

The Code of Good Order

Whenever two or more people come together in order to do something, they usually establish a set of rules beforehand so that they may carry out that activity in agreement with one another. Thus we have rules for games, rules at the place of work, rules for traffic and rules to live peacefully with one another (the Constitution of a country). A school, especially a large one like De La Salle College, also needs to have its own rules so that all its components may work together as smoothly as possible.

However, school rules serve another purpose: that of helping to build the character of our students so that when they leave school they are able to take their place in society as good Christian citizens.

Students must also understand that in life we constantly make choices and then assume the responsibility for the consequences of these choices. Thus, if I decide to cross a busy street without following the rules that control that activity, I have to face the consequence that I might be run over. Similarly, at school a student who chooses to ignore one or more rules has to face the consequences for such actions. Rules have therefore been written in this booklet to help students make the right choices. Students must also realise that the responsibility for good order at De La Salle College is primarily theirs (just as the responsibility for safe roads falls squarely on the shoulders of the drivers and pedestrians).

It is therefore everyone's duty to familiarise oneself with the rules that have been prescribed so that the De La Salle College experience may be an enjoyable and fruitful one.

Mr. N. Zahra

HEADMASTER

School Uniform

1

The De La Salle College Uniform is as follows:

THE COLLEGE WINTER UNIFORM:

- White shirt
- College tie
- Grey College trousers
- Grey socks
- Grey College pullover
- College blazer
- College anorak
- College Rain Jacket
- Black or Brown belt
- Formal black shoes NOT TO BE CONFUSED WITH BLACK TRAINERS THAT LOOK LIKE SHOES
- Other accessories that have the school badge AND are sold by the College Clothes Shop.



THE COLLEGE SUMMER UNIFORM:

- Beige College polo shirt
- Beige trousers
- Black or Brown belt

**Minimum Consequence for not wearing proper uniform
Student will not be allowed to enter class**

THE COLLEGE PHYSICAL EDUCATION KIT:

- College House Colour T-shirt / College White T-shirt
- White/Black shorts - to be worn **ONLY** during P.E. Track suit trousers must however be worn in class.
- College sweatshirt
- Appropriate training shoes
- Other accessories that have the school badge AND are sold by the College Clothes Shop.



- a) **Students have permission to wear their PE Kit only on the days when they have PE (or on the days when they are instructed to do so by the College) so that no time is lost in changing for these activities.**
- b) **Students must also learn to wear the appropriate clothing depending on the activity they are engaged in.**

Minimum Consequence

THIS PERMISSION MAY BE WITHDRAWN AT ANY TIME SHOULD ANY STUDENT BE FOUND ABUSING OF THIS CONCESSION. THEREFORE STUDENTS ARE NOT ALLOWED TO SIT FOR THEIR EXAMS IN PE KIT UNLESS THEY PRODUCE A NOTE FROM THEIR PARENTS EXPLAINING THAT THE SITUATION COULD NOT BE HELPED. SHOULD THEY FAIL TO DO THIS THEY WILL SIT FOR THEIR EXAM/S AFTER SCHOOL.

Every student should wear his uniform with pride as it identifies him as a student of De La Salle College. Because of this, students are expected to wear their uniform smartly, with shirts properly tucked into their trousers, their trousers worn at the waist, their ties pulled up and shoes cleaned and polished.

Minimum Consequence

Extra work to be done at home

However, the school uniform means much more than the clothes that a student is meant to wear for school. Since the uniform also links the student to the College, one should see that his general appearance is one that is smart. For this reason:

- a) Hair should be appropriately cut, not dyed, avoiding fancy hair-styles or excessive gel or any other hair product.

Maximum Consequence

Sent home until his haircut complies with school regulations

- b) Jewellery of any kind is not part of the school uniform and therefore should not be worn at school or any school activity including Parents' Day.

Maximum Consequence

Items of jewellery shall be confiscated and returned to the parents in person.

c) Any form of body paint is also prohibited.

Maximum Consequence

Suspension from school if such "artwork" becomes visible.

- Finally ALL parents should ensure that their children's personal hygiene is well taken care of so that they come to school clean and healthy. Students must however see that used tissues, especially if the owner is suffering from a cold, should not be left on one's desk.
- Hygienic precautions should be respected when sneezing or coughing. It is therefore recommended that students carry with them tissues or/and handkerchiefs.

