



CODE OF CONDUCT

1. INTRODUCTION

The school's approach towards discipline is for every student to acquire self-discipline and be responsible conduct to contribute to the overall well-being of all in the school. Every child has the right to expect a conducive teaching and learning environment. Likewise, every student has the responsibility to contribute to that environment.

All Gwanda Christian School pupils are expected to fulfil 3 Basic Expectations:

3 Basic Expectations	Conduct
1. Respect People and Property	Students are to be respectful in attitude and manner to people and property.
2. Attend School Regularly	Students are to attend all academic programs, co-curricular activities, school functions and other school related programs.
3. Do and Submit Work	Students are to work diligently not only on assigned daily class work, homework, projects, and others but also have regular self-revision to ensure quality work is produced.



2. RULES & REGULATIONS

2.1 ATTENDANCE AND PUNCTUALITY

2.1.1 Attendance in school is compulsory. ***Absence from school must be supported by a medical certificate.*** Excuse from school may be granted on compassionate grounds and on a case-by-case basis. All medical certificates or letters of excuse must be submitted to the class teacher immediately when the student returns to school. Absence without valid reason will be deemed as absenteeism.

2.1.2 Parents need to apply for leave of absence for their child from the headmaster to leave or absent themselves from school for urgent private matters. Permission to leave school early may be granted for special cases. The class teacher must be informed by the parent and permission must be obtained from the headmaster. A pass will be issued for the pupil to be allowed to leave early. Students may leave for overseas travel only during school-announced or official holidays.

2.1.3 Students must be punctual for school and all school events. Students who are late for school i.e., after morning assembly are subjected to late-coming punishments before they are allowed back to class.

2.2 DAILY ASSEMBLY

2.2.1 Students are expected to be in school by 7.20 a.m. All class teachers will then mark attendance.

2.2.2 **All students must stand at attention for the national anthem.**

2.2.3 All students must recite the Lord's prayer and school prayer.

2.3 WEEKLY ASSEMBLY

2.3.1. School assembly will be held every Monday and Friday.

2.3.2 School blazers must be worn during all assemblies.

2.3.3 Students must not absent themselves and must be punctual.



2.4 GENERAL CONDUCT

- 2.4.1 All students are expected to greet all adults and visitors to the school.
- 2.4.2 Boys will be expected to remove their hats/ caps when greeting adults or any visitors to the school.
- 2.4.3 All students are to ensure that the school premises are always kept clean, and littering will not be tolerated.
- 2.4.4 All school assignments should be handed in without any excuse.
- 2.4.5 Mobile phones or any other electronic devices are not allowed at school. Any student who will be found in possession of a mobile phone or other electronic device will be punished and their parent notified. The gadget will be confiscated and will only be released to the parent/guardian after 7 working days.

2.5 FACILITIES

- 2.5.1 Do leave the areas in school in a better condition and state of cleanliness after use.
- 2.5.2 Take good care of school properties and premises. Cost of replacement for vandalized items will be borne by student(s) responsible for the damage.
- 2.5.3 Maintain highest standards of cleanliness at all times on the school premises. Cleanliness includes the maintenance of the immediate surrounding areas.

2.6 CLASSROOM CONDUCT

- 2.6.1 All students are expected to be always respectful and orderly.
- 2.6.2 All students must be punctual for lessons. Attendance will be taken at the start of each day.
- 2.6.3 Students must not to leave the classroom without permission by teachers.



2.7 MAINTAIN A CONDUCIVE ENVIRONMENT FOR TEACHING & LEARNING

- 2.7.1 Keep the classroom clean and neat at all times.
- 2.7.2 Consumption of food and sweet drinks are strictly not allowed in the classroom.
- 2.7.3 A class monitor will be appointed according to the teacher's discretion. A book monitor may be appointed to assist the teacher.
- 2.7.5 Use of all forms of electronic gadgets is prohibited unless they are required for lessons, e.g., calculators for Math and Electronic Dictionaries.
- 2.7.6 Where a student has excelled they can be awarded a merit badge that they can wear and return to the school. If the student losses the awarded merit badge a replacement should be purchased through the school within 7 days.

2.8 PERSONAL GROOMING

2.8 School Uniform

General

- 2.8.1 Students must wear the prescribed school uniform and any **modification is strictly not allowed**.
- 2.8.2 If for any reason a student cannot wear shoes (e.g., blisters, in-grown nail, etc.), the class teacher must be informed with the support of a doctor's recommendation or a parent's letter.
- 2.8.3 All school uniforms must be purchased from an approved supplier or tailor.

Boys

- 2.8.4 during the 1st and 3rd terms boys are to wear navy blue shorts, white shirt with logo, grey socks, black shoes, and navy-blue school blazers. Grade 1 – 2 will wear the school tie every Monday and Friday. Grade 3 – 7 all boys will wear a necktie every day.
- 2.8.5 In winter boys will wear navy-blue long trousers, long sleeved white shirts with school logo, grey socks, black shoes with the school blazer or anorak.
- 2.8.6 The school jersey can be worn throughout the year.
- 2.8.7 School shorts and trousers must be worn appropriately and not below the waistline.



For Girls

2.8.8 In summer girls are to wear the school skirt, white shirt, white socks, black shoes with the school blazer. Grade 1- 2 will wear the school tie on Monday and Friday. Grade 3- 7 all girls will wear the school tie every day.

2.8.9 in winter girls will wear either the school tunic, long sleeved white shirt with logo, black winter tights, black shoes with the blazer or anorak. Girls can also wear the navy-blue trousers, white long-sleeved shirt with logo, with the school blazer / anorak.

2.9 HAIR

2.9.1 Hair must be always kept neat and tidy.

2.9.2 Fancy hair styling, tinting, dyeing, highlighting, and bleaching of hair are strictly not allowed for all students.

a) For Boys

2.9.3 Male students must have short, neat hair always.

2.9.4 Afros will not be allowed. Fancy hairstyle e.g., fade or short hair with decorative lines will not be permitted.

2.9.5 Hair must not be permed.

b) For Girls

2.9.6 Female students can wear plain stud earrings only.

2.9.7 Long hair must be neatly tied up with simple black ribbons, hair bands and/or hair clips.

Short hair should either be plaited or neatly combed. Short hair cannot be treated with chemicals to be made curly or straight.

2.9.8 Hair can be plaited with no added extensions. Tinted hair will not be permitted.



2.9 SPORTS

All students will be split into 3 different sporting and academic houses. Siblings will be placed in the same house.

- a. Green - Emerald
- b. Yellow - Topaz
- c. Red - Ruby

Students accrue points for their houses from monthly tests and end of term exams.

A Class Committee is set up in every class. This is one of the platforms for the students to exercise leadership in a safe and nurturing environment.

3. AIMS AND OBJECTIVES

- a. To provide students the opportunity to develop their leadership potential
- b. To promote a sense of responsibility among students by encouraging them to serve their classmates as well as the school
- c. To foster class spirit by enabling students to deal with the day-to-day affairs of their class

4. DUTIES & RESPONSIBILITIES

4.1 CLASS MONITORS & PREFECTS

- i. Helps always maintain discipline of the class
- ii. Oversees the Class Discipline File
- iii. Monitors class attendance and student movement
- iv. Assists in conveying information from school to his/her classmates
- v. Chairs class meetings, which must be held at least once a term with form teachers
- vi. Helps organize class activities to promote class spirit
- vii. Ensures that lights and fans are switched off when classroom/facilities are not in use