

## **Codes of Conduct Primary**

### **Introduction**

The Code of Conduct is a guide to the proper behavior that you should have as a school pupil. It has been given the title Living and Working Together because that is exactly what you, your friends and your teachers do at school. Being at school is more than just doing lessons. School gives you the chance to meet people, to live and work together with them. In doing so you learn about yourself; you develop your character and personality. Living and working together in harmony create the right conditions for you to do your best in your studies and your development as a person.

You will notice that the whole Code of Conduct is based on the idea of Caring. This is because good behaviour depends, above all, on caring. Caring for yourself, for others and for your school and your community help you to become a self-disciplined, caring and responsible person.

The Code of Conduct is in two parts. The first part is on some of the main behaviours that pupils must develop.

The second part is on the types of disciplinary measures that the school may take against pupils who behave in an unacceptable manner. This section also lists certain offences which are considered serious and that can lead to serious disciplinary measures to be taken against the pupil who commit these offences.

We hope that you find the Code of Conduct a useful guide. Please discuss its contents with your friends and your teachers, as well as your parents and family so that you understand it well and are able to put it into practice. Your time in the primary school is a time of challenges. As a young person it is also normal that you come across certain difficulties. Your school can help you. Make the most of the opportunities that it offers you - both in terms of your studies and in your general overall development.

### **Part A:**

Learning to Behave Properly

Good Manners

A person with good manners is nice to have as a friend.

To succeed I don't only need good grades, I also need good manners.

I show that I have good manners when I...

Listen to good advice and answer politely when people are trying to talk to me

Greet my parents, teachers, friends and other people nicely

Help my parents, teachers and friends without hesitation

Help the very young, the elderly and those around me

Say please, thank you and excuse me

Say sorry if I have offended someone

Do not use abusive language

Take my place in queues in an orderly manner

Respect other peoples views, opinions

Respect other peoplexs customs and ideas

Ask before I borrow anything from someone

Take care of and return things that I have borrowed from others

Make proper use of handkerchiefs and tissue paper

Cover my mouth and nose with my hand or my handkerchief when I cough or sneeze or yawn

Knock on the door and wait to be welcomed in before I enter a room

Help those who are less fortunate than me

Do not disturb or annoy other people on the bus, in the street, in class, at school and other places

Wait for my turn to speak in a discussion

Say excuse me when I want to walk in front of or between people

Keep a good posture when talking to others

Ask for permission before I say or do something

Caring for Myself

The way that I take care of myself affects the way other people think of me.

That is why I should do my best to keep my clothes tidy,

The different parts of my body healthy and clean at all times, and

keep up a high level of personal hygiene of all times

I must also do my best to stay away from situations that can put my health in danger.

I show that I care for my body when I...

Take a proper bath or shower at least two times a day.

I show that I care for my hands when I wash them...

After using the toilet

After playing outside

After taking off or putting on or cleaning my shoes

Before and after meals

After playing with pets and any other animals

After using other materials that can affect my health, for example paint, glue, javel and tippex

I show that I care for my hair when I...

Wash it thoroughly, regularly with shampoo (or soap) at least once a week to keep it healthy

Cut, brush / comb it, and style it nicely in a fashion acceptable by the school

Keep it free from lice

I show that I care for my teeth when I...

Brush my teeth after breakfast daily ·

Brush my teeth regularly after eating

Brush my teeth before going to bed daily

Avoid eating too many sweet things

Avoid using my teeth to open bottles

Do not miss my dental appointments and visit the dentist regularly

Use a dental floss

Avoid biting hard objects

**Engagement of Pupils, Teachers, and Parents to the Code of Conduct Guidelines**

**As a responsible pupil I will do my best to follow the Code of Conduct Guidelines and the School Regulations with the help of my teachers and my parent's) or guardian's).**

I show that I care for my nails when I...

Keep them clean and short

Keep them free from nail varnish

Avoid biting them

Avoid using artificial nails

I show that I care for my feet when I...

Wear my shoes and slippers when walking outside

Wash my feet regularly and after exercise

Keep my socks, shoes and slippers clean

Avoid wearing shoes with high heels

Wear the right type of shoes

Polish or wash my shoes when they become scuffed or dirty

I show that I care for my clothes when I...

Do not use my clothes as an handkerchief

Look after my clothes well and iron then when ever necessary

Make sure there are no holes or missing buttons in my clothes

Wear my school uniform properly, tucking in my shirt/blouse tidily

Avoid getting stains and/or ink on my clothes and keep them as clean as possible

Wear clothes which is not too tight and too short

Hang up my clothes or put them in the appropriate place after use.