Personal Property

2

Any item that is brought to College by a student is brought at his own risk and he must shoulder the responsibility for its safe-keeping. Students should be encouraged not to bring expensive personal items to school.

The College strongly recommends the labelling of personal items, especially books and the uniform.

National laws and regulations prohibit students from bringing dangerous articles, pornographic material, illegal substances and mobile phones to school. The Data Protection Act also regulates the use of cameras and/or other photographic/ videographic devices in places such as schools. Therefore such equipment, mobile phones and digital entertainment equipment **MUST NOT** be brought to school unless written permission is given by the College.

Minimum Consequence

Such equipment will be confiscated and returned to the parents in person.

Maximum Consequence

Expelled from school.

Respect

3

It is the duty of every student to show self-respect and respect for others, especially towards anyone who holds a position of responsibility, from class prefect to Director, and including domestic staff. A student shows respect by being courteous and well-mannered at all times.

Minimum Consequence for being disrespectful

A pink Sheet that will carry 4 penalty points. Such behaviour will have a negative effect on the School-Leaving Certificate.

Maximum Consequence

Suspended from School

Assemblies

4

When assemblies are called, students are expected to **stop from all other activities and head for the assembly area.** They are expected to **line up by class, quietly in twos** and to **await instructions.**

On dismissal they will proceed **quietly in twos** to class unless otherwise instructed.

Maximum Consequence

After-school detention.

Registration Period

5

All students should be in school by 07.50.

Students who for any reason arrive late for registration are to go to the person in charge so that they are marked present. If a student fails to register by 10:00 an SMS will be sent to the parents informing them of their son's absence from School.

Parents are however encouraged to inform the school beforehand if their son is not able to attend school on that particular day.

Minimum Consequence for being absent without authorisation:

Students who arrive late will score a low mark in their School-Leaving Attendance

Maximum Consequence for being absent without authorisation:

A formal report will be lodged with the Education Authorities which may lead to court action and fines.

Top Corridor/Top Floor/Computer Department Office/Physics Labs

All students, members of staff and visitors in this corridor are to proceed to the Tarmac Assembly Point via the stairs next to the Chapel down to the library floor, exit from the door next to the Accounts Office and finally descend from the wide outdoor stairs near the Headmaster's office, through the Assembly Area, pass by the Senior School Tuck Shop to the designated area on the tarmac pitch facing the school.

Chapel and St Benild's Hall

All students, members of staff and visitors in this area are to proceed to the Tarmac Assembly Point via the stairs next to the Chapel down to the Library floor, exit from the door next to the Accounts Office and finally descend from the wide outdoor stairs near the Headmaster's office, through the Assembly Area, pass by the Senior School Tuck Shop to the designated area on the tarmac pitch facing the school.

Library Floor/Assistant Heads Offices/Library/Accounts Office

Office/Headmaster Office All students, members of staff and visitors in this corridor are to proceed to the Tarmac Assembly Point via the wide outdoor stairs near the Headmaster's Office, through the Assembly Area, pass by the Senior School Tuck Shop to the designated area on the tarmac pitch facing the school.

PSCD Rooms/Resource Room/Nurse/Guidance

All students, members of staff and visitors in this area are to proceed to the Tarmac Assembly point passing through the Assembly Area, pass by the Senior School Tuck Shop to the designated area on the tarmac pitch facing the school.

Tuck Shop

All students, members of staff and visitors in the Tuck Shop are to proceed to the Tarmac Assembly point facing the School.

Design and Technology Labs

All students, members of staff and visitors in the Labs are to proceed to the Tarmac Assembly point facing the School.

Form 4 corridor including Form 4 Year Heads Office

All students, members of staff and visitors in the Form 4 corridor are to proceed to the Tarmac Assembly Point via the "yellow stairs", pass by the Senior School Tuck Shop and proceed to the designated area on the tarmac pitch facing the valley.

Form 5 corridor including Form 5 Year Heads Office

All students, members of staff and visitors in the Form 5 corridor are to proceed to the Tarmac Assembly Point via the wide outdoor stairs near the Headmaster's Office, through the Assembly Area, pass by the Senior School Tuck Shop and proceed to the designated area on the tarmac pitch facing the valley.

Form 1 corridor including Form 1 Year Heads Office and Subject Room

All students, members of staff and visitors in the Form 1 corridor are to proceed to the Tarmac Assembly Point via the new Form 1 stairs, through the Assembly Area and proceed to the designated area on the tarmac pitch facing the school.

