

# D'NVSFPI Student Code of Conduct

## General Statement

At D' New Victoria School Foundation of the Phils., Inc., each person feels safe to be themselves and challenged to think critically, to work in teams, show leadership, and achieve success along many pathways. Our school values the pursuit of excellence, individuality and creativity. The school's dictum "Building Habits Building Character" promotes social and environmental responsibility, respect for diversity, and the development of integrity. The focus at D'NVSFPI is on each student's right to experience an education system which values their uniqueness, enables positive relationships, and supports them to become successful adults who are able to make valuable contribution to society. The school has built a tradition of fairness and respect, and all members of the community work to create a safe and supportive school environment. Students and staff and parents/guardians are expected to demonstrate positive and respectful relationships that value diversity. The school promotes positive values and behaviors, and has programs that encourage student participation, leadership and voice. We respond to individual student learning and well-being, and proactively engage with parents and guardians. To support engagement and connectedness, the school links students to one of three sub-schools.

## Rights and Responsibilities

### Rights and Responsibilities of Students

<b>Rights</b>	<b>Responsibilities</b>
<b>Students have a right to:</b> <ul style="list-style-type: none"><li>• Work in a safe and supportive environment where, without intimidation, bullying (including cyber-bullying) or harassment, they are able to fully develop their talents, interests and achieve success along many pathways.</li><li>• Participate fully in the school's educational program</li><li>• Work in an environment which recognizes and caters for their individual learning need</li><li>• Have their opinions heard, and be listened to.</li></ul>	<b>Students have a responsibility to:</b> <ul style="list-style-type: none"><li>• Participate fully in the school's educational program. They should attend regularly, be punctual and meet deadlines</li><li>• Develop positive and respectful relationships with their peers, teachers and all other members of the school community</li><li>• Model the school's Purpose Statement, values and motto of "Building Habits Building Characters"</li><li>• Take responsibility for their own learning</li><li>• Work collaboratively with others – understanding that we can all learn from one another</li><li>• Reflect and seek continuous improvement, working towards personal success along many pathways</li></ul>

## **Rights and Responsibilities of Staff**

<p><b>Staff members have a right to:</b></p> <ul style="list-style-type: none"> <li>• Work in a safe and supportive environment free from intimidation, bullying (including cyber-bullying) or harassment.</li> <li>• Expect that they will be able to teach in an orderly and cooperative environment</li> <li>• Be informed, within Privacy guidelines, about matters pertaining to students that will affect the teaching and learning program for that student</li> <li>• Ongoing professional learning to support their growth and development in teaching and learning as effective educational professionals</li> </ul>	<p><b>Staff members have a responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Fairly, reasonably and consistently implement the engagement policy</li> <li>• To have empathy, and create and maintain a safe, stimulating and challenging learning environment</li> <li>• Generate and nurture positive relationships with other members of the school community</li> <li>• Critically reflect on professional practice to continually improve the quality of their work and learning</li> <li>• Recognize that people learn in different ways and cater for this diversity in their classrooms</li> <li>• Plan and assess for effective learning and regularly provide meaningful feedback to students and their parents that promotes learning and growth</li> <li>• Model ethical and moral behaviors that clearly demonstrate community values.</li> </ul>
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## **Rights and Responsibilities of Parents/Guardians**

<b>Rights</b>	<b>Responsibilities</b>
<p><b>Parents/guardians have a right to:</b></p> <ul style="list-style-type: none"> <li>• Expect that their children will be educated in a safe, supportive and inclusive environment in which the rights of others are encouraged</li> <li>• Parents have a right to expect respectful and constructive behaviors from staff and others in the school community</li> <li>• Parents/guardians have a right to expect that the school will communicate with them through the newsletter, Student Progress Interview sessions, student support group meetings, and other ways as appropriate</li> </ul>	<p><b>Parents/guardians have a responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Promote positive educational outcomes for their children by taking an active interest in their child's educational progress and by modelling positive behaviors</li> <li>• Ensure their child's regular attendance and punctuality to school</li> <li>• Engage in regular and constructive communication with the school staff regarding their child's learning</li> <li>• Support the school in maintaining a safe and respectful learning environment for all students</li> </ul>

	<ul style="list-style-type: none"> <li>• Support activities which extend student's academic, physical, emotional and social development</li> </ul>
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## **Shared Expectations:**

D'NVSFPI provides an educational environment where all students have the opportunity for personal growth and fulfilment. Students are valued and cared for in an inclusive learning environment where they feel connected to their peers and the school and are able to engage effectively in their learning and achieve success along many pathways.