I show that I care for my skin when I...

Use the appropriate deodorant whenever necessary

Keep up a high level of personal hygiene

Wash small cuts and grazes with antiseptic and clean water and keep them clean by covering them with clean dressings

Do not over-tattoo my body

Make sure that I know what to do if I discover a fire

Do not tease people

Do not tease dogs and other animals

Avoid climbing trees especially when there are no adults present

Am very careful if I handle plants, animals and other poisonous Materials/substances

Avoid doing things that can be dangerous to my life and that of others, for example using sling shots, throwing stones.

Do not offer cigarettes, alcohol or drugs to others or accept these harmful substances from others

Care for Others:

I am aware that I am not alone in this world.

Besides myself there are other people around I that I must care for;

at home, at school and in the community.

I show that I care for my parents and family when I...

Obey them and listen to their advice

Help with the housework and other activities

Do not steal from them

Share my school life including my school counseling file with them

Help them keep in touch with school activities in all the ways that I can

Talk to them about my homework and ask for their help when necessary

Make them proud of me by doing my best at school and in other activities

Keep my grandparents company and help them in all the ways that I can

Take care of my young brother's) and sister's)

Share my happiness, doubts and difficulties with them

I show that I care for my whole body and mind when I...

Have plenty of exercise and eat a balance diet xsay nox to cigarettes, alcohol, drugs and other substances that will put my health in danger

Refuse to buy cigarettes, alcohol, and drugs from an adult

Refuse to read, listen or view materials that are not suited to my age and can be harmful to my moral well-being

Refuse to accept bad advice.

Get enough sleep in the evenings

I show that I care for my education when I...

Am present at school on all school days

Am on time for all lessons and activities

Excuse myself for any lateness and provide a written valid reason for them

Explain any absences with signed notes from my parents or guardians

Am keen to learn; take my studies seriously; keep my books and exercise books neat and tidy

Do my best in all the activities in which I participate

Do my homework regularly and neatly and have it signed by my parents or guardians

Learn to study on my own

Hand in my work on time

Bring my own pens, pencils, rulers, erasers and other materials which I use for school work

Assist my teachers in providing materials needed for lessons

Make the most of the learning opportunities offered to me by the school

Make use of the school library, other libraries and buy extra books and other learning materials

Do my best to improve my handwriting and the standard of my work

I show that I care for my fellow pupils and friends when I...

Greet them courteously

Respect their right to work and study in peace and quiet

Congratulate them for their successes

Offer to help them when they have difficulties and am courteous to them

Appreciate their contributions to lessons and other activities

Respect their belongings

Respect their beliefs and religion

Do not steal or misuse their belongings

Allow them to express the ideas and opinions

Accept their apologies when they have done something wrong to me

Am honest with them and do not talk behind their backs

Do not use abusive language when talking to them

Do not try to influence them to do things that are not acceptable or that may be harmful

Do not tease or call them names or try to bully them

Do not use violence to settle differences that may arise

Comfort them in their moments of difficulties or sorrow.

Share my happiness, doubts and difficulties with them

Do not play dangerous games

Do not accept things stolen from fellow pupils and friends

I show that I care for my teachers and other adults when I...

Listen to their advice

Am courteous to them and respect them

Am hard working, helpful and co-operative

Am responsible and understanding

**Care for my Life:**

Life is very precious, so I must do my best to preserve it.

I show that I care for my life when using the road when I...

Avoid crossing the road at a bend or curve

Look both ways for traffic before I cross the road and walk straight across to the other side when the road is clear

Walk on the pavement and keep as close to the roadside as possible where pavement is absent

Walk in single file when in a group of more than one person

Walk on the side of the road facing incoming traffic

Place younger children walking with me away from the traffic and holding their hand securely

Look out for traffic before crossing the road at a zebra crossing

Do not play on the road or by the roadside

Learn the colour codes for traffic lights, and cross the road when the xxwalkxx sign turns green

Watch for traffic as well as the colour of the traffic lights before crossing the road at traffic lights

Get help from the school warden or other adults when I not sure about how or when to cross the road

Observe and understand the traffic signs well

Avoid running clinging behind moving vehicles

I show that I care for my life and the lives of others in other situations when I...

