichment programme of this school and children are expected to attend all such activities arranged by teachers.

A signed permission slip must be completed in order for your child/ren to attend activities that are held off school premises or after school hours.

All students are expected to be well groomed when participating in school excursions or representing the school. School uniforms, unless otherwise stated, must be worn on such occasions. All students must abide by the school code whilst on excursions or representing the school. A high standard of behaviour, which will bring credit to them and the school, is expected from all students at all times.

Failure to meet the expected standards of dress and behaviour will result in disciplinary action.

## **General Behaviour**

It is good manners and respectful to greet teachers in the morning using their names. We also wish to greet each child in a likewise manner.

Children should respect the personal space of others. We encourage the children to keep their hands to themselves so that they may not unduly harm or upset their friends.

Children are expected to walk in the class and corridor areas of the school. This promotes respect for others so that they are not disturbed during activity time and to avoid accidents.

At Ciboney Centre for Excellence, we promote a friendly environment. Therefore, games that include violent behaviour, guns and swords are discouraged. Guns, swords and similar toys are not to be brought unto the school compound. Children are encouraged to role play in a friendly way and asked to speak to their peers and teachers showing respect. This includes using an “inside”, talking voice rather than a “shouting” one.

We ask that you help us encourage these behaviours by talking to your child and implementing some, if not all, at home and while out in public.

## **Homework**

Homework is designed to help all students achieve greater academic success and helps develop effective work habits.

### **The task of students is to:**

- Complete homework within the given time frame
- Maintain a homework record for their teachers and parents
- Show their homework to their parents or guardians, and ask them to sign it off

### **The role of the classroom teacher is to:**

- Develop a class Homework Policy at the beginning of each year
- Communicate the class expectations relating to homework to the parents
- Help parents understand what homework is required, and when it is due, through requesting them to sign off their child's work
- Monitor the completion of homework assignments
- Ensure homework is related to the work being done at school
- Set homework which allows students to demonstrate what they are capable of, and which challenges them to progress
- Give students sufficient time for the completion of tasks
- Maintain student homework records

### **Parents and care-givers can help by:**

- Supporting students in completing homework
- Providing, if possible, a dedicated place and desk for homework and study
- Assisting teachers to monitor homework by signing off tasks according to the time line indicated i.e. the student's homework record.

### **Due Date**

- Homework assignments must be received when due or before to earn full credit. If the child is unable to complete the homework during the designated time please send a note to the class teacher giving the reason for this.
- Support, clarify, and motivate, BUT DO NOT DO THE HOMEWORK FOR YOUR CHILD.



- Unacceptable homework must be redone for credit. Children will be required to do over the homework during recess or lunch play time if more than 50% of work or answers are wrong or the presentation is poor.
- Homework, tests and quizzes must be completed in pencil, unless otherwise directed by the teacher. Work completed in pen, including erasable pen, is not acceptable.

It is stressed that, at no time, should a child be upset by having to work too long on one process or by having to work too long at one sitting. If this happens, stop the child working beyond the suggested time and write a brief note in the homework book.

If a student continually fails to complete the assigned homework by the end of each week, the classroom teacher will inform the parent. Both parties must meet to devise a special programme that will meet the specific needs of the student. Students who continually fail to complete their homework will have a meeting with the classroom teacher, parent/guardian, and Department Team Leader to discuss the situation.

### **Suggested duration of homework**

N.B. This is the maximum suggested time that should be spent on homework assignments each night.

*5 years old: 10-15 minutes*

*6 years old: 15-20 minutes*

*7 years old: 25-30 minutes*

*8 years old: 30-35 minutes*

*9 years old: 35-40 minutes*

*10 years old: 45-50 minutes*

## **Meal times**

*Healthy eating patterns in childhood and adolescence promote optimal childhood health, growth, and intellectual development; prevent immediate health problems, such as iron deficiency anaemia, obesity, eating disorders, and dental caries and may prevent long-term health problems, such as coronary heart disease, diabetes, high blood pressure, and stroke.*

At Ciboney Centre for Excellence, we understand and believe that diet influences the potential for learning as well as health. Therefore, children are expected to bring healthy snacks to school. In classes, we have (or will be) learning about keeping our bodies healthy. Please help us promote healthy living by sending snacks such as fruit, vegetables, sandwiches, yogurt, cheese & crackers to school. Snacks containing high amounts of sugar, salt, preservatives or artificial colours, such as cookies, candy, Jell-O, pudding, and chips should be kept at home for occasional treats.

There are six dietary guidelines that are recommended to achieve optimum health:

- (a) eat a variety of foods
- (b) balance the food you eat with physical activity – maintain or improve your weight
- (c) choose a diet with plenty of grain products, vegetables, and fruits
- (d) choose a diet low in fat, saturated fat, and cholesterol
- (e) choose a diet moderate in sugars
- (f) choose a diet moderate in salt and sodium

Please help your child follow these guidelines.

Children are expected to show good table manners, e.g.

- Stay seated at the table while eating
- Talk when they have finished their mouthful
- Talk in a quiet voice to those children/adults seated near them

These rules are not just good manners but also for safety reasons. If a child falls when he/she is walking or talking with food in his/her mouth, he/she might choke.

All students are also responsible for providing their own eating utensils every day at school, preferably re-usable ones.

