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The Eaglesvale Code of Conduct may be subject to change from time to time at the discretion of the Executive. Any such changes will be communicated in full.

## **The Eaglesvale Code of Conduct: An Introduction and Overview**

The Code of Conduct is the set of rules which govern all students of Eaglesvale. Every Eaglesvale student should take the time to read and familiarise themselves with the full text of the Code.

Responsibility for the overall discipline and tone of the school rests with the Executive comprising the Headmaster, Deputy Headmaster, Senior Master and Senior Lady.

When an infringement of the Code of Conduct occurs, in all cases an attempt will be made to establish the true nature of a misdemeanour.

The school believes in discipline that is firm, yet just; which is administered with understanding and with the welfare of the whole community in mind. It further looks to the parent body for support in its efforts to provide an environment in which all

students feel secure. Due consideration and discussion will always involve all concerned parties.

### **The Purpose of the Code of Conduct is:**

1. To ensure fair and equal treatment of all pupils.
2. To encourage timely corrective action in the event that a pupil's behaviour or performance proves to be unsatisfactory or unacceptable.
3. To ensure that Biblical principles of justice are applied before a pupil is punished, the School will be guided by Matthew 7:12 **“So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets”**

### **Principles of the Code of Conduct:**

- A. The Code shall be equally applicable to all pupils including the Sixth Form and the Prefect Body.
- B. It is the responsibility of all members of the Eaglesvale Staff and Prefects, as well as all members of the Student Body, to maintain discipline at all times.

## **Good Conduct at Eaglesvale: What is Expected of Every Student**

In any community, standards must be established by which its members can work together harmoniously. Whether the rules take the form of the country's laws, local by-laws or School regulations, they encompass the same principles of public safety, social responsibility and goodwill. It is expected of all Eaglesvale pupils that they involve themselves in a high standard of conduct in their relationship with others and the school.

### **Good Manners**

1. Greet staff and Visitors cheerfully and confidently. If you are sitting, stand up to greet someone.
2. Offer assistance to any adult or other visitor to the school in a cheerful and confident manner.
3. Stand up to speak to people especially staff and other visitors.
4. Do not have your hands in pockets when addressing people.

5. If you are wearing a hat, lift it to greet someone or remove it when talking to a member of staff or a prefect.
6. **Under no circumstances should hats be worn indoors or in the corridors of the school.**
7. Causing a disturbance when someone else is trying to concentrate, study or work is a selfish act. Respect other people's space and right to work.
8. Arriving late for registration, class, meetings, fixtures, games and practices shows a selfish lack of regard for others' time and effort.
9. **Forgetting to keep an appointment, failing to attend a club or society meeting, practice or rehearsal is not becoming of someone who is well mannered.**
10. Apologise when you are in the wrong. Sincerity is the mark of good behaviour.
11. Visiting schools are guests of Eaglesvale. They should be afforded every courtesy we can offer them.

## **Respect**

1. In all cases there should be an ethos of “respect for the individual” no matter who they may be or where they are.
2. Employees of the school are part of the community. They deserve our full respect at all times. They may not be used for any task other than that specified by their supervisor.
3. At all times it is essential to respect other people and their property or belongings.
4. School property should be well treated at all times. Breakages or damages should be reported immediately.
5. Any adult or visitor must at all times be accorded the same respect as that to a staff member. This applies as fully to any Eaglesvale parent who may in the course of the year be offering their services at the school or any of its functions.

## Standards of Behaviour

1. All forms of bullying and intimidation have absolutely no place at Eaglesvale. This includes physical, mental, verbal or sexual harassment.
2. Firearms, knives, catapults or anything else which may be construed as a weapon and may inflict injury on a person, are strictly prohibited.
3. Cigarettes, snuff, cigars, drugs, alcohol and incense are strictly forbidden.
4. Dress and haircut regulations as set out will at all times be adhered to.
5. During the term the school comes first. All weekend commitments must be met. Last minute illnesses do arise from time to time, if so please let the School or your Coach know as soon as possible.
6. Support for some cultural and sporting fixtures are compulsory. Such occasions are communicated to Students and are usually indicated on the calendar (which is issued on the first day of term) and they **must be attended**.