Form 2 Corridor New Block including a Form 2 class, Subject Room and Form 1 Classes

All students, members of staff and visitors in the Form 2 corridor new block are to proceed to the Tarmac Assembly Point via the new Form 1 stairs, through the Assembly Area and proceed to the designated area on the tarmac pitch facing the school.

Form 2 Corridor including a Form 3 class and Form 2 Classes

All students, members of staff and visitors in this corridor are to proceed to the Tarmac Assembly Point by passing through this corridor via the ramp, pass by the Senior School Tuck Shop to the designated area on the tarmac pitch facing the school.

Form 3 corridor

All students, members of staff and visitors in this corridor are to proceed to the Tarmac Assembly Point by passing through the gate closest to the tarmac pitch and proceed to the designated area on the Tarmac Pitch Assembly Point facing the school.

Form 3 Year Head Office

All students, members of staff and visitors in this office are to proceed to the Tarmac Assembly Point directly.

Chemistry and Biology Labs (Sixth Form Section)

All students, members of staff and visitors in this corridor are to proceed to the Tarmac Assembly Point via the stairs next to these Labs, exit from the door leading to the Gym Area and turn left down the slope leading to the designated area on the tarmac pitch facing the school.

La Salle Hall

All students, members of staff and visitors in this area are to proceed to the Tarmac Assembly Point via the stairs next to the Biology & Chemistry Labs, exit from the door leading to the Gym Area and turn left down the slope leading to the designated area on the tarmac pitch facing the school.

Senior School Staff Room

All students, members of staff and visitors in this area are to proceed to the Tarmac Assembly Point via the "yellow stairs" pass by the Senior School Tuck Shop and proceed to the designated area on the tarmac pitch facing the school.

Bookshop

All students, members of staff and visitors in this area are to proceed to the Tarmac Assembly Point by passing next to the Senior School Tuck Shop and proceed to the designated area on the tarmac pitch facing the school.

General Science Labs/ Option Room/ Support Room

All students, members of staff and visitors to this area are to proceed to the Tarmac Assembly Point by passing next to the Senior School Tuck Shop and proceed to the designated area on the tarmac pitch facing the school.

At the sound of the Fire Alarm (A Fog Horn)

Teachers are to line students quickly and quietly and to follow the Evacuation procedure. Students are to leave all their belongings in class. Teachers are reminded that this is a timed exercise so efficiency is of paramount importance. Teachers should be the last people to leave the room to ensure that no-one is left behind. Form tutors are then asked to take charge of their class and take the roll call for the day from the registers provided at the Assembly Point, to ensure that everyone

Students must understand that this is a very important and sensitive exercise that may save or endanger their lives and/or the lives of others and thus any evacuation drill must be taken most seriously.

Minimum Consequence
After-school detention

Maximum Consequence
Suspension from school

General Rules

7

- a) All corridors are out of bounds before the morning bell, and during all breaks (except on rainy days). No satchels are to be taken to class before morning assembly.

Minimum Consequence

Extra work for home or be kept in detention during break. Students may be asked to pay for, or replace missing or damaged items if they are caught in class during this time.

Maximum consequence:

After school detention.

- b) All movement in corridors and stairways is to be carried out in order: there is to be no running or rough play. Students are expected to walk in twos or in single file, accompanied by their teacher, without disturbing the work of other people in the school.

Minimum Consequence

Extra work at the discretion of the teacher.

- c) Students are not allowed to remain in class during breaks unless accompanied by a teacher at ALL TIMES.

Minimum Consequence

A Pink Sheet will be given to students who do not adhere to this rule.

- d) Students are not allowed to enter the Staff Room for any reason whatsoever. Students do not have access to the Bookshop or to the Tuck Shop during lesson time, unless **given written permission by the teacher.**

Minimum Consequence

Extra work and items bought are confiscated.

- e) The HELP policy does not allow the Senior School Tuck Shop to sell any items that have not been approved by their personnel. Such policy does not apply to Tuck shops that serve post-secondary students (Sixth Form). Thus **Secondary School Students are banned from using the Sixth Form Tuck Shop.**

Minimum Consequence

Items bought are confiscated.