All students in the Early Childhood and Elementary School are required to remain on campus during snack and lunch times, unless being collected by a parent for a specific reason, known to the classroom teacher.

## **Punctuality**

Punctuality is important. Students must be present for 8.45 a.m. assembly. Parents are able to drop off their children from 8:00 a.m.

On arrival at school children must be delivered to the school teacher/aide who is manning the check-in before the official start of the school day.

Parents/Guardians who have knowledge of their children's late arrival prior to the commencement of the school day or who would like the children to leave school before the session ends, should seek permission from the a member of the Leadership Team.

A child arriving after 9 a.m. must be accompanied by a parent/guardian to the entry building, and wait for a member of staff to check him/her in, before the student enters the property.

Children are to be picked up from school no later than 4:00 p.m. Pickup should be by a parent/guardian, or persons specified to the school. If someone other than the designated person will be picking the student up from school the parent must notify the school preferably in writing or by way of phone, in case of emergencies.

A late fee of \$10 between 4.00-4.30p.m. per child will be charged if parents fail to collect their child/ren by the designated time. After 4.45p.m., it increases to \$20 per child.

## **Visitors to the School**

Parents and visitors to the school must check in at the entry building, or call the school's cell if no one is available, whether or not a teacher or a student expects him/her. They will be required to sign the visitor's book and state the reason for which they have come.

## **Infractions**

### **Academic Dishonesty**

At Ciboney, we expect all students to abide by an honour code, and work towards producing their very best work. Under no circumstances is academic dishonesty acceptable at our school. The following actions would be considered to be academically dishonest:

- a) cheating on a test or exam
- b) turning in homework which was not done by himself/herself
- c) doing homework for another student
- d) copying a school assignment from another student
- e) presenting the works of others as your own in an essay, project, or paper (plagerism)

Any student who is found being academically dishonest, for a first infraction, will have the infraction explained to him/her and will have a discussion with both the classroom teacher and the Team Leader. They will discuss and explain fully the issue to the student, and will allow them to complete the assignment again. Parents of the student will be notified and they will be required to attend a meeting with the class teacher to set forth a plan to help support the student in this area of difficulty.

If a student commits a second infraction, he/she will receive an instant failing grade of zero (0) for that particular assignment, and will have it placed on their filed records. Parents of the student will also be notified of the incident.

If a third incident occurs, the student will receive a grade of zero (0) for the assignment, and will be required to attend mandatory counseling sessions, of which the parents must also attend.

## **Bullying**

Bullying happens when someone **continues** hurting, frightening, threatening or leaving someone out on purpose. Bullying behaviors include, but are not limited to, the following:

- Hurting someone physically by hitting, kicking, tripping or pushing.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Spreading rumors or untruths about someone.
- Using put-downs, i.e., insulting someone's race, making fun of someone for being a boy or girl.
- Leaving someone out on purpose or trying to get other students not to play with someone.
- Touching or showing private body parts and other forms of sexual harassment.

Bullying is not tolerated in our school environment, and will follow the disciplinary procedures stated below.

## **Consequences of Disruptive Behaviours**

Extremely disrespectful behaviour presented towards teachers or peers, or inappropriate use of language such as name calling, ethnic slurs, or sexual remarks will be addressed in the following manner:

1<sup>st</sup> infraction – The child is placed on time-out.

2<sup>nd</sup> infraction – The child is placed on time-out and must write a note telling his/her parents why he/she received two time-outs in one day. (Teachers will write the note for the younger students). This letter will be handed to parents at the end of the day and must be returned to school signed by the parent to show that he/she has read it.

3<sup>rd</sup> infraction – The child will be sent home immediately for the day. Parents will be requested to return at the end of the school day for a meeting with their child's teacher.

Violent behaviours, such as hitting, kicking, or fighting, or ones that endanger another child or teacher will be addressed in the following manner:

1<sup>st</sup> infraction – The child is placed on time-out.

2<sup>nd</sup> infraction – The child will be sent home immediately for the day. In a case such as this, parents will be requested to return at the end of the school day for a meeting with their child's teacher.

If a child bites another child, or a teacher, the child will be sent home immediately. Parents will be asked to return to school at the end of the day for a meeting.

After any incident where a child is placed on time-out, he/she is asked to refocus and reflect on what they have done. Each child writes (or draws) in his/her class refocus book explaining what happened, why it happened, what should have happened, and if they feel they can do the right thing the next time it occurs.

**Please note that each student starts every day at Ciboney Centre for Excellence with a clean record.**

## **Ciboney Centre for Excellence**

### **Student and Parent Code of Conduct Contract**

(This contract must be renewed on an annual basis.)

As a student of Ciboney Centre for Excellence I promise to abide by the guidelines set forth in the school's Code of Conduct. I will strive to be honest and accountable to all my actions whilst on school property, as well as at any school-sanctioned events. I will demonstrate respect to my teachers, peers, school, as well as anyone else I encounter on a daily basis. I will work towards being the best that I can be in all areas of my learning and school assignments. I will never forget that I represent my school wherever I go.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

As a parent of Ciboney Centre for Excellence I promise to encourage my child to uphold the rules and regulations set out by the school in the Code of Conduct. I promise to encourage my child to be positive in all academic, social, emotional, physical and spiritual endeavours. I pledge to support them in every way I can along their educational journey.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_