7. No medical, dental or driving test appointments, etc. should be made during school hours.
8. Going off campus for any reason is not permitted without receiving authorisation. This applies to examination candidates as well.
9. No student is to leave the campus during school hours without a signed note from the Deputy Headmaster or Senior Master.
10. A note, signed by either a parent and/or a medical practitioner must be submitted to your Form Teacher to explain each and every absence from school.
11. Single male and female students are not permitted to be alone on campus at any time. **(Category 'C' Offence)**
12. Students accept that the Executive reserves the right to search any car, bag or container brought onto the school campus.

## Classroom Discipline

1. **At all times, there must be quick movement between classes.**
2. There must be orderly arrival and departure from classrooms — line up quietly outside the classroom and wait to be called in.
3. If your teacher has not arrived within five minutes of the start of the lesson, a member of the class must inform the Deputy Headmaster.
4. Stand quietly behind the desk until greetings are over and you are given permission by the teacher to sit.
5. Sit up straight and pay attention. Messing about in class, fighting, and any form of general disruption will not be tolerated.
6. During class discussions, put your hand up and wait for your teacher to invite you to speak. Do not shout out questions or answers or speak out of turn particularly when your teacher is talking.
7. All forms should have prep note books and all prep or instructions by your teacher recorded in them.

8. Neatness and accuracy as well as high levels of presentation must be aimed for. Take pride in your work by ensuring correct dates and headings are used, accurate numbering is followed, there is a neat layout of notes and work, orderly correction is undertaken and neat diagrams and illustrations are drawn.
9. Bring the correct books and material to lessons. This requires forward planning and attention to your timetable before the day starts.
10. If a member of staff or a visitor walks into the classroom, you must stand up and greet this person.
11. The classroom must be left in a tidy state: pick up all rubbish, straighten desks and push the chairs in behind the desks. Do not leave any graffiti on the desks or walls.
12. Remember that the bell is a signal for the teacher and not for you. Wait to be dismissed before packing up and leaving.
13. Thank your teacher politely for your lesson.

## **Manuals and Detention**

It must be noted that manuals, detention and any other form of punishment take precedence over any other activity.

In general:

- Manuals are deployed as punishment for a general disciplinary infringement.
- Detentions are deployed as punishment for poor academic performance, including not doing work or assignments on deadline.

## **Sick Bay**

Students needing to see the Sick Bay sister may only do so with a note from their teacher and/or a member of the Executive.

## **Functions**

Attending any social function, such as dances, cocktail evenings, dinners and any other event hosted by the school is deemed to be a privilege for a student and not an entitlement or a right. As such attendance is by invitation of the Headmaster or Deputy Headmaster(s) and the privilege of attendance may be withdrawn if circumstances or breaches of the Code of Conduct warrant it.

## **The Culture of Eaglesvale.**

The guiding philosophy stems from our school motto “Diens” or “Service” and therefore all students are to be encouraged to make their School and their world a better place for others by looking for opportunities to serve. Students should strive to exhibit the fruit of the Spirit in their daily lives. (Galatians 5:22-23)

## **The Merit System**

Students can earn merits within the Eaglesvale School System.

These Merits will form part of the School Record and will be recorded in the Student's Report at the end of each assessment period.

In addition any Merits awarded will be used to compute the students Honours Rating at the end of each assessment.

1. Teachers/prefects are permitted to issue merits.
2. The Merit award is completed and signed by the issuer and then sent to the Divisional Head for signature.
3. The Divisional Head signs and records the Merit points and sends the card to the front office.
4. The front office informs the parent via email.
5. The Merit Card is returned to the issuer to give to the student.

Merits can be awarded according to the following guide.

<b>DESCRIPTION</b>	<b>MERIT POINTS</b>
Work handed in regularly with evidence that the student has applied themselves to the task at hand.	From 2 to 6
Exceptional contribution to study with evidence of a well-researched and prepared body of work.	10
Student has made great progress in improving their academic standing during the term.	From 6 to 10
Student leads by example in terms of their application to work, to time keeping and their participation in class discussions.	From 4 to 8
Student is consistently on time for sport and or cultural fixtures and practices.	From 4 to 6
Student has shown diligence in support for the School e.g. in attendance at Sport and other fixtures whether compulsory or otherwise.	From 4 to 6
Student shows diligence in working at improving their skills within a sporting discipline.	From 4 to 10

Student has excelled in a sporting discipline by achieving School, Provincial or National Colours.	10
Student has excelled in a cultural/club area being recognised through results achieved in that area.	From 6 to 10
Student can produce evidence in the form of a reference for any job shadowing undertaken during the holidays.	From 6 to 10
Student shows initiative in being involved in activities that are aimed at assisting those less fortunate than themselves.	From 4 to 10
A Student's standing/behaviour within the community at large has caused the reputation of Eaglesvale School to be portrayed in a positive light.	From 6 to 10
<b>COMMUNITY SERVICE</b>	
Points awarded for community service are from clear documented evidence and must be applied for to the Divisional Head before the Assessment Schedule deadlines.	