Maximum consequence: A pink form is issued.

f) De La Salle College is made up of three schools, The Junior School, The Senior School and The Sixth Form. Every student in each of these sections has particular rules that do not apply to students in the other sections. Furthermore ample space is allowed for each section and no student has a right to invade the space of students in other sections. For these reasons the **Junior School and The Sixth Form are out-of-bounds areas for Senior School students at all times.**

**Maximum Consequence
After School Detention.**

g) Normal school rules apply in the Tuck Shop.

**Minimum Consequence
Students may not be allowed to use the Senior or any other
Tuck Shop in the College.**

h) Senior School students may take part in various activities and clubs during Mid-Day Break. The behaviour of students during these activities is regulated by the rules outlined in this booklet.

**Minimum Consequence
Students may be excluded from attending such
clubs/activities.**

- i) Students need to learn that there is an appropriate time for different activities. **Before the start of the school day and during 10 o'clock break is not an appropriate time for any form of strenuous activity.**

Minimum Consequence

The implements of any games will be confiscated.

Maximum Consequence

After-school Detention.

- j) Students are urged to report any form of rough play, name-calling and any other form of uncivil behaviour during break to:
- i. Break Supervisors
 - ii. Year Heads
 - iii. Assistant Heads
 - iv. Headmaster,
- (In the order mentioned above)

Minimum Consequence

Supervisor will stop the student from the activity by being made to sit next to him/her during part/entire break.

Maximum Consequence

Suspension from school.

- k) Students must be **punctual for their lessons** since late-comers disrupt the start or the flow of the lesson.

Minimum Consequence

Extra-work.

Penalised for "Punctuality" in the School Leaving Certificate Profile

- l) The **trading** of ANY articles at school is **not allowed**.

Minimum Consequence

ALL items involved in trading shall be confiscated and returned to the student at the end of the scholastic year.

- m) **Cheating or the attempt to cheat is not allowed at school. Copying in an assignment/exam is a form of cheating.**

Minimum Consequence

Students will be awarded a "0" for the particular assignment/exam in which the student copied/cheated or tried to copy/cheat.

- n) **Blaspheming**

Minimum Consequence

Immediate 3 day suspension.

o) Bad or vulgar language

Maximum Consequence

After-school detention on 3 separate days.

p) Any form of fighting is regarded as anti-social behaviour which may lead to the injury of one or more students. **Thus the raising of one's hands on another student (whether in anger or in play) is not permitted** in any civil society and therefore certainly not at school. **Students are encouraged to report any annoying behaviour rather than taking matters into their own hands.**

Minimum Consequence

A one-day suspension.

q) Furthermore any abusive behaviour towards any member of staff is not permitted.

Minimum Consequence

Expulsion from school.

- r) **Students may not post any films or photos related to the school on the Internet without the written approval of the Senior Management.**

Minimum Consequence
Expulsion form school.

- s) **Students may not eat or drink in class unless they are given special permission by the teacher.**

Minimum Consequence
Food and drink may be confiscated and returned to the student at the end of school.

- t) **Students who may need to change their uniform for mid-day break activities must change again into their school uniform for the start of the 7th lesson.**

Minimum Consequence
Extra work given by the teacher of the next lesson.

Bullying behaviours are those behaviours which are repeated over time by an individual or a group and which are intentionally hurtful, (Sharp and Smith 1994, Rigby 1996) and directed against a person who has difficulty defending himself or herself. (Olweus 2011). Bullying behaviour therefore is any form of aggressive behaviour that encroaches upon the rights of the victim(s) involved.

"Addressing Bullying Behaviour in Schools Policy" - Ministry of Education and Employment"

Consequences

- i) Verbal warning and the victim is asked to report any further incidents.**
- ii) If the student has any further incidents of bullying behaviour there will be the following consequences and the parents are notified of their son's misbehaviour.**
 - a) Extra-work.**
 - b) Suspension from ALL break-time activities.**
 - c) After-school Detention.**
 - d) Suspension from school.**
 - e) Referral to the Anti-bullying unit at the DES.**

During such incidents help from the Guidance Team, the Counsellor and/or any other outside agencies will also be sought for both the victim and the bully.

Good order in class is the responsibility of every student

- a) Students are asked to show respect to the classroom. It is the responsibility of each student in the class to keep the classroom clean and tidy.

Minimum Consequence
Cleans up the classroom.

- b) A student is responsible for his own desk and chair. If he finds any damage he must report it to the Year Head.

Minimum Consequence
Cleans up the classroom furniture.
Pays for any damage.

- c) Students are not to leave their place without the permission of the teacher/LSA/prefect.

