



**Cayman Prep & High School  
Code of Conduct Policy (Behaviour)  
FOR THE HIGH SCHOOL  
2023-2025**

**Approved by: HS School Principal**

**Date: June 2023**

**Reviewed by: Pastoral Team & Head of Pastoral Care & Student Services**

**Next review due by: June 2025**

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## Introduction

“Our mission is to provide a stimulating learning environment, firmly rooted in Christian principles in which our students become critical creative thinkers, responsible citizens and lifelong learners in an ever-changing world.”

The CPHS Mission Statement clearly states our overall expectation for all students to thrive in our school community. Students realise personal and learning success, achieve their best and this delivery underpins the CPHS Advantage.

One of the most important ways that we do this is through the school’s Code of Conduct. This is designed to enable students and staff to focus on the development of positive behaviour, attitudes to learning and relationships. Parents and teachers know that values and responsible behaviour are learned over time. This is achieved through teaching, coaching, modelling, positive experiences, rewards, acknowledgement, and consistent consequences for inappropriate or irresponsible behaviour.

Effective school behaviour and discipline is a collaborative effort by parents and or guardians, students and staff. The school’s learning charter shares as the whole school agreement between all stakeholders.

This policy has been drawn up in accordance with the Education Law, 2016 and associated regulations. This Code of Conduct is fully adherent to Ministry of Education guidance relating to student behaviour and discipline (see appendix)

## Roles & Responsibilities

Staff, students, parents and guardians need to be aware of our expectations and standards at CPHS.

- Every student has the right to learn and to respect
- Every teacher has the right to teach without interruption
- Every member of staff has the right to respect and to carry out their responsibilities without unnecessary interference or hindrance

## In their capacity, staff

- are entrusted with the responsibility to establish discipline within their classrooms and address, challenge and or sanction any behaviour that deviates from the School's values or expectations
- Should apply rewards and sanctions fairly using the Code of Conduct
- Should always aim to model the School’s values and expectations
- Work in partnership with parents and key stakeholders to ensure the success of students
- ensure that children perceive our genuine value and respect for them by consistently praising their positive actions and attitudes
- assume the role of a mediator to foster conflict resolution among children, empowering them to acquire the skills necessary for independently resolving conflicts
- Will sanction the action or behaviour, not the individual
- Encourage students to accept responsibility for poor conduct as it forms part of their character education

## Parents and guardians

- In sending your child/children to Cayman Prep & High School, parents and guardians undertake a commitment to accept and support the School in upholding its expectations and standards as outlined in the Code of Conduct.
- Please note that the school does not discuss the details of sanctions applied to other students, as it is our policy to maintain confidentiality and privacy in such matters.
- All cases are handled with a duty of care to all students involved in any breach of the Code of Conduct, and members of staff and the Pastoral team will make every effort to remedy the situation, as is feasible.
- We kindly request your understanding and patience when it comes to response time as all members of staff, Leadership

and or the Pastoral Team are dedicated teachers with high workloads. Whilst the School strives to get back to you as quickly as possible, please bear with us if there is some delay, but every effort will be made to inform you at the earliest opportunity.

- Kindly further note that we expect that all conversations are conducted in a calm and respectful manner. Shouting or the raising of voice is not acceptable. The same expectation applies to emails.
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## **CPHS Expectations and Standards**

In the classroom, students are expected to

- do as they are told, first time, every time
- Arrive punctually, dressed according to policy, and adequately equipped.
- Enter the classroom in an orderly fashion as directed.
- Sit in assigned seats as instructed.
- Listen attentively when the teacher or another student is addressing the class.
- Ensure that mobile phones and personal devices are not seen or heard during lessons.
- Work hard and have a positive attitude to learning
- Always be respectful, polite and considerate of others
- Exhibit determination to always strive for their best, displaying resilience when confronted with challenges
- Not eat or chew gum during lessons
- To treat the classroom environment and all materials with respect