## The Demerit System

Demerits have been allocated for conduct that contravenes The School's Code of Conduct. The number of demerits will be determined by the severity of the incident and will progressively increase each time a student is referred for the same violation of School rules.

Demerits will be recorded on every School Report and will be used in calculating the **Students Honours Rating**.

Demerits are issued according to the following procedure:

1. The offender is sent to the appropriate Divisional Head with a completed demerit form.
2. The teacher/prefect issuing the demerit should email and/or send a separate copy to the Divisional Head, with the details. This is to ensure accountability.
3. The Divisional Head will record the demerit and ensure the parent/guardian is informed by email or telephone.
4. **The Demerit form is sent to the front office for filing, after it is signed and stamped by the Divisional Head. The front office**

**informs the issuer that the demerits are recorded.**

5. For more serious offences students will receive a “Notice of Disciplinary Action.” Parents will be required to sign this Notice to acknowledge the misdemeanour and the demerits their child has received.
6. A maximum of 50 demerits will be permitted for all students in Forms 1 to Upper 6.
7. When a student accumulates 25 demerits they will receive a warning letter of suspension. The student’s parent/guardian will be required to attend a meeting with the Deputy Headmaster.
8. A student who has accumulated 40 demerits will immediately be suspended from school for a period of seven days. Following this additional or conditional sanctions may be imposed.
9. Following this suspension, a Notice of Final Warning will be issued to the student and their parents. A copy of this letter must be placed in the student’s personal record file.
10. At the discretion of the Headmaster, a student who accumulates 50 demerits may be asked to leave Eaglesvale.

11. The issue of demerits may negatively influence the application for any leadership position within the School.
12. Any Student leader who seriously violates the School Code of Conduct will be removed from office.
13. Team Awards, Half Colours and Full Colours, in addition to any other awards, may be withheld from students who have accumulated more than 8 demerits.
14. Unacceptable social conduct will not be tolerated and students who infringe the Code of Conduct will be given appropriate demerits.

## **Classification of Misdemeanours**

It would be impossible to identify every single misdemeanour that may occur at a school. However, **examples** of transgressions against normal good conduct are set out in four categories. The categories of misdemeanour are ranked in order of seriousness, Category A being the least serious whilst Category D is the most serious. In all cases it must be remembered that each and every situation needs to be dealt with in its context, taking into consideration the circumstances of the transgression.

## Category A

1. Eating in class, the library, and other places where food is not allowed.
2. **Late arrival** for class, prep, sports and cultural practices, society meetings, assembly and/or any other meeting without an acceptable excuse or reason.
3. Leaving before the permitted time for class, prep, sports practices, society meetings, assembly and any other meetings without an acceptable excuse or reason.
4. Talking out of turn in class, assembly and during meetings being held by staff or other people in authority.
5. Hands in pockets when talking to staff members or other visitors to school.
6. Failure to carry out instructions given by a prefect for a member of staff.
7. Not standing up when speaking to staff or adults, not greeting staff, adults, prefects and sixth formers.
8. Contravention of the dress code.
9. Not doing homework or leaving the required books and/or work at home.
10. Littering or the defacing of School Property.

11. Arguing with referees or unsportsmanlike conduct.
12. Inappropriate behaviour on any journey using transport organised by the School.
13. Any other petty transgression that has a direct impact on school property, other pupils and/or members of the Eaglesvale community.

### **Category A Sanctions**

For transgressions in this category the following sanctions may also apply:

- Verbal reprimand
- Manual labour
- Detention
- Suspended attendance at sports/clubs/school functions
- Break time and morning litter collection
- Community service

