

**St. Maarten Academy**

**Respect & Responsibility Guide**  
**2023-2024**



**Academic Year 2023-2024**

*Theme: United in Our Pursuit of Excellence & Integrity*

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## **OUR EXPECTATIONS OF PARENTS**

*We expect all parents/guardians to:*

- ◆ attend all parent meetings
- ◆ ensure that your child obeys the school rules
- ◆ send a letter (written/via email) when your child will be /was absent from school
- ◆ come to school promptly and properly attired when required
- ◆ make certain that your child is doing his/her assignments or homework and turns them in on or by the respective due date
- ◆ keep in touch with the principal and staff on a regular basis
- ◆ supervise your child's activities in/out of your home
- ◆ contribute to the development of our school by participating in PTF activities
- ◆ ensure that your child has all the necessary materials, equipment, and internet access/bandwidth, etc needed for school
- ◆ respect all authorities, rules, regulations, and policies at our school

## **OUR EXPECTATIONS OF STUDENTS**

All students are expected to:

- represent our school in an outstanding manner
- study to the best of your ability
- treat others with dignity, worth, and respect
- keep our campus beautiful and clean
- respect and obey all the rules and regulations set forth by the school and your teachers
- strive to keep a positive relationship with parents, teachers, and friends
- reach beyond your grasp to learn and experience new things
- make all of us very proud
- respect all authorities at our school. This includes security officers and other staff

## **STUDENT EXPECTATIONS FOR REMOTE LEARNING**

Students **SHOULD** ensure that they:

1. Have the camera on and focused on their person, not on another part of the room.
2. Have an appropriate digital background, if they decide to have one, while in video class or on any video-conferencing platform, such as Zoom or Google Meet.
3. Are sitting up, preferably at a desk, a table or in a sitting area if possible.
4. Respectfully participate in classroom discussions organised by their respective teacher.
5. Adhere to the school's policy.
6. Are dressed in school uniform for all video classes and during any video recording assignments to be submitted to their subject teachers.
7. Remain muted until given permission to unmute by the teacher.

## **ATTENDANCE AND PUNCTUALITY**

- 1) Students must be on time for school and all classes. Students must be in school before 7:30a.m. Students must be in class before the second bell rings. In cases of emergencies and illnesses, students must report to the office and a tardy note will be given by one of the school administrators in the Main Office or by the Year Coordinator.
- 2) If a student is absent from school for unavoidable reasons, a written and signed excuse must be presented by the parent/guardian to the Homeroom Teacher upon return to school. If this is not done, your child will be sent to the Year Coordinator and you will be contacted.
- 3) If an extended absence is anticipated, parents must contact the Truancy Officer of the Ministry of Education for permission. A copy of the permission letter must be presented to the Principal and Homeroom Teacher. The school will then make arrangements for assignments in all subjects to be given to the student. It is, however, the students' responsibility to determine and follow-up online on any work missed.

He/she should ask the subject teachers for assistance when needed via email using his/her Quickschools account.

- 4) If a student is absent for an exam due to illness, a letter from the doctor must be submitted immediately to the school. If this is not done, the student will not be given a make-up exam.
- 5) Students are not allowed to leave the premises during school hours, unless they have a written permission signed by the Vice-Principal or Principal.

### **BASIC RIGHTS & RESPONSIBILITIES**

Paramount to all of the rules is respect. Our student discipline philosophy is underpinned by our official rights and duties, which are posted and visible in each classroom and on the school's web site. These five rights and duties listed below serve as a basis for ongoing instruction and discipline:

- Students have the right to learn.
- Teachers have the right to teach.
- Students and teachers have the duty to help and support one another.
- Everyone has the right to be respected and treated fairly.
- Respect the property of others.

### **ANTI-BULLYING POLICY**

Students thrive in an environment where they feel accepted, safe, and supported. We believe that all students and staff members are responsible for creating a safe, inclusive, caring and protective environment in which everyone can work and learn in an atmosphere free from intimidation.

The aim of our anti-bullying policy is to prevent any form of bullying and ensure that all students and staff can work efficiently in a safe and supportive environment without the fear of being bullied. All members of our school community including parents, students, teaching and ancillary staff should have an understanding of what bullying is and be familiar with our School's policy on bullying (*Secondary - anti-bullying policy, 2018*).