Keep stairs and halls clear of toys and games

walk instead of run in classrooms through corridors and up and down stairs

Do not play with matches or lighters especially when there are no adults present

Do not take pills or other medicine unless they are given to me by my parents or the doctor or the nurse or my teachers

Do not play with electric plugs or sockets and electric appliances



Do not drink from bottles which look unfamiliar, or are found in a corner of the house or storage area

Make sure that my hands dry before switching lights on and off

Do not accept a lift, food, or money from a stranger

I show that I care for my school when I...

Respect my school uniform

Keep the classrooms and other facilities neat and tidy

Help clean the classrooms and beautify the school compound

Care for the shrubs, trees and other plants in the school environment

Tell my teachers or other responsible people of things that may make the school unsafe

Participate in as many activities organized by my school as possible

Avoid writing abusive or bad language on the buildings of my school

Avoid on furniture or wheel of my school

Respect and use the dust bins around the school properly

Respect the regulations of my school

Use the books and other facilities of the school properly and take good care of them

Am proud of the successes of my school

Help my school to succeed by doing my best in my lessons and other activities

Help my school to succeed by behaving well and co-operating with the other pupils and all other members of staff of my school

Represent my school well by behaving well and by doing good things outside my school

I show that I care for my community when I...

Help to protect public property

Care for public buildings, bus shelters, playgrounds and public signs

Respect all private property in particular those of my neighbors

Use public property like public telephones, public transport and dust bins with care

Behave well and do good things for the community

Bring to the attention of my parents, teachers, or others responsible persons, things that I feel give my community a bad reputation

Get rid of litter in the appropriate manner

Caring for Books

The books I use cost a lot of money.

I am not the only one who will use these books and

I should therefore take special care of them.

I show that I care for my books when I...

Cover them with appropriate materials to protect them

Do not tear pages or cut pictures from them

Do not write / scribble in them, or damage them in any other way

Make sure that my hands are clean and dry before I handle a book

Use a bookmark instead of turning down the corners of pages to mark my page

Take books from the shelf gently and do not pull them by the top of the spine

Open a book in a proper manner

Use a school bag to carry my books

Do my best not to lose my books

Handle books correctly and avoid throwing them

Keep books away from young children

Keep my books away from food and drinks

Caring for the Environment:

I share the world I live in with plants and animals.

Without them I could not exist. Animals and plants have their own homes.

Like me, they too need protection and care

I show that I care for my environment when I...

Avoid disturbing plants and animals and the places where they live

Take special care when I come across the nests of birds and other animals

Take part in activities to make my home, school, and my community green and beautiful

Take my litter home or get rid of it by using a public or school bin

Do not uproot plants or break off branches and flowers in public places without permission

Do not light fires without reason or without taking the necessary precautions

Do not use slingshots or throw stones or other objects at birds or other animals

Bring to the attention of my parents, teachers and friends; things that may damage the environment.

## **Part B: School Regulations and Disciplinary Measures**

To make sure that we all live, play and learn in a caring and respectful environment, my school will have school regulations on different aspects of school life such as the following:

School Uniform

Personal Appearance

Clothes for Physical Education

Attendance and Punctuality

Money and Undesirable Materials

Pupil Movement

Respect for others

Respect for Property

Homework and Class work

Books and other materials used for school work.

Visitors at School

Litter

School Assembly

National Anthem

My parents, teachers and my friends will help me to behave properly and to follow the school regulations. I do realize however that I must be responsible for my own behaviour and actions.

I must learn and respect all the regulations of my School especially the ones related to the following serious offences.</b>

Swearing

Threatening other pupils and staff

Fighting

Damaging School Property

Frequent lateness

Absence from school without a valid reason

Insolence

Bringing undesirable items like video cassettes, walkman to school or being in possession of such items.

Bringing undesirable books, magazines or pictures to school or being in possession of such materials

Gambling bringing alcohol, cigarettes or drugs to school or being in possession of such materials

Being under the influence of alcohol or drugs.

Being in possession of harmful subjects or weapons

I know that when my behavior affects the rights of others and the work of the school or when I do not follow the school regulations any one of these disciplinary measures will be applied depending on the seriousness of the offence.

Reprimanding by the teacher.

Doing specific tasks given by the teacher.

Withholding of certain privileges

Notification of my parents or guardians of my mis-behaviour by the school.

Referral to the Headteacher

Written guarantee of my behaviour given by my parents or guardians.

Refund of property

Suspension from school

Expulsion from school

I also know that if I behave very well and follow the school regulations I will ;

Become a more self-disciplined and responsible person.

Win the praise of my parents, my friends, my teachers and the members of my community.

Become a good model for the other members of the society.