2 Demerits	First incident
4 Demerits	Second incident
6 Demerits	Third incident

## Category B

1. The selling of goods to school employees or fellow pupils without the express permission of the Headmaster or the Deputy Headmaster.
2. Boys not being clean shaven, unless specifically exempt for medical reasons with the permission of the Headmaster.
3. There shall be no piercing of body parts for girls and boys other than for girl's earrings.
4. **Boys Hair:**
  - a. Must look neat at all times.
  - b. Must be of a length not longer than 5 mm and following the shape of the head.
  - c. No fashionable cuts that do not adhere to a conservative definition of haircut
  - d. No gels shall be used to plaster long hair down so that it looks short.
  - e. There shall be no shaved areas over the ears (or step cuts).
  - f. There shall be no highlighting of hair.
5. **Girls Hair:**
  - a. Only white, yellow, green, black or hair colour slides are allowed
  - b. No fancy clips, thick bands i.e. alice bands or towelling bands
  - c. No dye, perm, peroxide, highlights or

crimping is allowed

- d. Hair which touches under the chin must be tied up appropriately and be tidy at all times.
- e. No fancy hairstyles
- f. Sixth form and form 4 girls are allowed to wear braids colour No. 1, short and medium in thickness.

## **6. Girls Jewellery**

- a. Sleeper earrings or plain gold or silver studs. No stones.
  - b. Earrings to be worn in the pierced ear lobe. Only one earring per ear
  - c. No rings, bracelets or chains except for Medic Alert.
  - d. Only St Christopher and plain crosses on plain chains worn inside the shirt or blouse.
- 7. No makeup is permitted.
  - 8. Engaging in disorderly/disruptive behaviour horseplay (including fighting) in part of the school including: classrooms (particularly the laboratories), corridors, change rooms, swimming pool area and hall.
  - 9. Breach or disregard for safety rules or security regulations as set out in general or those pertaining to a particular area, for example the science and computer

laboratories, library or the swimming pool area.

This includes when travelling on a School or School organised Bus and at areas designated as Bus pick up and drop off points.

10. **Absence** from class, prep, sports and cultural practices, society meetings, assembly and/or any other meeting without an acceptable excuse or reason.
11. **Unauthorized** possession or use of any, or all, school property or the property of others.
12. Wilful disrespect to staff, employees, visitors, seniors and peers.
13. Refusal to obey a reasonable request and /or lawful instruction given by a member of staff or prefect.
14. Driving a motor vehicle on the school property without having a valid Provisional or Driver's licence.
15. Driving/riding a motor vehicle and/or bicycle on or around the school property in a discourteous manner.
16. Any form of initiation practice or ritual.
17. Any transgression which may negatively impact on school property, another pupil or

another member of the Eaglesvale community.

18. Leaving the School grounds during recognised School hours without permission.

### **Category B Sanctions**

The following sanctions may also apply for transgressions in this category.

- Manual labour/Community service.
- Sending the pupil home from school to sort the problem out.
- A removal of the privilege associated with the offence.
- A written warning to the parents informing them of the misdemeanour and suggesting a suspension from school if it should occur again.
- Immediate suspension from school
- Suspension from use of the School Bus.

4 Demerits	First incident
8 Demerits	Second incident
12 Demerits	Third incident

## Category C

1. The possession of fireworks or any other explosive devices.
2. Defiance of a member of staff, or insolence to a member of staff
3. Possession or use of cigarettes or tobacco products while under school authority or in places where the pupil can be clearly identified as a member of Eaglesvale.
4. Unauthorised absence from the school or the school grounds.
5. Copying from a fellow pupil or from electronic devices in an examination or class test situation or cheating in general
6. Endangering by personal or group action the property, health or safety of self or others.
7. Dishonesty by omission including **lying** to a member of staff. Dishonesty by misrepresentation including selective presentation or omission of the truth. Dishonesty by falsely accusing another.
8. Intentional damage to school or personal property including tampering with science laboratory equipment, any electronic equipment, sports equipment, fire hydrants and other safety equipment.

9. Physical bullying, verbal bullying, intimidation of any sort, racial slurs, taunting or continuous mocking of pupils or persons less fortunate than yourself including the use of racial epithets.
10. Repeated transgressions of all preceding category offences.
11. Any more serious transgression which may result in wanton damage to school property or physical harm to another pupil, member of staff or the community as a whole.
12. Any abuse of the School's IT infrastructure, wireless connectivity, email facilities and internet services.
13. **Non-attendance of compulsory's or organised team events.** Absence from School fixtures, society meetings, sports practices, assemblies or other official gatherings as deemed compulsory by the school staff or prefects.
14. Being found alone on the School campus, or at any sanctioned School activity, with a member of the opposite sex.
15. No amorous physical contact.
16. Recording (either audio or video) any activity on the School campus without permission.
17. Distribution of any inappropriate written, audio or visual material. Students are

expected to delete such material from their devices and not add to the problem by forwarding such material to their contacts or allowing others to view it from the device.