Outside the classroom, students are expected to

- Behave responsibly during break and lunch time
- Play safely outside, adhering to the break and lunchtime rules
- Follow the instructions of duty staff first time, every time
- Always conduct themselves with respect
- Adhere to the bathroom rules across the school
- Use the canteen during the allocated time slots
- Not enter classrooms without teacher permission or supervision
- Not engage in any dangerous, aggressive or unsafe behaviour
- Not use the bathrooms for recreational purposes
- Not litter, but use the bins provided
- Not eat chewing gum
- Follow the correct signing in and out procedures
- Move calmly around the school site
- To be considerate of others and their needs, such as by holding open doors and not using the elevators so they are available for those who need them.
- To keep your belongings safe by storing them in the designated areas (lockers) and to leave valuables at home.
- To be considerate of the safety of others and informing a member of staff if something hazardous is noticed.
- To follow the queuing system to purchase food

Students can expect staff to

- Be courteous, consistent and fair
- Teach well-prepared, high-quality lessons, along with constructive feedback on work
- Attend their scheduled lessons in a timely manner'
- 'Listen actively to students' explanations regarding their behaviour, at appropriate times
- Acknowledge good work and conduct
- Address inappropriate behaviour from other students.
- Log all behaviour incidents on the VLE/CPOMs as directed
- Understand that the behaviour log is not the sanction

Students are expected to demonstrate respectful and honest behaviour, both within and outside of school hours, particularly during their commute to and from the School. We retain the authority to address situations where a student's conduct outside of school hours may potentially harm the School's reputation.

**Sanctioning procedures**

Sanctions are designed to reinforce positive behaviour and to clearly identify where inappropriate behaviour has occurred. Sanctions place emphasis on the importance of positive choices and support students in their understanding of the school's core Christian values. The table below is not an exhaustive list, but provides guidance for understanding what is concerning, serious and severe.

At all times, the school reserves the right to determine what actions are considered concerning, serious or severe breaches of the code of conduct and will enforce appropriate sanctions accordingly. Any action that brings Cayman Prep and High School into disrepute will be treated as serious or severe and will be sanctioned. This applies to students in uniform both on and off site.

**Inside the Classroom or during an educational trip or visit**

	<b>Example Behaviour</b>	<b>Example Sanctions</b>
Concerning	<ul style="list-style-type: none"> <li>•Littering</li> <li>•Eating in class</li> <li>•Chewing Gum</li> <li>•Late to lesson</li> <li>•Not following instructions</li> <li>•Unkind/disrespectful comments</li> <li>•Unsafe behaviour</li> <li>•Inadequate work/ work avoidance</li> <li>•Uniform/ Equipment infringements</li> <li>•Disruptive behaviour</li> <li>•Poor attitude to Learning</li> <li>•Inappropriate conduct/ language</li> <li>•Missed deadlines</li> <li>•Misconduct during trip/school event</li> <li>•One to one device misconduct</li> </ul>	<p>These types of behaviours would be dealt with by the classroom teacher. The following sanctions may apply:</p> <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Moving seat</li> <li>• Kept behind at the end of the lesson</li> <li>• Subject (teacher) detention</li> <li>• Contact home</li> <li>• Confiscation</li> </ul>
Serious	<ul style="list-style-type: none"> <li>• Repeated concerning behaviours</li> <li>• Persistent lateness to lessons</li> <li>• Plagiarism</li> <li>• Stealing</li> <li>• Vandalism of equipment or school environment</li> <li>• False allegations</li> <li>• Disrespect</li> <li>• Defiance</li> <li>• Dishonesty</li> <li>• Unacceptable/misuse of technology</li> <li>• Exam misconduct</li> <li>• Inappropriate physical contact</li> <li>• Missed subject (teacher) detention</li> <li>• Truancy of a lesson</li> <li>• Swearing</li> <li>• Persistent refusal to follow instructions</li> <li>• <u>Challenging the authority of a member of staff</u></li> </ul>	<p>These types of behaviours would be dealt with by the classroom teacher and or, Head of Faculty. The following sanctions may apply:</p> <ul style="list-style-type: none"> <li>• Contact home</li> <li>• Subject (teacher) detention</li> <li>• Faculty detention</li> <li>• Community service</li> <li>• Confiscation</li> <li>• Payment required of goods</li> <li>• Cancelled paper</li> <li>• Removed from school teams, trips and events</li> <li>• Internal suspension</li> <li>• Meeting with parents</li> </ul>
Severe	<ul style="list-style-type: none"> <li>• Repeated serious misbehaviour</li> <li>• Violent, dangerous or inappropriate behaviour</li> <li>• Bullying</li> <li>• Offensive language</li> <li>• Prohibited items or Substance abuse</li> <li>• Discrimination</li> <li>• Unacceptable/misuse of technology</li> </ul>	<p>These types of behaviours would be dealt with by the Head of Faculty, High School Leadership Team and or the Pastoral Team. The following sanctions may apply:</p> <ul style="list-style-type: none"> <li>• Immediate removal from classroom</li> <li>• Meeting with parents</li> <li>• Internal suspension</li> <li>• External suspension</li> </ul>