Students who are bullied may develop low self-confidence or esteem, feelings of insecurity, extreme anxiety and/or depression. Students who witness bullying may experience feelings of

distress, guilt, or anxiety. Students who engage in bullying behaviours are at risk of becoming depressed, performing poorly in school, and developing anti-social characteristics (Source: *Anti bullying Procedures for Primary and Post-Primary Schools in Ireland*, 2013).

**Bullying is an anti-social behaviour which affects everyone; it is unacceptable and will NOT be tolerated.**

**Everyone in our school community has a responsibility to report any incident of bullying that comes to their attention. These reports will be dealt with seriously.**

St. Maarten Academy works with students to develop the knowledge, attitudes, and skills necessary for healthy conflict resolution. Bullying, however, is not synonymous with conflict.

## **Definitions**

*Bullying may be defined as any deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves (Secondary - anti-bullying policy, 2018).*

Examples of unacceptable behaviour include,

1. Physical (including sexual) assault.
2. Verbal abuse, by name calling, teasing or making offensive remarks.
3. Cyber-bullying, which is defined as the use of ICT by an individual or group in a way that is intended to upset others. Examples include using social platforms (e.g. Facebook, WhatsApp chats, Instagram, YouTube *et al*), mobile phones, text messaging, photographs, video and email and others.
4. Indirect emotional tormenting by excluding from social groups or spreading malicious rumours. (*Secondary - anti-bullying policy, 2018*)

**The above list is not exhaustive but merely represents the most common forms of bullying. To list all forms of bullying is beyond the scope of this policy.**

## **Policy Statement**

St Maarten Academy provides excellent education, and a caring, friendly environment where each individual has the opportunity to achieve his/her full potential and to develop a passion for learning. Students are valued as individuals in a community, prepared to think globally, and challenged to act responsibly. We seek to affirm each student's worth and dignity. Bullying strikes at the basis of these values and prevents students from reaching for excellence in every dimension of life. Students are entitled to receive their education free from humiliation, oppression and abuse.

Adults are also entitled to protection from bullying in the workplace. Bullying has far-reaching implications for everyone in the school community directly and indirectly. It can damage the atmosphere of a class and affect the climate of the school. At the beginning of every academic year and at other specifically designated time students will receive training on bullying. It is important for students to notify a teacher or parent whenever they feel bullied.

## **Rationale**

Students learn best in an environment where everyone feels safe and knows that their culture, ethnicity, well-being, and individuality will be safeguarded. The policy is designed to help create an awareness of what bullying is and what measures should be taken.

## **Responsibilities of Students, Parents & Teachers**

### **Students**

- Tell/report if he or she being bullied or is aware that someone else is being bullied
- Help anyone who is being bullied by reporting the incident, offering your friendship, and making it clear that you believe what is happening to them is wrong.
- Participate in developing and upholding our anti-bullying pledge

### **Teachers**

- Ensure students are supervised at all times and remain vigilant about supervisory duties
- Model mutual respect and appropriate behaviour at all times
- Watch for signs that their students are being bullied
- Encourage their students to “tell” / “report” if they are bullied
- Speak to the homeroom teacher/mentor, year coordinator, counsellors, vice principal, or principal regarding incidences of known or suspected bullying
- All reports of bullying will be investigated by the homeroom teacher and year coordinator. The primary goal will be to resolve the underlying issues and guide students to move forward in emotionally healthy ways (rather than to apportion blame);
- Parents and students are expected to cooperate with any bullying investigation and assist the school in resolving issues.
- Teachers are expected to take a professional problem-solving approach that is caring but calm and unemotional when dealing with incidents of alleged bullying behaviour reported by students, staff or parents. Teachers and other parties are also expected to protect the

privacy of all involved and to conduct interviews with sensitivity.

- When investigating incidents of bullying, teachers should seek answers to questions of what, where, when, who and why. This should be done in a facilitative, respectful manner that models non-aggressive conflict resolution. If a group is involved, each member will be interviewed individually at first and required to write down their account of the incident(s); Thereafter, all those involved would be met as a group. At the group meeting, each member should be asked for his/her account of what happened to ensure that everyone in the group is clear about each other's statements.
- Those involved will be automatically suspended for 3 days and the Truancy Department will be informed; parents will be contacted by the Year Coordinator or the Student Care Department and invited to attend a meeting before the child/children are permitted to return to class. (Refer to Rules & Regulations # 21)
- If school personnel determine that bullying behaviour has occurred, the homeroom teacher(s) or mentor(s) or Year Coordinator must contact the parents of the parties involved to inform them of the matter and explain the actions being taken. Parents are expected to reinforce or support the actions being taken by the school.