### **Category C Sanctions**

For transgressions in this category the following sanctions may be implemented:

- A written warning of suspension to the parents.
- Suspension of the pupil, the time length of which will be decided by the Executive Committee.
- Rustication of the pupil for a period of time followed by a reapplication by the pupil to return to the school. The Executive under these circumstances reserve the right to refuse the pupil re-entry to the school.
- Suspended attendance at sports/clubs/school functions.

8 Demerits	First incident
16 Demerits	Second incident
24 Demerits	Third incident

## Category D

1. Unauthorised possession of dangerous weapons such as firearms, knives, spears and ammunition of any sort.
2. Unauthorised possession of or use of, alcohol, illegal drugs or intoxicating substances while under school authority. This also includes any situation off campus where the pupil may be immediately recognisable as a member of Eaglesvale.
3. Production, cultivation, trade in or use of alcohol, illegal drugs or other intoxicating substances at the school or in its immediate environs.
4. An act or threat (serious or prank) of terrorism.
5. Unauthorised purposeful possession of school property or the personal property of another pupil or staff member.
6. Bringing the good name of the school into serious disrepute.
7. Wilful sabotage of school property including vehicles and tractors, pumps, classroom equipment, sporting equipment or other equipment on the estate.

8. Sexual abuse or harassment or sexual assault of any kind of either a pupil or a member of staff.
9. Students found to be engaging in sexual activity on campus will be expelled.
10. Plagiarism or Intellectual Property Theft.
11. Discrimination on the basis of race, gender, religious, affiliation, or association.
12. Fraud or criminal deception or dishonesty, tantamount to theft, including the unauthorised use of credit or debit cards.
13. Forgery of any sort including that of forging documents and/or signatures.
14. Any criminal activity, which may possibly result in a criminal conviction.
15. Repeated transgressions of the Category B and Category C offences.
16. Any serious transgression which in the opinion of the Executive may place into question the appropriateness of the offender remaining at Eaglesvale.
17. Possession of and or passing on of pornographic materials (in hard copy or digital format) at school or at an activity under the auspices of school functions.
18. Defamation, slander or libellous acts, including on social networking sites, electronic media or cellular phones.

## Category D Sanctions

For transgressions in this category the following sanctions may be implemented:

- Immediate suspension pending a full investigation into the case.
- Possible rustication of the pupil from the school, the pupil having to reapply for entrance at the end of the stipulated period. The school reserves the right to refuse re-entry on such an occasion.
- Expulsion of the pupil from the school.
- If the transgression is of a criminal nature, the school reserves the right to take legal action against the transgressor within the legal framework as provided by the judicial system of Zimbabwe.
- Suspended attendance at sports/clubs/school functions

20 Demerits	First incident
30 Demerits	Second incident

The transgressions in this category are so serious in nature that the school may have to consider whether the transgressor should remain a pupil of the school.

In addition, the Headmaster and/or the Deputy Headmaster(s) reserve the right to request and/or carry out any form of punishment or other corrective method within the legal parameters set by the judiciary of Zimbabwe.

## Summary Table of Demerit Transgressions

Category of Offence	Demerit 1 <sup>st</sup> Offence	Demerit 2 <sup>nd</sup> Offence	Demerit 3 <sup>rd</sup> Offence
A	2	4	6
B	4	8	12
C	8	16	24
D	20 (depending on severity)	30 (automatic 50 point accumulation)	

**Merits and Demerits form part of the School record.**

- Merits and demerits will be taken into account in calculating the Honours Rating achieved at the end of every assessment period.
- Large accumulations of demerits may receive further censure as deemed necessary by the Executive.

## **Electronic Devices**

The School in certain circumstances may permit Students to bring electronic devices to School but **only** with the express permission of the Executive. When such devices are on the School Campus the following mobile phone policy and rules regarding Information Technology will apply.