*Please note, the table above is a guideline and teachers reserve the right to determine what constitutes as concerning, serious or severe behaviour. Students should therefore follow instructions first time.*

## Outside the Classroom

	<b>Example Behaviour</b>	<b>Example Sanctions</b>
Concerning	<ul style="list-style-type: none"> <li>•Late to school Late to tutor</li> <li>•Poor attendance</li> <li>•Uniform infringements</li> <li>•Poor corridor behaviour</li> <li>•Unsafe play or behaviour</li> <li>•Poor break or lunchtime behaviour</li> <li>•Not following instructions</li> <li>•Unkind/disrespectful comments</li> <li>•Littering</li> <li>•Poor outdoor play behaviour</li> <li>•Persistent refusal to follow instructions</li> </ul>	<p>These types of behaviours would be dealt with by the member of staff who has encountered the poor behaviour. The following sanctions may apply:</p> <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Staff detention</li> <li>• Pastoral detention</li> <li>• Confiscation</li> <li>• Contact home</li> </ul>
Serious	<ul style="list-style-type: none"> <li>• Repeated concerning behaviour</li> <li>• Persistent absence/lateness</li> <li>• Unsafe behaviour</li> <li>• Truancy (tutor time)</li> <li>• Buying or selling items</li> <li>• Unacceptable/ misuse of technology</li> <li>• Inappropriate language or Swearing</li> <li>• Defiance or disrespect to staff (outside of the classroom)</li> <li>• Dishonesty</li> <li>• Vandalism or damage to school property</li> <li>• False allegations</li> <li>• Inappropriate physical contact</li> <li>• Inciting unsafe or violent behaviour</li> <li>• Antagonising others</li> <li>• Missed Faculty detention</li> <li>• Missed pastoral detention</li> </ul>	<p>These types of behaviours would be dealt with by the tutor and or the Head of Year. The following sanctions may apply:</p> <ul style="list-style-type: none"> <li>• Pastoral Leadership detention</li> <li>• Confiscation</li> <li>• Contact home</li> <li>• Community service</li> <li>• Tutor Journal</li> <li>• Head of Year Journal</li> <li>• Break and lunch time restrictions</li> <li>• Ball and field ban</li> <li>• Removed from school teams, trips and events</li> <li>• Payment required of goods</li> <li>• Contact made with relevant external agency if required</li> <li>• Internal suspension</li> </ul>
Severe	<ul style="list-style-type: none"> <li>• Repeated serious behaviour</li> <li>• Possession or use of Prohibited Items</li> <li>• Bullying</li> <li>• Discrimination</li> <li>• Substance abuse</li> <li>• Offsite truancy</li> <li>• Violent, dangerous or inappropriate behaviour</li> <li>• Persistent absence</li> <li>• Vandalism or damage to school property</li> <li>• Persistent lateness to lessons despite intervention</li> <li>• Putting the safety of another student or member of staff at risk</li> <li>• Bringing the school into disrepute</li> </ul>	<p>These types of behaviours would be dealt with by the Head of Year or Key Stage, the Head of Pastoral Care &amp; Student Services or Principal. The following sanctions may apply:</p> <ul style="list-style-type: none"> <li>• Head of Pastoral Detention</li> <li>• Payment required of goods</li> <li>• Internal suspension</li> <li>• External suspension</li> <li>• Permanent exclusion</li> </ul>
<p><i>Please note, the table above is a guideline and teachers reserve the right to determine what constitutes as concerning, serious or severe behaviour. Students should therefore follow instructions first time.</i></p>		