## **Students' Dress Code**

The St. Maarten Academy expects every student to show a sense of pride for self and school, a positive attitude towards schooling, proper respect for the staff and a willingness to help develop the institution. The staff will be willing to assist students with any matter related to school life or personal development. Students are urged to consult staff members about their problems. The following rules and regulations will guide students as to their expected behaviour while attending school face to face or virtually.

### **UNIFORMS**

Students are required to wear the school's uniform at all times. Any student who is not in uniform will **NOT** be allowed to attend class. Parents will be contacted to bring the correct uniform or the student will be allowed to return home and change into the correct uniform. Should there be an emergency which prevents the child from being in complete uniform, parents must send a written note signed and dated specifying the circumstances and requesting permission for the child to be out of uniform.

In the event of a medical condition a doctor's note must be submitted with the expected date of recovery.

**Boys:**

- White polo shirt with S.M.A. school insignia engraved Shirts must be **tucked into pants.**
- **Only a plain white undershirt or gym shirt is allowed.**
- Only long NAVY BLUE Dickies loose fit pants would be acceptable. (No jeans, no other colours). NO slim fit /skinny trousers.
- White, black, or navy blue socks.
- **Only white, navy blue, or black** closed toe shoes or sneakers with socks are allowed. (If a student has a toe injury, he needs to provide a doctor's note in order to be accepted in school with open-toe shoes.)
- Only navy blue school sweaters with the insignia are permitted.
- **P.E. :** blue shorts or blue running pants and S.M.A. school gym shirt.  
**Nb:** Students are required to change into their school uniform after every gym class. Students will **NOT** be allowed to exit the gym in PE uniform
- Black, brown, white, or navy blue belt. No other colours.

**Acceptable Hairstyles**

- Low cut business haircuts (as shown in pictures).
- Boys with long hair:
  - must braid or plait hair backwards (cornrows) or
  - gather hair neatly in one at the **nape of the neck.**



***N.B. Students not adhering to dress code will not be allowed in school.***

**Strictly Forbidden for Boys**

- Earrings, necklaces, wristbands, rings, long nails
- High afro/ wigs/open twists & single plaits
- Gang paraphernalia (Bandanas, coloured shoelaces, coloured shoes etc.)
- **Designer haircuts** (Mohawks, inscriptions in hair, lines, hair colour, beads, any other ornaments etc.)
- Visible tattoos ,crocs
- Any form of visible piercings e.g. nose, eye brows, tongue, eyelids etc.
- No hair colours / beads / any other hair ornaments
- Long dreadlocks, long unkempt hair
- Hair metal picks, caps, head coverings, hats, headbands, hoodies
- Cuts/designs in eyebrows

- **Accessories:** sunglasses during virtual or face to face instructional time

### Girls Dress Code:

- White polo shirt with the school's insignia engraved. Shirts must be **tucked into skirts and pants.**
- **Only a plain white undershirt or gym shirt** is allowed.
- A navy blue all around **pleated skirt BELOW (covering) the knees** OR long navy blue **Dickies loose fitting** pair of pants. Tight pants or skinny pants and jeans are **strictly forbidden** . (No other colours)
- Only black low-heeled shoes or black, navy blue or white sneakers are allowed. (If a student has a toe injury, he/she needs to provide a doctor's note in order to be accepted in school with open-toe black shoes or black sandals.)
- White, black, or navy blue socks.
- Only navy blue school sweaters with the insignia are permitted.
- **P.E.:** white short pants (**mid-thigh, not shorter**) or blue running pants. White S.M.A. Physical Education T-shirt.

**Nb:** Students are required to change into their school uniform after every gym class. Students will **NOT** be allowed to exit the gym in PE uniform.