### **Class Room Rules**

1. Bring required equipment and the school planner to class.
2. Be punctual to class, and enter and leave the classroom in an orderly manner.
3. Bags should be placed in the shelves.
4. Caps, hats, beanies, hoods, and sunglasses are to be removed in classrooms at the discretion of the teacher.
5. Portable electronic music and/or communication devices including mobile phones must not be visible in class and must be turned off.
6. Students are discouraged from bringing valuable items to class or school, whatever loses the students incur the school is not accountable to it.
7. During classes students are expected to:
  - o Work cooperatively with the teacher on learning.
  - o Consistently focus on learning tasks.
  - o Listen to and respect the opinions of others.
  - o Respect all equipment and furniture provided for student use.
  - o Not bring food or drink, including chewing gum, into class. Note: Water bottles may be brought to class only in hot weather.
  - o Not interfere in the learning opportunities of others.

### **School Rules**

#### **1. Cooperate with instructions.**

Cooperate with reasonable instructions and directions from staff at all times

#### **2. Follow all school attendance procedures:**

- a. After arriving at school students must not leave the grounds without permission from level coordinators.
- b. Students may not leave the grounds to go outside of the school building.
- c. Students are not to be on the perimeter of the school before school or during class time, unless they have permission.
- d. When it is necessary to leave the classroom during class time, a pass from the class teacher is required.
- e. In case of illness at school, students should obtain a pass to attend clinic.
- f. Bring a note from your parent/guardian to coordinators if you have been absent from school.
- g. For late arrival report to your classroom teacher. Teachers will report repeated unexcused lateness to the department coordinator. Lateness is disadvantageous to the learning of the student and interferes with the learning opportunities of others.
- h. For early leaving a note should be brought to the Department (or Administration Office if the department is unattended) before school, at recess or at lunch-time and a coordinator will issue a pass. A parent/guardian should sign the student out at the Administration Office.
- i. D&I and after school detention students who have private study periods should observe attendance requirements as outlined by the department coordinators, and not leave the school grounds. D&I and after school detention students who have no further classes for the day are permitted to leave the school.

### **3. Behavior travelling to and from school.**

- a. Behavior toward other students and members of the community should always be respectful.
- b. Students should not engage in activities, which endanger themselves or the public, such as skateboarding or cycling in a dangerous manner. Bikes and scooters should be ridden responsibly at all times.
- c. Students should arrive at school with sufficient time to get to class punctually. Students should walk promptly inside the school building, and not gather outside the vicinity of the school grounds.
- d. A helmet must be worn if riding a bicycle or a scooter.
- e. On buses, tricycle services students should behave safely and appropriately.
- g. Skateboards and roller blades are strongly discouraged and must not be used in the school grounds.

#### **4. Behavior in the Grounds.**

- a. Care must be taken of the grounds, the activity area facilities and the school buildings.
- b. Students should not take bags into the grounds at lunchtime or recess.
- c. Spitting, littering and vandalism are prohibited, as is graffiti and other forms of property damage.
- d. Students should not be in the vicinity of vehicles, and must not under any circumstances, interfere with vehicles parked in or around school grounds. No games should be played near the cars. No ball games are allowed in the activity areas.
- f. Students must not have visitors in the school grounds without permission from one of the Department Heads or the School Community Wellbeing and Support Office.
- g. Report the presence of uninvited visitors to a duty teacher or an Assistant Principal immediately.

#### **5. Out of Bounds Areas**

Out of bounds areas to students:

- o The Mockingbird Street.
- o The back alley of Mockingbird Street.
- o The street between Pabahay ng Makati and D'NVSFPI
- o Roof deck, switchboard rooms, and staffrooms.
- o The following areas are out of bounds to students unless they have been given specific permission, or it is part of their duties to be in that area:
  - o staffrooms, classrooms, library, laboratory, roof deck and administration office

#### **6. Appearance/Uniform**

- a. Students are to follow the specific uniform of the day. Choices of students that have civilian attire day must reflect the working nature of the school. Items such as brief clothing (including bare midriffs, singlets, short shorts, low-cut tops), spike jewelry and clothing with offensive slogans and pictures are not suitable. Clothing and footwear should protect students from sun exposure. Thongs are not appropriate footwear. Slip-on shoes are unsuitable and sandals are discouraged and may prohibit students from participating in a wide range of subjects. Health and safety standards require protective clothing and solid footwear in some subjects.

