



“FOR THE LOVE OF LEARNING”

TRILLIUM INTERNATIONAL SCHOOL

**Liberty Centre, Hakim Juman Street, Chaguanas
Tel: 665-2641, Fax: 665-6174
Email: admission@trillium.edu.tt
Internet: www.trilliumtt.com**

CODE OF CONDUCT

INTRODUCTION

Trillium International School promotes respect, understanding and academic excellence. The school is a safe learning environment for students, staff and visitors.

This **Code of Conduct** sets clear guidelines for behaviour for all individuals involved in the school; students, staff, parents or guardians, volunteers, or visitors, whether they are on school property or at school-authorized events or activities.

The **Code of Conduct** sets clear school standards of behaviour. It specifies the consequences for actions that do not comply with these standards.

All students, staff, parents or guardians, volunteers, or visitors have the right to feel safe in their school community. The **Code of Conduct** is in place to ensure that each individual is accountable for their actions especially those actions that put at risk the safety of others and or undermine the standards and moral tone of the school.

ROLES AND RESPONSIBILITIES

Principal, under the direction of the Advisory Board, must take a leadership role in the daily operation of the school.

The principal provides this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- communicating regularly and meaningfully with all members of their school community.
- setting clear guidelines for acceptable standards of behaviour and deportment.

Teachers and School Staff, under the leadership of their principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. The members of staff are expected to act as role models and uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents or guardians;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, visitors and volunteers;
- prepare students for responsible citizenship.

- Support the policies and standards as set by the principal.

Students are to be treated with respect and dignity. In return, students must demonstrate respect for themselves, for others and show responsibility for their school through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- comes to school dressed appropriately in the school uniform;
- comes to school groomed (no braids – boys) and pays attention to hygiene.
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own action.

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child to be neat, appropriately dressed in the school uniform and prepared for school; child should be well groomed – boys no braids.
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behavior;
- assist school staff in dealing with disciplinary issues;
- demonstrate respect for all students, staff, other parents, visitors and volunteers.
- provide transportation to and from school for their children;
- support the principal in promoting the standards of the school and policies.

STANDARDS OF BEHAVIOUR

RESPECT, UNDERSTANDING AND RESPONSIBLE BEHAVIOUR

All school members must:

- respect and comply with all applicable laws of the Republic of Trinidad and Tobago;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- use conflict resolution process to handle situations of conflict;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in authority;
- respect the need of others to work in an environment of learning and teaching.
- Support the principal in promoting and maintaining standards regarding behaviour, dress, deportment and grooming.

PHYSICAL SAFETY

WEAPONS

All school members must:

- **not** be in possession of any weapon, including but not limited to fire arms;
- **not** use any object to threaten or intimidate another person;
- **not** cause injury to any person with an object.
- **not** threaten harm to any person
- **not** cause injury to anyone.

ALCOHOL AND DRUGS

All school members must:

- **not** be in possession of, or under the influence of alcohol or illegal drugs;
- **not** provide others with alcohol or illegal drugs.

PHYSICAL AGGRESSION

All school members must:

- **not** threaten harm to anyone
- **not** inflict or encourage others to inflict bodily harm on another person;
- **not** bully others;
- **seek** staff assistance, if necessary, to resolve conflict peacefully.

CONSEQUENCES TO BEHAVIOR

Discipline and consequences are designed to assist students to change and improve behavior.

Parents will be informed immediately when a student becomes involved in behaviour that undermines the moral tone of the school and does not comply with the standards of the **Code of Conduct**.

Consequences for behaviour may include but are not limited to:

- verbal reprimand
- written assignments related to the act;
- community service;
- repair and/or replacement in the case of property damage;
- in-school suspension;
- out-of-school suspension;
- expulsion from the school;
- or any other consequence deemed appropriate by the school principal.

Depending on the serious nature of the action by the student the intervention strategy and

consequence will vary.

It is important to note that after three suspensions, a student may be expelled from the school.

ACCOUNTABILITY AND RESPONSIBILITY

All students, parents, teachers, staff, volunteers and visitors have the right to be safe, and feel safe, in their school community. With this right comes the **responsibility** to be law-abiding citizens and to be **accountable** for actions that put at risk the safety of others or oneself or undermines the moral tone or standards of the school.

All students are encouraged to adhere to our Code of Conduct which is designed to assist them in their development as responsible, respectful and productive individuals.

EXPECTATIONS OF OUR STUDENTS:

- Keep the environment clean and tidy.
- Observe the dress code, proper uniform worn neatly all day.
- Ensure personal appearance is groomed, (no braids – boys)
- Respect your own property as well as the personal property of others.
- All students are to show courtesy and respect to all members of the school community. Obscene and inappropriate language are not acceptable.
- Gum chewing is not allowed. Food and drink are permitted at break and meal times in the areas permitted only. No food or drink during class time, except for water.
- Your safety is important. Safe behavior is important. Leaning back on chairs is unsafe and is not permitted.
- Arrive to school on time, prepared to give your best in the classroom.
- Electronic equipment for recreation, personal stereos and cell phones are not permitted during school hours. They are to be signed in and collected at the end of the day.
- Students are encouraged to participate in after school activities. Only those participants are permitted to stay after school. Any other students must obtain permission from their classroom teacher or the principal.
- No student may leave the school grounds during the school day without permission from the office. No student may climb over the fence.
- Any student caught with electronic equipment, cell phones, cameras etc will have the item(s) taken away until the last day of school in June of the school year.
- Recognize and respect the request to not go to out-of-bound areas.

SHOULD YOU NEED CLARIFICATION ABOUT ANY OF THESE EXPECTATIONS, OR ANY PART OF THE CODE OF CONDUCT PLEASE CONTACT YOUR CLASSROOM TEACHER OR THE PRINCIPAL.