- **Only One pair of stud earrings allowed in the lower earlobes.**
- Black, brown, white, or navy blue belt. No other colours.
- Black, white, or navy blue hair ornaments. **All other colours are strictly prohibited.**
- Hair must be tied back; braids should not be worn beyond waist length.

### Strictly Forbidden for Girls:

- Make-up and jewellery except for **ONE** pair of stud earrings and a watch.
- Gang paraphernalia (bandanas, coloured shoelaces, etc.)
- Natural long nails or acrylic nails.
- Head coverings, hair picks, caps, dreadlocks, hats, headbands, hoodies
- Slippers/ open-toe shoes/ sandals (unless special written permission is granted on the basis of medical evidence)
- Colour hairstyles

- Cuts/designs in eyebrows
- Designer haircuts
- Visible tattoos
- Wristbands
- anklets
- Multiple ear piercing ornaments
- Lip, nose, tongue or eye piercing ornaments

*N.B. Students without uniforms will not be allowed in school. For further guidance, refer to the "Respect and Responsibility Programme"*

*Our school takes everyone's safety very seriously and expects ALL to follow the SAFETY GUIDELINES issued by the Ministry of Education, Culture, Youth, and Sport (MECYS).*

*Anyone not following our school safety Protocols will be issued a warning. Any other infraction thereafter will result in the student being sent home for suspension.*

## **Dress Code for Birthdays & Special Activities**

Students are allowed to wear clothes different from the school's uniform on birthdays providing that these clothes are decent.

### **Strictly Forbidden:**

- Spaghetti strap dresses and blouses, low-neck or low-back dresses, sleeveless dresses and tops.
- Tight pants and transparent clothes.
- Ripped jeans styles that expose the skin or undergarments
- Sleeveless shirts or off-the-shoulder apparel.
- Short or miniskirts.



## **PROHIBITIONS / BANNED SUBSTANCES**

### **Alcohol, Tobacco, Vaping Devices**

The use or possession of any form of alcohol, tobacco, e-cigarettes or vaping device is forbidden at school or school sponsored events and on school grounds including the areas bordering the grounds. Violations of this rule will result in suspension for three days (3) for a student and sanctions for an employee who aided, abetted or facilitated the student or students. **(Level 5-refer to rules & regulations below)**

Students are not permitted to possess alcohol, cannabis (weed) tobacco products, or cigarettes of any type on campus or at any school events. Students are also prohibited from attending any school sponsored events while under the influence of any of these products. These rules apply to all students, including those who are over 18 years of age. Possession of one of these items will result in three (3) days suspension from school for a first offence and possible expulsion from our school. The school also reserves the right to report the matter to the police.

## **Our Rules & Regulations**

### **Infraction Code**

The Infraction code presented below serves as a guide for parents, students and staff. It helps us determine which member of staff handles the different levels of infractions. Therefore, teachers know the expectations of management for classroom and student discipline, what they should handle and what should be sent to management. Cumulative offences will result in progressive consequences, even though any one of the offences by themselves may not warrant such corrective measures. For levels 1 to 4 below the principal reserves the right to designate the responsibility to any member of staff to handle infractions and take the necessary corrective measures.

Level 1: Subject Teacher
Level 2: Homeroom Teacher
Level 3: Year Coordinator
Level 4: Vice Principal/ Management Team
Level 5: Principal and School Board

## Rules and Regulations

\*All infractions will be documented and placed on the student's file.

### **1. Students must come to school on time (Level 1 - 5)**

- a. Acceptable excuses for lateness are: medical reasons (with written note), transportation problems with school bus or personal transport, family emergency (with written letter), and bad weather.
- b. After three times late and without an acceptable excuse, the student will be given a verbal warning and a notification email will be sent to parents. For the fourth time late without an acceptable excuse the student will receive a detention from the Year Coordinator or Vice Principal. A hard copy of the detention notice would be sent home with the student; it must be signed by the parent and returned prior to serving the detention. If late coming becomes chronic (three or more times in one week), parents will be called in for a meeting and the Truancy Officer will be informed. Should lateness persist, after the previous meeting with parents, the student will receive one day indoor suspension.
- c. After these three steps chronic late comers will receive a detention for every time being late and a warning letter will be issued. If lateness persists a warning letter will be issued, a referral will be sent to the Truancy Department and a parent conference convened if necessary.