Minimum Consequence
Verbal warning

Maximum Consequence
Extra-work assigned by the teacher

- d) At the end of one lesson, students should avail themselves of the time to get ready for the next lesson. No talking is allowed during this time.

Minimum Consequence

Verbal warning

Maximum Consequence

Extra-work assigned by the teacher

- e) Students are sometimes required to leave class to visit specialist rooms such as labs or other classes. At this point classes may be used by other students or the class is left unattended. Because of this, desks must be cleared before both breaks and at any time the students have to leave class.

Minimum Consequence

The student will shoulder the responsibility for the articles that are left on his desk.

- f) Students' places are changed on a permanent basis, only by the Form Tutor in consultation with the Year Head/Senior Management Team.

Minimum Consequence

Extra-work.

- g) Students are responsible for keeping the class in a "5-row-5-column" configuration. Should this configuration be changed by the teacher for any reason, the desks are returned to the original configuration at the end of the lesson.

Minimum Consequence

Verbal warning

Maximum Consequence

Extra-work for those students who are not in the configuration mentioned above.

- h) All students have a right to education. When a student disrupts a lesson he is denying this right to his classmates. Thus any form disruption is not tolerated

Consequences

- i) Extra-work and Pink sheet given.
- ii) Student sent out of class for the rest of the school-day and given extra-work to do. The first written warning is sent by the Headmaster.

- i) When it is necessary to move between lessons this should be done quickly, calmly and in an orderly fashion.

Minimum Consequence

Verbal warning

Maximum Consequence

Does not participate in the activities of the following lesson.

- j) Access to lockers is allowed (with the teacher's permission) only:

- ♦ after Registration Period
- ♦ before the 10 o'clock break
- ♦ before and after the midday break
- ♦ before leaving for home
- ♦ should be emptied 2 weeks before the end the school year

Minimum Consequence

Verbal warning

Maximum Consequence

Extra-work assigned by the teacher

- k) Students are responsible for keeping their lockers clean at all times.

Minimum Consequence

Student loses the use of the locker and loses the deposit.

- l) Students are expected to have their own books and school articles. It is recommended that these items be personalised.

Minimum Consequence

Pink Form

Maximum Consequence

Extra-work assigned by the subject teacher.

- m) Students may not handle or be in possession of items that do not belong to them.

Minimum Consequence

After-school Detention and return of items their rightful owner.

Maximum Consequence

Expulsion from school and return of items their rightful owner.

- n) Eating or drinking in class is never allowed. Students may quench their thirst from their own water bottle before they enter the classroom.

Minimum Consequence

Items confiscated and returned at the start of break or at the end of the school-day.

- o) Students must enter and leave the classroom in an orderly way. They are **ONLY** to leave their place and the classroom when instructed by the teacher, and **not when the bell goes**. Lights and fans are to be switched off and windows closed every time the students leave the class.

Minimum Consequence

Verbal warning

- p) **Damage to school property and any form of vandalism is a serious offence.**

Minimum Consequence

Payment for damaged articles and community work in the school.

Maximum Consequence

Expulsion from school.

- q) Once the class officials have been elected or nominated, they must be respected as they delegated by the College to carry out a specific duty.

Minimum Consequence

Verbal warning.

Maximum Consequence

Extra-work given by the teacher/Year Head. Pink sheet

Pink Sheet

10

A Pink form is a means of communication between school and home. Pink forms are usually issued when a student breaks rules that are related to homework, classwork and misbehaviour.

However there will be a system of penalty points.

Pink sheet related to missing articles	1 penalty point
Pink sheet related to missing homework	2 penalty points
Pink sheet related to misbehaviour in class	4 penalty points

Minimum Consequence

A student who accumulates 10 penalty points will be required to stay for After-School Detention.

Any further appropriate action taken by the Parents at home.

Homework and daily study constitute an integral part of a student's learning pattern. Quality time that is free from distractions (e.g. social networking sites, games, tv, mobiles etc.), should be set for this purpose. Guidance Teachers will assist both students and parents in drawing up a study timetable that may help the student and his parents manage the time after school more efficiently to be able to cope better with his school and extracurricular commitments better. Just as the piano student will learn to play a piece of music by practising at home so will the student learn his subjects by doing his homework and revision at home. **If for any reason a student does not have any written work he has more time to revise and is expected to do so by the school. Parents need to encourage and support their children with their home study and see that it is done well and consistently. It is worth remembering that 15% of the Annual Examination mark is related to the quality of the course work (including homework) done throughout the scholastic year. Furthermore the lack of work carried out at home will have a negative impact on one's School Leaving Certificate Profile.**

Minimum Consequence

The subject teacher will issue a pink-form and an SMS will be sent to parents informing them about this. Parents are encouraged to give their son an appropriate consequence for not doing his duty (work).