**The use of electronic devices in Hostel is subject to Hostel Guidelines.**

### **Mobile Phone Policy.**

Only sixth form students are allowed the use of Mobile phones on the School Campus. This is a privilege and **NOT** a given right. Failure to comply with the policy on phone usage will result in disciplinary consequences. Please note the following rules:

- 1. It is entirely your own decision to bring your mobile phone to school and as such it is your sole responsibility to safeguard it at all times. You therefore agree to absolve Eaglesvale of all and any responsibility for theft, loss or damage.**

2. Your mobile phone device will be placed on “silent” within the School campus. You will undertake not to use your phone for the purpose of receiving or making calls, texting, messaging of any kind, recording of any lessons, or use at all without the expressed permission of the teacher present.
3. You are not permitted to use your mobile phone between classes.
4. You will likewise not use your mobile phone device during any sporting or extracurricular practice or fixture, at any school support or at any school function of any nature or description.
5. You will not use your mobile phone device for the purpose of cheating or copying information from the device during a class test or exercise.
6. You accept that failure to comply with points 2 - 5 will result in your mobile phone device being confiscated and placed in the school safe facilities for the remainder of the current school term or any duration so decided by the Executive.
- 7. You will not bring your mobile phone device to any examination and accept that under the rules of Cambridge Assessment International Education (CAIE) examination**

**centres, mobile phones may not be brought into an examination room.**

8. You will not buy, sell or trade in mobile phone devices in any manner and with any other person on the school premises.
9. You will not at any point whilst on the school premises or whilst representing the school in any nature whatsoever use your mobile phone device to record ( either sound recording or video recording ) or capture images of any other student, member of staff or visitor, nor will you post any such recordings or images on any social networking site.
10. You will not use your mobile phone device to view, store or trade in any pornographic or illicit images, videos or depictions of any nature.
11. You agree that you will register your mobile phone device, its make, model number and serial number, along with your current mobile phone network number with the School and furthermore you agree to notify the relevant authority of any changes to these details immediately.
12. You accept that it is a privilege to be allowed to have your mobile phone present at school and any abuse will result in a full ban on this

privilege as well as the prospect of facing further disciplinary sanctions.

## **Information Technology Rules**

The school rules on the use of IT resources apply to everyone who uses electronic equipment on the school campus.

1. The presence of laptops/tablets at school is the sole responsibility of the owner. The school will not be held accountable for theft, damage or any other mishap that occurs to a student's laptop or tablet. Keep your device safe and secure at all times.
2. The use of laptops/ tablets during lessons is strictly for educational purposes only and in relation to the current lesson being taught. Carrying out other work, playing games, watching videos or any other activity on the machine which is not directly related to the lesson or does not have the teacher's permission, is a breach of the Code of Conduct.
3. Cameras: Students will not use devices to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of

cameras in restrooms or the corridors, regardless of intent, will be treated as a serious violation. Use of the camera and microphone are strictly prohibited in the classrooms and corridors unless permission is granted by a teacher.

4. Once a laptop or tablet enters the school premises, its entire digital contents are considered physical. In other words, any obscene, pornographic, racist, sexist, defamatory, libellous or contraband material found on them will be subject to strict disciplinary action in line with the Code of Conduct.
5. Inspection. Students will be selected at random to provide their electronic device(s) and passwords for inspection. Students upon request must show the content of their social media pages.
6. School email addresses remain the property of Eaglesvale. Therefore whatever content is sent over email may be intercepted and scrutinised by the Head of IT. If inappropriate material is found contained within emails, disciplinary action will be undertaken.
7. The use of the school network and wireless internet is to be used for educational

purposes only. The Head of IT reserves the right to monitor internet traffic.

8. Plagiarism and Intellectual Property Theft (IPT) are classed in most countries as criminal offences. They will not be tolerated.

### **Failure to Follow Policy**

The student's use of the computer network and Internet is a privilege, not a right.

Violations of the policy are to be considered serious and the penalty is also serious. The device will be confiscated automatically for three school calendar months.

## **Sixth form Rules and Regulations.**

Due to the Seniority of this section of Eaglesvale the following rules are specific to the Sixth form but are in addition to the rest of the Code of Conduct.

1. The Headmaster is the ultimate authority in the school. His word is final and will be obeyed without question.
2. The 6th Form Divisional Head is your immediate Head. He is responsible for every facet of your schooling. Directives issued from him are likewise final and must be obeyed without question.
3. Absolute respect, politeness and decorum must be shown towards **ALL** staff members.
4. Respect for the authority of the Headboy, Headgirl and Prefect Body is mandatory.
5. Every 6<sup>th</sup> Form student is bound to uphold every word of the 6<sup>th</sup> Form Creed.
6. Complete knowledge and obedience to the Code of Conduct is expected.
7. You are expected to do at least one sport and one cultural activity each term.
8. Damage, vandalism or recklessness carried out in the Prefects' Common Room, the