## Detentions

The following type of detentions are held at Cayman Prep & High School

- Subject (Teacher) detention – anything up to one hour at the discretion of the member of staff
- Pastoral Detention – 20 minutes at lunchtime from
- Missed Pastoral Detention first offence – 30-minute detention at lunchtime (students may eat lunch in last 10 minutes of detention)
- Pastoral Leadership Detention – After school Thursday one hour
- Faculty Detention – anything up to one hour at the discretion of the Head of Faculty
- Head of Pastoral Care & Student Services Detention – One hour afterschool

Please note, if detentions are longer than 10minutes after school, staff will send an email home in advance to let parents know when the detention will take place.

All detentions will be logged on the VLE. Teachers are aware that behaviour points are not the sanction but a log of the incident.

## Suspensions and exclusion

### Internal Suspension

Internal suspensions are utilised for any serious or severe breaches of the Code of Conduct. Internal suspensions do not go onto a student's permanent record.

For internal suspensions, students

- are to register with the relevant Pastoral Team member in the morning at 7.40am.
- will not attend timetabled lessons or break and lunchtimes with other students
- will spend a full day in school completing work set by teachers. They will be supervised by a member of staff.
- Break will be from 9.40-10am and lunchtime will be from 12-12.45pm
- At lunch, students will spend 20 minutes outdoors and have free time, but at 12.20pm students will get their food from the canteen and eat by the sixth form gazebo area or in the allocated room.
- The next day, the student will meet with the Pastoral Team member outlined in the letter.

### External Suspension

- External suspension from school occurs when a student is asked not to attend school for a prescribed period of time.
- This is a sanction used for severe breaches of the Code of Conduct.
- This will be on a student's permanent record.

### Permanent exclusion

- Permanent exclusion means that the child is no longer allowed to attend the school and their name will be removed from the school roll.
- Permanent exclusion is the most serious sanction at CPHS and will be used if a student severely breaches the Code of Conduct.

## Investigating incidents

In the event a member of staff feels a behavioural issue or incident is in the serious or severe bracket and needs to be dealt with at a higher level, the member of staff should either log the incident on SIMS or CPOMs, depending on the nature of the incident. Subsequently, they should refer to the relevant Head of Faculty, High School Leadership Team or Pastoral Team member as appropriate.

1. When a severe breach of the Code of Conduct is made, it will be logged and passed onto the relevant member of the High School Leadership Team, Pastoral Team or Head of Faculty.
2. Where applicable, the student(s) involved will also be addressed regarding the matter and personal accounts taken. A "Personal Account Form" will be completed and will be uploaded onto the SIMS/CPOMS for all key pastoral members of staff to review.
3. The reported incident will be investigated as soon as possible by Head of Faculty, High School Leadership Team or Pastoral Team, and parents will receive an initial email or phone call explaining the incident and will outline either the resolution or if further time needed for investigation.
4. The Head of Faculty, High School Leadership Team or Pastoral Team will make a note on SIMS CPOMS if there has been a serious or severe breach is confirmed and provide additional comments on SIMS /CPOMS regarding the actions taken.
5. Pupils involved in the incident will face appropriate school sanctions in line with the Code of Conduct. *Persistent offenses or acts of severe aggression may result in permanent exclusion from the school, and the incident may be reported to the police.*
6. Once confirmed, a member of the pastoral team will contact parents to inform them of the applied sanction, and or resolution.

Please note that the school does not discuss the details of sanctions applied to other students, as it is our policy to maintain confidentiality and privacy in such matters. All cases are handled with a duty of care to all students involved in any breach of the Code of Conduct, and members of staff and the Pastoral team will make every effort to remedy the situation, as is feasible.

## **Confiscation of items**

Where an item is deemed inappropriate for bringing into school, (such as, but not confined to, jewellery or personal electronic devices) it will be confiscated by any member of staff who sees or hears it. The member of staff will log this on the VLE.