School Lockers

12

Students using individual lockers may avail themselves of this service on the following conditions:

Annual Rent of €10 (€5 refundable at the end of the Scholastic Year).

Great care is to be taken of the locker. There is to be:

- **no writing, or any other form of damage done to the locker**
- **no stickers fixed**
- **no food or P.E. Kit kept inside the locker overnight**

Students may be charged:

- a fine of €1 for borrowing the spare key
- a fine of €2 for a new key

Students may not share a locker unless given special permission.

The College retains the right to inspect the lockers at any time. However, the College is not responsible for anything that may be missing from lockers.

Maximum Consequence

Loses use of the Locker and forfeits his deposit.

Internet/Computer Usage Policy

13

The School provides Internet Service, and teachers are on hand to help students, provided they have obtained the parents' consent in writing.

Students may access the Internet and electronic mail only in the presence of a member of staff. School staff may access any file held on any computer storage system or media that is part of, or connected to, the school network. The school reserves the right to access any form media brought to school, and to monitor all communications. Pupils should be aware that their files would not be private.

Maximum Consequence

Suspension from ICT/Computer Lessons

If a student is absent from school, it is his parents' duty to inform the school by e-mail sent through the College Official website or by sms on number 99180072. A sms will be sent to one of the parents of any of those students who fail to register by 10 am.

If an absence remains unexplained the College will try to contact the student's residence so that his absence from school will be explained.

Any student who is absent from school must, on his return, bring with him a note signed by one of the parents, and hand it in to the Form Tutor. A medical certificate is necessary if a student is absent for TWO or more days. When a student is absent from certain school activities/functions (such as Founder's Day, Athletic Meeting, Sports Day, PSD Seminars, the last day of term etc.) and during examinations, a medical certificate is necessary even for a single day. Any Protracted absence from school must be notified well in advance.

Students who are required to leave the school premises need to get a note signed by one of the parents explaining the reason for their early departure from school and obtain authorisation by one of the members of the Senior Management.

Parents/Guardians going abroad accompanied by their children for less than 15 days have to inform the school in writing and present the travel ticket and a photocopy (of it) so that the school administration can ascertain that the photocopy is a true copy of the original. If the students are taken abroad

for more than 2 weeks (including weekends), besides informing the school, parents/guardians should go to the Welfare Section, Floriana to inform this section as well. It is advisable to take the tickets and passports with them just in case they need to be checked.

Minimum Consequence for unexplained absence
Effects badly the School Leaving Certificate Profile.

Maximum Consequence

A formal report to the Directorate for Educational Services is made which may lead to legal action taken by the Government.

A nurse is in attendance on all school days. She may be contacted directly by parents who may need to communicate confidential information.

Parents are kindly asked to sign a consent form authorizing the College to take their son to hospital should this be deemed urgent even though it was not possible for the College to contact them. This consent form is signed when the student first enters the Senior School.

Students who may feel unwell may be given permission by the teacher to visit the nurse. The nurse may recommend they return home, subject to authorisation by a member of the Senior Management.

Maximum Consequence

Students caught abusing of the system may be refused permission to visit the nurse for any reason.

When a student is on the school bus, he is expected to behave as if he were at school and is bound by the same rules and regulations. One must understand that there could be loss of life or serious injuries should the driver be distracted by students.

- a) It is essential that all movement on the bus, from the bus and towards the bus be carried out slowly and in an orderly manner, awaiting orders from the teacher/s in charge. Once seated, the students are not allowed to stand or leave their place.
- b) Schoolbags should be placed in such a way that they do not inconvenience other students or cause damage to seats.
- c) It is not allowed to shout, eat or drink, remove parts of the uniform (even if it is for just an instant).
- d) It is a serious offence to throw anything on the floor or out of the window.
- e) It is a serious offence to disobey or to refuse to give one's name when asked to do so by a teacher or by the prefect. Students should respect the bus prefects and any responsible adult on their way to and from school.

Minimum Consequence

First written warning.

Maximum Consequence

Second written warning and suspension from school transport.