### **2. Students must attend homeroom on time. Between 7:30-7:40 am each day all students must be in class and must not leave class until 7:40 bell rings (Level 2-3)**

- a. Should students be late twice in one week, they will be given detention by the homeroom teacher, or some other consequence by the homeroom teacher.
- b. Should this infraction continue (three times late for homeroom), the Year Coordinator will be notified and parents will be called. The student may be referred for counselling if deemed necessary.

**3. All students must go to class on time, that is, before the second bell rings. (Level 1-5)**

- a. If a student is delayed by a counsellor, Principal, or Vice Principal, a signed note must be given to the student with the time released.
- b. Students could be given detention and assignments by the teacher if they arrive late to class for the first time. The subject teacher is allowed to use his/her discretion to apply the appropriate disciplinary measures.
- c. The second time coming to class late parents will be notified and called and a detention will be issued by the Year Coordinator.

**4. Students must be present for all class tests. There will be no more than three tests per day and no more than two foreign language tests. (Level 1 and 2)**

- a. Should a student be absent for a test due to illness, the homeroom teacher should receive a doctor's note and the subject teacher will be notified. Then, a makeup test will be scheduled after school for the first Friday until the second Friday. After this time, the teacher is not obligated to administer the test.
- b. If a student is absent due to an official appointment, the homeroom teacher must be notified at least one day prior to the appointment with evidence of the appointment attached. Notice should be emailed to the homeroom teacher and copied to the subject teacher. Then, a makeup test will be scheduled after school for the first Friday until the second Friday. After this time, the teacher is not obligated to administer the test.
- c. Student will automatically get a zero for a test if he/she chooses to be absent from / skip class while in school that day.

**5. Students must complete all projects and assignments, including School-Based Assessments (SBAs) on time (Level 1-2)**

- a. All requirements (rubrics) and deadlines must be clearly given and published in Quick schools or Google Classroom before students embark on a project or assignment.
- b. Students will lose 10 % of marks for each day after the deadline up to a maximum of three (3) days. The homeroom teacher and Student Care Department should be notified. Parents will then be contacted.

- c. Students who do not submit projects and assignments will be awarded zero (0) marks.
- d. If a student failed to submit all required assignments and projects for the term, he /she will be assigned 10% for attendance in school.

**6. Students must complete all homework assignments. (Level 1-3)**

- a. When students do not complete homework assignments, the SUBJECT TEACHER will address the student and determine the consequence.
- b. Should this behaviour occur a second time, the SUBJECT TEACHER will notify the homeroom teacher who will then address the student.
- c. Should this behaviour continue, the SUBJECT TEACHER will invite parents for a conference together with the year level counsellor and Year Coordinator. The student will also be given detention by the subject teacher.

**7. Students must be present for all End of Term Exams. (Level 4)**

- a. Make up exams will be administered by the Examination Officers during the term in question and under the following circumstances: medical reasons ( doctor's note signed and stamped by doctor) and death in the family with letter from parent(s).
- b. Should students not be able to submit a letter they will automatically be disqualified for that exam and will be awarded a zero.

**8. Students must not cheat on examinations or any assessment. (Level 4)**

- a. If there is concrete evidence that a student has cheated on exams he/she is automatically disqualified. A zero grade will be awarded for that exam.

**9. Students are not allowed to leave the school premises without permission from the Principal or Vice Principal or another member of the Management Team in the absence of the Principal or Vice Principal (Level 3-4)**

- a. Any student caught in the act of leaving the premises for the first time, parents will be called in. An incident report will be completed by the member of staff who caught the student; the report will be submitted via Quick schools and the teacher will inform the Year Coordinator.

- b. Students who are caught a second time attempting to leave campus will be suspended for one day and parents will be called in for a meeting.
- c. Students who have left the campus without permission will be suspended from school for one day and parents called in.
- d. If a child leaves home for school, but never made it to school, and is truant for the day:
  - i) Parents will be called
  - ii) Truancy will be notified
  - iii) Management will meet with parent, student, and the counsellor
  - iv) Student will be responsible for getting all the work missed
  - v) Missed deadlines, tests or other assignments will be left up to the teacher's discretion.