The confiscated item will be kept in a locked cupboard and the length of time for confiscation, depending on the situation in which the item was confiscated, and the student's compliance to the request of handing the item over, will be outlined. Please see the Uniform Policy and the Mobile Phones and Personal Devices policy for stipulated confiscation times.

In general, the following durations of confiscation should be followed as a guideline, and parents informed of the item being confiscated via email/ VLE or by letter home.

- 1<sup>st</sup> incidence – 24 hours
- 2<sup>nd</sup> incidence – 3 Days
- 3<sup>rd</sup> incidence – 1 week
- 4<sup>th</sup> incidence – until the end of term and item is collected by a parent/ guardian.

Any member of the school staff can search students with their consent for any item. Staff are not required to have formal written consent from the student for this sort of search – it is enough for the teacher to ask the student to turn out his or her pockets or if the teacher can look in the student's bag or locker and for the student to agree.

School Leaders and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item.

### Searching and confiscation of Prohibited items.

The school follows the legislation and Ministry of Education advice when confiscating items from students, which is outlined in their document “Searching, Screening and Confiscation – Advice for School Leaders and Staff– 2017 (A copy of this document is available from the school on request or to download from the Ministry website).

If there is a suspicion that a student has in their possession any items that are deemed ‘prohibited’ either by the school or the Ministry of Education document “*Searching, Screening and Confiscation – Advice for School Leaders and Staff– 2017*, a school leader or a member of staff authorised by a school leader is authorised to conduct a search **without** consent from the student. Best practice is to have two members of staff present for any search.

‘Prohibited items’ include but are not limited to:

- knives or weapons
- Alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- Fireworks
- pornographic images
- Any type of ‘toy’ gun such as air rifles, BB guns, pellet guns, popguns or wind guns
- Any type of item that imitates an illegal weapon or substance
- any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or to cause personal injury to, or damage to the property of, any person (including the student)
- Vaping devices/ Electronic cigarettes/ Cigarettes or any other item considered to have negative side effects on a student’s health
- Any item that may lead to substance abuse (The use of illegal drugs or alcohol)
- an offensive weapon, prohibited weapon or restricted weapon as set out in the Penal Code (2013 Revision);
- a controlled drug listed in Part 1 of Schedule 1 of the Misuse of Drugs Law (2014 Revision);
- a stolen article; or
- an article of a kind specified by the Director of the Department of Education Services or CPHS board of Governors.

School staff can seize any prohibited item found because of a search. They can also seize any item found during a search which they consider may be used to harm another person or damage property, as well as anything they reasonably suspect is evidence relating to an offence. As such they will be confiscated and retained or disposed of in accordance with current legislation

## **The use of reasonable force**

On very rare occasions, to maintain the safety and welfare of our students, it may sometimes be necessary to use reasonable force on a student, as permitted by the Education Law, 2016. At Cayman Prep and High School, we have taken account the direction provided by the Ministry of Education Guidance 'Physical Interventions in Schools' and have instructed our staff on their legal powers in relation to using physical interventions with students.

Any use of force by Cayman Prep and High School staff will be reasonable and proportionate to the circumstances of the incident and the seriousness of the behaviour. Physical interventions will only be used as a last resort and be in the best interests of the student. Reasonable force will be used only when immediately necessary and for the minimum time necessary to achieve the desired result to prevent a student from doing, or continuing to do any of the following:

- committing a criminal offence
  - injuring themselves or others
  - causing damage to property, including their own
  - engaging in any behaviour prejudicial to good order and discipline at the school or among any of its students, whether that behaviour occurs in a classroom or elsewhere.
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**Reference Documents:**

- School Guidance – Searching Screening and Confiscation, Circular Guidance January 2020 Ministry of Education, Youth, Sports, Agriculture and Lands. Cayman Islands Government.
- School Guidance – Physical Intervention in Schools, Circular Guidance January 2020 Ministry of Education, Youth, Sports, Agriculture and Lands. Cayman Islands Government
- School Guidance –Behaviour and Discipline in Schools, Circular Guidance January 2020 Ministry of Education, Youth, Sports, Agriculture and Lands. Cayman Islands Government
- National School Discipline and Student Behaviour Policy, August 2020 Ministry of Education, Youth, Sports, Agriculture and Lands. Cayman Islands Government