- Library or any other facility **WILL** be an expellable offence.
9. Only Prefects may enter and use the Prefects' Common Room.
  10. Leaving school during academic hours without the permission of the Deputy Headmaster or Senior Master or Senior Lady is forbidden.
  11. Failure to report to Registration or lack of punctuality to any lesson is not acceptable.
  12. When not in formal lessons, you are to be in the library. You may not wander the school at leisure or visit the car park or the tuck-shop.
  13. Use of cellular phones, laptops, computer devices, and the internet and email facilities must be in accordance with the specific rules on IT usage.
  14. It is responsibility of 6<sup>th</sup> form students to regularly check communication from their teachers and initiate action where required.
  15. Bullying (physical or psychological), intimidation, abuse of others, lack of regard for other's safety, lack of tolerance for other's race, religion, beliefs will not be accepted.
  16. Initiation practices of ANY description are not acceptable and will not be tolerated.

17. Ignorance of any rule is NOT an excuse.

### **Good use of the Library.**

- 1. During periods where you do not have assigned lessons you are required to work quietly in the Library.**
2. Arrive punctually and settle down quickly.
3. Spend the first part of the period revising the lesson you have just finished. This reinforces learning!
4. Spend the remainder of the period doing work and assignments for your subjects. This keeps you up to date:
5. Use time to organise your subjects ahead of your next lesson. Read ahead, carry out research. This makes you well prepared.
6. Do not share headphones or play video games. You are here to work!
7. Under no circumstances walk around, talk above a whisper, leave the Library without permission or cause any kind of disturbance. Think of those around you.
8. Leave the Library tidy and take pride in it. Push your chair in and clean up all litter before you leave.

## 6th Form Privileges

It is essential to remember that with any privilege comes responsibility.

In any school there are traditions and privileges that pertain to the senior pupils, which are essential to identify. It is essential to do so as they are indeed privileges and not rights, and as such may be revoked or removed entirely should the behaviour and/or attitude of one or all of these pupils fall outside the norms expected by the school. Added to this, the traditions do to a large extent give the school a particular ethos, which is unique and essential to the school itself and it must be remembered that any “tradition” which damages the ultimate reputation of the School, places at risk any other student or member of staff or poses a risk of damage to the School assets will be outlawed.

The following are the privileges that pertain to the Sixth Form at Eaglesvale:

1. Forms 1 — 4 will greet all Sixth Formers.
2. All student’s to greet all Prefects.
3. Forms 1 — 4 will give up chairs on request of the Sixth Former.
4. Forms 1 — 4 will wait for the Sixth Formers to either embark or disembark on buses

- provided the Sixth Former is on time for the bus.
5. Sixth Formers are permitted to sit on the balcony during assembly. Students who misbehave on the balcony will have to sit with the Form 4's in the main auditorium.
  6. The Prefects' Common Room is strictly for the use of the prefects only. No other student may enter this area.
  7. Sixth Formers may ask juniors to carry out reasonable tasks.
  8. Attending any social function, such as dances, cocktail evenings, dinners and any other event hosted by the school is deemed to be a privilege for a student and not an entitlement or a right. As such attendance is by invitation by the Headmaster or the Deputy Headmaster(s) and the privilege of attendance may be withdrawn if circumstances or breaches of the Code of Conduct warrant it.

Again it must be emphasised that these are privileges and not rights of the Sixth Form and may be removed or revoked at any time by the Headmaster or Executive.

It is essential that all pledges and traditions reinforce and add to the ethos of the school. If it is

deemed that they do not they will be done away with. If any “tradition” takes hold in the school which in any way belittles, disrespects or embarrasses another member of the school or the image of Eaglesvale in any way, it will be banned with immediate effect.

### **Students Leaving Eaglesvale**

The following must be noted and observed by any student of the School who is due to leave the school at the end of their tenure of study or at the end of a designated period:

- All students leaving are bound by the full rules as outlined in the Code of Conduct until such time as they are no longer deemed a student. This is defined as no longer being under the jurisdiction of the School and usually at the end of the student’s Public Examinations or any other such point in time as defined by The Executive.
- With regards to form 4, U6 and any other public examination candidates, students remain full members of the School until the last day of the third term and as such they are subject to the full rules of the School as outlined in the Code of Conduct.