**10. Students must not skip classes. (Level 3-4)**

- a. Students who skip classes for the first time will be addressed by the Year Coordinator. The subject teacher will inform the year coordinator of this. An incident report will be completed and submitted via Quick schools. Parents will be notified as well.
- b. Should this behaviour continue, students will be suspended for a day and parents will be called in to discuss this with the Vice Principal, Year Coordinator and/or Counsellor.

**11. All students must wear the school uniform at all times as outlined by the Dress Code in this document. This includes students writing external exams. (Level 1- 4)**

- a. Students who come to school without uniform will not be allowed in school. Parents will be informed by any member of the Management team or Year Coordinator to pick up their child/ren from school.
- b. Students will be subjected to uniform spot checks by any staffer, homeroom teacher, subject teacher, Year Coordinator or Management.

**12. Students must NOT fight in and or out of school. ( Level 3- 5)**

- a. Should students fight, parents will be called immediately to take their child/ren home.
- b. When students fight, they will be given three days suspension. Parents will be required to come to school to discuss the matter with the Principal, Vice Principal, Year Coordinator and the Counsellor before they are allowed to return to school.
- c. A record of the fight will be placed on the student's file.

- d. A copy of the suspension letter will be sent to the Inspection Department of the MECYS.

**13. Students are not allowed to use indecent language. (Level 1- 4)**

- a. Students who are caught for the first time will be given a warning, brought to the office and this will be recorded in QuickSchools.
- b. If this happens again students will be given detention, with an incident report documented and parents will be notified.
- c. If infraction is repeated students will be given a one-day indoor suspension and parents will be notified.

**14. Students are not allowed to threaten, throw missiles or use indecent language to teachers or other members of staff and their peers. (Level 4)**

- a. Should a student be caught or reported using indecent language to, or threatening any member of staff, he/she will be sent home by the Principal for three days. Parents will be required to come to school to discuss the matter with the Principal, Vice Principal, Year Coordinator and the Counselor.
- b. The student will also be referred to the DSC for counselling.

**15. Students should not be engaged in physical aggression towards teachers, members of staff, members of the school board or persons acting on behalf of the school including security, bus drivers and so on. (Level 5)**

Should this happen:

- a. The student will be suspended for three (3) days by the Principal.
- b. Parents will be required to come to school to discuss the matter with the Principal/ Vice-Principal, Year Coordinator and Counselor.
- c. A report will be sent to the school board and Inspection Department.

**16. Students are not allowed to be disrespectful, direct any form of verbal abuse to or ignore the directives of or engage in any deliberate action that result in harm to a staff member, member of the school board or persons acting on behalf of the school including security, bus driver and so on. (Level 3-5)**

- a. Should this happen the matter will be reported to the Year Coordinator/ Vice-Principal/ Principal/ or any member of the Management Team and an incident report will be completed by the teacher in QuickSchools and a hard copy placed in the student's file.
- a. A suspension will be given for up to three days depending on the severity of the offence.
- b. Any cost involved will be borne by the parent/guardian.

- c. Depending on the severity of the offence the matter will be referred to the school board.

**17. Students must not indulge in any intimate contact or inappropriate physical contact with other students. (Level 3-5)**

- a. Students engaged in this type of behaviour will be issued a severe warning by the Year Coordinator. Parents will be informed and the student will be referred for counselling.
- b. In the second instance, students will serve an indoor suspension issued by the Year Coordinator. Parents will be notified and the student will be referred for counselling.
- c. Should this behaviour continue, parents will be called in to discuss the matter with the Principal, Vice Principal, Year Coordinator and Counsellor. Students will be suspended for one day with a referral for external counselling.

**18. The St. Maarten Academy has a zero-tolerance policy on the use/sale/distribution of illegal drugs, misuse of prescription or possession of illicit drugs or paraphernalia and alcohol by students. (Level 4-5)**

- a. Any student caught with any of these items on school premises will be sent home immediately for three days and a report will be sent to the school board. The Police Department will be notified and items confiscated will be handed over to the Police.
- b. If the student is suspected of using drugs on or off campus, the parent must take their child immediately for a drug test at a facility identified by the school and paid for by the parents/guardians. Mandatory counselling will also be instituted.
- c. If the student tests positive, he/she will be suspended for three days, and a report sent to the school board. Following the suspension, the parents and student will be required to attend a meeting with the Principal, Vice Principal, Year Coordinator, Counsellors and the Community Policing Officer (CPO).
- d. In cases where the school suspects that a student is using drugs, and the parents refuse to take their child for testing, the matter will be referred to the School Board.
- e. Students will then be subjected to random bag searches once suspected. The search will be carried out by the Security Guard or other staff member designated by the Principal. The search will also be conducted in the presence of a member of the Management Team.

