

# SECONDARY SCHOOL CODE OF CONDUCT

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the **right** to such an environment here at Renaissance College. With this right comes the **responsibility** to conduct one's self in a manner that contributes to this environment and to be accountable for any actions that jeopardizes it. Clearly stated rights and responsibilities of RCHK students concerning their learning and social behaviour while at school are important. These are stated below.

Renaissance College supports students who do fulfil their responsibilities in this regard through such positive means as awarding Learner Profile Certificates, noting good to excellent effort and commitment grades on report cards, writing congratulatory comments in the Student Organiser, and providing academic excellence awards. Fair and equitable consequences for students whose academic and social behaviour do not meet RCHK expectations are outlined in the second section of this code of conduct – “Consequences for Not Meeting Responsibilities”.

## STUDENT RIGHTS AND RESPONSIBILITIES

Adhering to the principles and philosophies of the *International Baccalaureate*, particularly the ten attributes of the *IB Learner Profile*, these rights and responsibilities form the basic expectations for Renaissance College students.

Students at RCHK have the <u>right</u> to . .	Students at RCHK have the <u>responsibility</u> to . . .
❖ be treated with respect and dignity by teachers, administrators, school personnel and classmates	❖ respect their classmates, teachers and all school staff <ul style="list-style-type: none"> <li>➢ including their views, rights, cultures, property and learning styles</li> <li>➢ by using English as the language of inclusion throughout the school day and during all school lessons and activities</li> </ul>
❖ be informed of the school rules and procedures by which the school is governed and the process by which discipline will be applied	❖ familiarise themselves with all school and classroom expectations and accept consequences for personal behaviour with dignity and honesty
❖ a clean and safe school environment	❖ maintain a clean and safe campus by <ul style="list-style-type: none"> <li>➢ keeping their areas of eating, playing, relaxing and learning tidy and clean at all times</li> <li>➢ following school rules and teacher directives throughout the campus</li> </ul>
❖ have access to appropriate and necessary equipment for successful completion of school work	❖ treat all school facilities and equipment with respect to ensure that all students have equitable access
❖ a classroom environment that promotes learning	❖ contribute to the learning environment by <ul style="list-style-type: none"> <li>➢ attending class regularly and on-time</li> <li>➢ arriving at class prepared to learn with homework completed and necessary learning materials on hand</li> </ul>
❖ well-constructed lessons that contribute to student achievement, corresponding to the Renaissance College mission statement	❖ participate actively and appropriately in all lessons and strive for best performance in all courses
❖ assessed work being returned to them in a timely manner and to be able to receive further feedback as necessary to understand the assessment and, if applicable, steps necessary for improving performance on a subsequent assessment of similar nature	❖ submit assigned work on time, in an acceptable format, to the best of their ability
❖ discuss academic matters and voice opinions in a respectful manner to classmates, teachers, administrators and all school staff	❖ use appropriate language and maintain a respectful demeanour with classmates, teachers, administrators and all school staff
❖ confidentiality and fair and accurate maintenance of their academic and disciplinary records	❖ maintain academic integrity by not cheating, plagiarising, or facilitating cheating or plagiarism by another student
❖ a variety of creative, active and service opportunities promoting a balanced education and adhering to the philosophies of the International Baccalaureate	❖ participate in the CAS programme as required at each Year level at RCHK with a committed and responsible attitude

## CONSEQUENCES FOR NOT MEETING RESPONSIBILITIES

Students who fail to meet their responsibilities as RCHK students will be subject to the following escalating series of sanctions, as deemed necessary by teachers and administrators.

### A. NOTATION IN STUDENT ORGANISER

When students exhibit notable behaviours – exemplary or inappropriate, teachers may wish to make a notation in the student's *Organiser* with the expectation that this comment will be read by the parent.

### B. TIME-OUT

Teachers may opt at any time to remove from class any student whose behaviour or attitude interferes with the learning-teaching environment. At the teacher's discretion, students may be sent to another classroom for the remainder of the class period or to the Secondary office.

### C. ACADEMIC BEHAVIOURAL CONCERN FORM (ABC FORM)

For continual inappropriate behaviour or serious behaviour in a given situation, an ABC form will be sent home, recorded on the Student Record and copied to Advisor. This form must be returned next day with the parent's comment and signature.

### D. MONITORING / LUNCHTIME DETENTIONS

Monitoring forms and/or lunchtime detentions will be assigned for continual failure to meet academic and behavioural expectations or, depending on the circumstances, serious misbehaviour at a given time. (See below for examples.) The Advisor will be informed and the details recorded on the Student Record. If a detention is given, a "Notice of Detention" form will be sent home. The student will be expected to return the form with the parent's signature and comment. Monitoring forms will also require parent comment and signature. **NOTE:** An assigned detention will take precedence over all lunch activities.

Detentions and monitoring forms may be assigned to students who fail to meet RCHK expectations by:

- ✓ persistent inappropriate behaviour such as repeated failure to comply with classroom rules, complete homework, or arrive to school or class on time,
- ✓ mistreatment of or damage to the property of the school or others (e.g. graffiti)
- ✓ skipping class,
- ✓ dishonesty, including lying to teachers and school staff, cheating, plagiarism, and collusion,
- ✓ disrespectful behaviour towards others,
- ✓ incidents on the school buses during daily transportation to and from school,
- ✓ misconduct during CAS or EOTC activities,
- ✓ serious breach of ICT "Acceptable Use Policy"
- ✓ other breaches of discipline depending on the circumstances.

Detentions will be held during lunch breaks from 12.50 until 13.15. Students serving detention will be expected to arrive on time, bring and perform useful schoolwork, and will not be permitted to talk, listen to music, or engage in entertainment with their laptops. They may eat their lunch but are expected to clean up thoroughly at the end of the detention.

### E. PARENT CONFERENCES & STUDENT CONTRACTS

A conference between school officials and the parents will be held for students who continually demonstrate very serious misbehaviour, academic dishonesty, or commit a major infringement of RCHK rules. Such students may be placed on a personalised academic or behavioural contract. This is a monitoring system, which requires students to maintain a diary of teacher comments that ensure that the student is modifying his/her behaviour in an appropriate way. Failure to meet the terms of the contract will result in further action by the school. (see below.) Behavioural and academic contracts will be filed in the Student Records.

### F. INTERNAL AND EXTERNAL SUSPENSIONS

Suspensions will be assigned to students for persistent widespread misbehaviour or insufficient responses to advice, warnings, and consequences as detailed above or for major infringements of school rules such as:

- ✓ actual or threatened violence or bullying, either physical or verbal,
- ✓ acts of vandalism or theft,
- ✓ any other act that jeopardizes the safety and security of the school environment, including bringing dangerous and/or illicit objects on the school bus or onto the school campus.

If an internal suspension is assigned, the student will be required to come to school but will not be allowed to attend classes. If an external suspension is assigned, the student will not be permitted to come to school for a specified number of days. External suspensions may be viewed as a temporary withdrawal of the privilege of attending Renaissance College – a withdrawal that may become permanent if the student does not reform his/her behaviour to meet RCHK expectations. All notices of suspension are filed with the Student Record.

### G. EXCLUSION – VOLUNTARY WITHDRAWAL OR EXPULSION FROM RCHK

Students who persist in their defiance of school rules or commit a very serious offence that jeopardises the safety and security of others, may be requested by the Principal and RCHK School Council to voluntarily withdraw or he/she may be expelled from Renaissance College. An expulsion from the school is recorded as such on the Student's Record and is communicated to other educational institutions if requested.