- Students on “study leave” are to ensure that they attend school correctly attired in recognised and stipulated school uniform and that they maintain regulated haircuts, are well groomed and boys are clean shaven at all times.
- Students on “study leave” and U6 students who have completed their studies are to remain respectful to all faculty members and afford them the correct courtesy as expected by all students of the School.
- Students who are leaving the School are expected to follow the correct procedure of clearance by collecting a Clearance Form from the Front Office and ensuring that they have accounted for and returned all books and property belonging to the School in the condition in which they were originally issued, subject to fair wear and tear.
- Furthermore all outstanding fees and outstanding fines have been paid up in full before they will have been deemed to be “cleared” to receive any public examination results or testimonials or letters of references or transcripts.
- Any student who has not officially cleared from the school system OR has missed stipulated or mandated deadlines for the

application of testimonials, references, transcripts, certificates or other official documents must accept that they have foregone their right to request these documents be produced by the school. Subsequent issue of these documents will be entirely at the discretion of the Headmaster.

### **Academic Policy**

As an academic institution of learning, parents are guided by the following:

- Students are accepted on the basis of academic merit, ability and potential.
- **Prospective Form 1 students sit the ATS ‘CAP’ paper and in addition may be required to be tested for mechanical reasoning, abstract reasoning and processing speed.**
- The Headmaster (or Executive member) will interview the student and or his/her parent/s to complete the determination of entry into the School.
- Students are streamed and set into classes depending on academic ability.
- Student’s may be declined entry into the 6<sup>th</sup> Form if the faculty recommends that the academic ability of the student is not up to

the standard of coping with the demands of 6<sup>th</sup> form subjects.

- The School decides, sets and implements the range of subjects and subject option combinations.
- It determines which students, based on academic ability, are suited to which subjects and at which academic level.
- This includes the determination of offering a student either the “core” or “extended” option of a certain syllabus or else “AS” or “A2” components of 6<sup>th</sup> form subjects.
- The School reserves the right to make decisions on the viability of offering certain subjects and as well as setting directives on class size.
- The decisions of faculty Heads of Department, staff and School Executive in the determination of suitability for any given subject is final; input from outside tutors or “extra lesson” teachers is not at any time a determining factor in these decisions.
- **Public examination candidates are fully responsible for ensuring they are entered for the correct examinations using their correct names as per their birth certificates.** Examination fees are to be paid by the correct deadline (and that all School

accounts are up to date). They must arrive for their examinations at the correct date and time as instructed on their formal Statements of Entry.

- The School reserves the right to withhold the issuing of examination results, transcripts and certificates: If the proper clearance procedures have not been undertaken. Or if school fees and levies are in arrears, or else there are disciplinary issues outstanding which have not been accounted for.

### **Policy regarding testimonials, references, predictions, transcripts and certificates**

As a service to students, the School is pleased to issue testimonials, academic and character references, predictions of examination grades, transcripts of academic performance, copies of past school reports and examination certificates. However, the following policy and procedure is to be observed.

- Before any of the above named documents are issued, all school accounts must be settled and the student must have cleared all textbooks and completed the mandatory clearance procedure.

- Testimonials are provided on the basis of applications. **The deadline for the submission of applications is the end of September of each year. It is the responsibility of the student to complete the requisite application form and submit this form by the stipulated application deadline.**
- Application forms can be obtained from the Enrolment Officer at the School Reception. These must be completed and returned to reception for further processing.
- Requests for transcripts must be done through the enrolment officer.
- Failure to meet the application dates and requirements could result in university application deadlines not being met and the school will bear no responsibility for this. Students bear the responsibility to provide truthful information on their testimonial applications and to inform and update their testimonial application throughout the rest of the year should additional information come to light which needs consideration.
- Grade predictions are issued by the School to tertiary institutions on the basis of confidentiality between institutions. They are compiled after the internal mock

examinations and are based on Cambridge marking criteria and discretionary input of teachers.

- Students will not be privy to predictions made by staff and no correspondence or discussion regarding the outcome of predicted grades will be entertained by the School faculty staff and Executive.
- Only the submission of original IGCSE and AS results will be entertained when requests for testimonials and transcripts are made.
- Requests for personal references from staff members may be made, but these documents will be issued on an official School letterhead and bear an official School stamp. As such they remain official documents issued by the institution. A copy will be kept on file.
- The School reserves the right to reflect any instances of disciplinary breaches of the Code of Conduct which are deemed necessary to bring to the attention of tertiary institutions or prospective employers who request references from the School.