- f. Should the student be found to be in possession of or using illicit drugs, misuse of prescription drugs or paraphernalia or alcohol, a report will be sent to the school board, with a recommendation for expulsion.

**19. Cellular (cell) phones, hand-held electronic devices such as mp3s, iPods, ear pods, PSPs etc. are strictly prohibited in school, these items will be confiscated. BYOD -Only laptops and tablets are allowed for classroom use at the discretion of the teacher. (Level 1-4)**

- a. In the first instance it can be retrieved by the parent from the Principal for a fee of **\$50.00**
- b. Should this occur a second time, it can be retrieved by the parent from the Principal for a fee of **\$60.00**.
- c. Should this occur a third time, it will be confiscated and it will be returned at the end of the school year after the fee of **\$60.00 is paid. THE SCHOOL WILL NOT BE HELD LIABLE FOR ANY CONFISCATED ITEMS THAT MAY BE LOST OR STOLEN.**
- d. Parents who require their children to carry cell phones, must seek special permission from the Principal by way of a letter. These cell phones must be booked with the Principal's Administrative Assistant and turned over to the principal upon entry to campus and uplifted at the end of the school day.

**20. Students are required to be well prepared with all materials for school. Students must have a bag large enough to accommodate folders, textbooks and copybooks. No small bags are allowed. (Level 1 and 3)**

- a. The subject/ homeroom teacher should report this to the Year Coordinator. Parents will be called by any member of the management team or Year Coordinator to bring missing material.
- b. If this happens again a parent conference will be scheduled by the Vice Principal and Year Coordinator
- c. If this continues the student will be given detention.

**21. Bullying is absolutely not tolerated at this school. (Taunting/name calling, physical, cyber bullying, etc. see Anti-bullying policy above) (Level 4-5)**

- a. Any student determined to be bullying other students will be sent home immediately for three days. Parents will be called in for a meeting to discuss the matter with the Principal, Vice Principal, Discipline officer, Year Coordinator, the Counsellor and /the Community Policing Officer before the student(s) is/ are allowed to return to classes
- b. A record of the behaviour will be placed on the student's file.

- c. Students will be referred to the Student Care Department for counselling.

**22. Students are not allowed to take the property of others without their permission. This will be deemed stealing. (Level 3 and 4.)**

- a. Should a student be determined to have stolen he/she will be sent home by the Principal for one day. Parents will be required to come to school to discuss the matter, including returning or replacing said item with the Principal, Vice Principal, Year Coordinator and the Counselor, before he/she is allowed to return to school.
- b. Students will also be referred to the Department of Student Care for counselling.
- c. The school reserves the right not to take any action on items reported stolen that are not allowed on the school premises. Parents may refer to the Police Department to seek redress.

**23. Students are not allowed to have in their possession weapons or metal picks, knives, tasers, and pointed tip scissors, look alike weapons or other harmful objects, long nails, fish tail combs and other sharp items. There is a zero-tolerance for this kind of behaviour. (Level 4- 5)**

- a. Any student caught with any of these items on school premises will be sent home immediately for three days and the police will be called in. Parents will be required to come to school to discuss the matter with the Principal/ Vice-Principal, Year Coordinator and Counselor.
- b. A report will be sent to the school board, with a recommendation for expulsion.

**24. Students are not allowed to have in their possession or view/listen/write any form of indecent material. Indecent/pornographic material is defined as language or material that in context depicts or describes sexual or excretory organs or activities. (Level 1-4)**

- a. Any student caught with any of these materials will be suspended for two days.
- b. A parent conference will be called and mandatory counselling sessions will be scheduled.

## REFERENCES

*Anti bullying Procedures for Primary and Post-Primary Schools in Ireland, 2013*

*Secondary - anti-bullying policy.* Silverline Private School. (2018, December 14).

<https://www.silverlineschool.com/anti-bullying-policy/>

*Have a great school year!!*