- b. Uniforms are required for specified activities. They include Boy and Girl Scout and Fun Day event.

## **7. Excursions, camps and performances**

Students are representing the school on excursions, camps and at performances. They need to be aware of the safety issues involved in these activities. Students must:

- o Be polite and respectful to each other, their teachers and members of the public.
- o Cooperate with instructions carefully; be dressed appropriately.
- o Behave appropriately on the transport provided and participate in the activities provided.
- o Use hats and bring and apply sunscreen for outdoor activities.

## **9. Vandalism or Theft**

- a. Students must not damage school property, or student or staff property.
- b. Theft of school, student or staff property is a serious offence.

## **10. Harassment, Bullying and Intimidation**

- a. Students must not physically, verbally or in any other way harass or bully other students, staff or other member of the school community at any time.
- b. Cyber bullying is prohibited. All junior high school students are required to complete the DNVSFPI Social Media agreement.

## **11. Prohibited substances**

- a. It is illegal for students to have in their possession substances such as cigarettes, smoking materials, alcohol, illegal drugs, or to use any of these substances at school. Dangerous items – weapons such as knives, slingshots, cap-guns, laser-pointers – are banned.
- b. Thick felt pens, specifically permanent marking pens or paint pens and steel rulers are not to be brought to school because of the damage that they can cause to school property.
- c. Spray deodorants are not permitted at school.
- d. Prohibited items will be confiscated.
- e. Bags may be subject to searches by the Principal, Department Heads, coordinator or teacher-in-charge of a camp or excursion. There should be reasonable grounds for the search, and these shall be explained to the student.

f. Referral to the Police will occur in the relevant instances relating to prohibited substances.

## **Consequences**

The consequences of engaged learning, and appropriate behavior are positive and include:

- o Feeling valued and cared for, with strong emotional engagement in the school culture
- o Intrinsic motivation, resulting in enhanced learning and confidence
- o Full participation in the academic, social and extracurricular activities of the school

D'NVSFPI fosters a cohesive and consistent response to poor attendance or to inappropriate behavior. Consequences as outlined in the Student Engagement Policy are developed in consultation with and agreed on by representatives from the whole-school community, including students. Actions and consequences are incremental, in staged responses, except in cases where immediate danger to others is involved. Consequences have an educational role, with the aim of restoring relationships, improving conflict resolution skills, and modelling cooperative, constructive behaviors. Retaining the dignity of the student is paramount in applying consequences. Parents/guardians, the Principal, sub-school coordinators, student well-being staff, and other relevant support workers may contribute to student support group meetings regarding the student with attendance issues, or whose behavior is inappropriate.

Where others rights are infringed, or responsibilities not met, the school or classroom rules ignored and inappropriate behavior displayed, consistent and fair consequences will be applied. Classroom teachers establish predictable, fair and democratic classrooms, and implement the school's Student Engagement Policy and the Student Code of Conduct. Students are responsible to the teacher and class for disruption of the positive learning environment. The consequences of unacceptable behavior will vary according to the behavior and the context. Students will be informed about the consequences that are most likely to result from breaking particular rules. As well as being breaches of school rules, some of these breaches may infringe existing legislation and may have legal consequences.

Teachers will initiate a graduated series of responses, supported by the sub-school coordinators, the Principal, and the Student Services Well-being Team.



D' New **VICTORIA SCHOOL** Foundation of the Phils., Inc.

#7 Milkweed Extn. Brgy Rizal, Makati City

Email address: [victoria.school@yahoo.com](mailto:victoria.school@yahoo.com)

Contact no: (02)239-5413/09230829330

## **STUDENT CODE OF CONDUCT AGREEMENT**

I read and agree to follow all the rights and responsibilities stated in the **STUDENT CODE OF CONDUCT**. I understand that I will face disciplinary action for misconduct violations which may include suspension, dismissal or expulsion and that wrong actions will be reported to the legal authorities.

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Student signature

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Date

Received by:

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Classroom Adviser

Date