



CODE OF CONDUCT

Secondary 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
Virgin Islands
00803**

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 student toward reaching his/her fullest potential. The administration and staff of Ciboney Centre for Excellence encourage positive discipline to achieve desirable behaviours within, and outside of, each classroom. This means we try to focus on good behaviour and assign positive consequences, including complimenting the students 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 students, parents and teachers are required to sign a declaration stating that they have read, understood 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 in a timely manner
- to attend classes on time and be present in class from 8.40a.m. - 3.05p.m.
- 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.
- to assist with areas of school, or be in study hall, before or after school hours

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
- to 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 to 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 for meal times
- communicate changes in their child/children's daily routine to class teachers
- to encourage their child/ren to develop proper sleep and hygiene habits
- to attend parent-teacher conferences, and to keep the lines of communication open between themselves and their child's teacher
- to 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 with prior permission.

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, or send a message stating the exact dosage, time, and permission for the staff member to administer it.

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. Students may bring a change of clothing and shoes for P.E. purposes, which may be kept in their bags.
- No part of the uniform should be worn outside of school and its related activities.
- No wearing of hats, caps, bandanas or sunglasses inside the school building.
- No jewelry except for small ear bobs, or a watch should be worn.
- The wearing of neither sandals nor slippers is allowed except 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 iPads, tablets, iPods, and game consoles, are prohibited from being used on school property, and must be turned off if in personal school bags; unless permission has been given by a teacher for a specific lesson. All students are encouraged to purchase their own personal laptops in order to be used for daily school work and projects. Students who carry any of these items onto the property, do so at their own risk.

Cell phones must be turned in at the entrance gate upon arrival.

If a student is caught using any of the above, with exception to the laptop, 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 item will be confiscated and kept for the duration of that week. A third infraction would incur a confiscation time of one (1) term.

If a student leaves campus for the lunch break, they are permitted to be on their personal cell phones at that time. Otherwise in school, all phones must be "invisible" and kept in the office for safe keeping.

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 behaviour will result in disciplinary action.

Homework and Academic Performance

As students progress into the Secondary level of Ciboney, homework will become more intensive and demands will be greater. Students must work to be independent in this area, although parental support is still greatly encouraged.

Parents can support their children by designating specific times for homework to be completed each day, as well as setting aside a quiet area where the student can concentrate on the tasks at hand. It is still imperative that students complete all homework assigned, and that it is done independently and as accurately as possible.

Failure to complete homework can lead to poor grades, detentions, suspensions, grade repeating or in extreme cases, need to leave the school.

Ciboney students must pass ALL subjects in order to be promoted to the next grade. If a student fails one or two subjects, they will be given the opportunity to do a supplementary exam, and be re-evaluated in an attempt to meet a passing standard. If they still fail to do so, they will be required to repeat the grade in the following academic year.

If a student fails three or more subjects, they automatically fail the year and must repeat the grade the following academic year.

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, students are expected to bring healthy snacks to school. In classes, we are (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.

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 and encourage them to exhibit good etiquette at all times.

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

Students in our Secondary programme are permitted to leave the school campus, at lunch only, with the written consent of a parent. If students choose to leave the property, they must return no later than 1p.m. to ensure they are present and ready for the afternoon session at school.

Sports and Academic Policy

All students wishing to participate as a member of a team or club, representing Ciboney Centre for Excellence, must strive to uphold their academic levels. Students participating in such activities should maintain a 75% average or higher. If students fall below this mark in a reporting period, or if negative comments on the report speak to the student's effort or conduct, the student will be placed on probation.

During this time, the student will be permitted to continue with the activity, under the supervision of an assigned member of staff, for one month. If the student fails to show improvement after the designated time, he/she will be suspended from further activity until the next reporting session displays signs of improvement, and meeting the standard set.

Technology Use

Students are aware that the school lab and resource centre is used for numerous teacher-directed lessons, as well as independent research. All students are expected to adhere to the rules of the lab/centre and to treat all units with respect and care. Failure to do so could result in lab privileges being revoked. If a computer is mishandled by a student and is damaged, that student will be responsible for the cost to repair, or where necessary, replace the unit.

Using internet technology requires a great deal of student maturity, as well as honesty. Students are expected to refrain from receiving, displaying or posting materials that would be considered obscene, offensive or inappropriate. They will also refrain from uploading, posting, emailing or transmitting anything deemed inappropriate.

If students encounter any behaviour deemed unacceptable by the school, or in direct violation of the school imposed lab rules, they should report it directly to the staff member in charge at the time.

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 (plagiarism)

Any student who is found being academically dishonest will receive an instant failing grade of zero (0) for that particular assignment, and will have it placed on their file. Parents of the student will also be notified of the incident.

If it occurs for a second time, the student will receive a grade of zero (0) for that term's reporting session in the given subject.

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 may include but not be limited to, insulting someone's race, making fun of someone for being a boy or girl, speaking ill of parents/family.
- 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.

Disruptive Behaviour

It is evident that disruptive behaviour, in any way, impedes student learning and prevents them from reaching their true potential in all aspects of their lives. Although Ciboney Centre for Excellence does its utmost to encourage positive discipline and effective ways of preventing disruptive behaviour, it remains necessary to establish a range of consequences for students who engage in such behaviour.

In secondary school, teachers will be implementing a three strike system. Three strikes given in any one day, by combined teachers or classes will result in a student receiving detention for the hours of 8.00a.m. - 8.40a.m. the following morning. During that time, the student will be required to remain in class, under teacher supervision, to do school or service work, to be determined by the teacher supervising at that time. If it occurs on a Friday, the student will have detention the following Monday morning.

Application of Policy

This policy applies to students of Ciboney Centre for Excellence whilst on the school campus, as well as at any and all school sanctioned activities that occur both on and off the school property.

Proscribed Behaviour

The disruptive behaviour that is prohibited by Ciboney Centre for Excellence, but not limited to:

- a) bullying and teasing, both interpersonal and on-line
- b) insubordination
- c) use of profanity
- d) engaging in conduct based on racial, ethnic, sexual, or other prejudices
- e) acts of intimacy or sexual in nature
- f) engaging in immoral conduct
- g) vandalism
- h) theft
- i) use of violence
- j) improper use of chemical substances
- k) possession or use of drugs, alcohol, or tobacco
- l) possession or use of weapons
- m) possession or use of gunpowder or any items which contain gunpowder
- n) engaging in an activities that violates the laws set forth by the Government of the Virgin Islands

Possible Consequences

If a student engages in a disruptive behaviour, the Principal, or designee, may impose

one or more of the following sanctions at their discretion:

- a) discussion with the student
- b) oral and written report of incident to the parents
- c) filing account of the behaviour in student's records
- d) loss of play/recess time
- e) a written apology to the necessary parties
- f) Ciboney work duty
- g) confiscation of items
- h) suspension or ban from all extra school-related functions and/or activities
- i) academic probation, to be monitored by the Principal or designee
- j) loss of any financial aid or scholarships, where applicable
- k) referral to counseling at parental expense
- l) suspension from Ciboney Centre for Excellence
- m) involving proper juvenile law enforcement officials where laws have been broken
- n) dismissal from Ciboney Centre for Excellence

Imposition of the Consequences

The Principal, or designee, has authority over the imposition of ANY of the consequences mentioned above. In general, situations will be dealt with in the following manner:

1st Infraction: Consequences (a) and (b) are mandatory, can also apply to (c) through (h)

2nd Infraction: Consequences (a), (b), and (c) are mandatory, can also apply to (c) through (m)

3rd Infraction: Consequences (a), (b), and (c) are mandatory, can also apply to (d) through (n)

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: _____

