



2024/25 Pupil Code of Conduct

Name of Policy:	Pupil Code of Conduct
Date of Policy Revision:	July 2024
Revised by:	Senior Leadership Team
Approved by:	Deputy Principal, Principal
Date approved:	July 2024
Date of next revision:	July 2025
By whom:	Deputy Principal, Principal
Location(s) of policy	Shared Drive / Whole School Drive / Policies

Guiding Principles:

As members of Stonyhurst International School Penang, our pupils are expected to demonstrate commitment to the following values:

Conscience, Competence, Compassion and Commitment and to be Men and Women for Others.

General Expectations of Pupil Behaviour and Conduct:

1. Attendance

We believe that to learn a course of study most effectively and to maintain the academic integrity of a course of study, pupils must attend all classes unless they have a verified reason from their parents.

We classify absence from class as being **verified** (there is an acceptable excuse) or **unverified** (no excuse provided or the excuse provided is not accepted). Co-curricular participation, field trips, illness, important family matters or emergencies are examples of reasons for which absences may be verified. Excuses such as sleeping in through part or all of a class, forgetting the schedule or traffic delays will not be accepted.

Absence from or tardiness to scheduled School classes or activities is verified only when confirmed by parents and approved by the Administration. For absences longer than 3 days, medical certificates will be needed to verify the absence.

Any pupil who is not present in class at the start of the lesson is considered tardy and will be marked as such, if the pupil is not present after **10 minutes** from the start of class, they will be marked absent.

Pupils are expected to have a **90% attendance rate as a minimum** for each of their courses/subjects or general classroom attendance, with a recommended 95%. If a pupil fails to meet the 95% attendance rate for a course/classroom attendance, a member of the Pastoral team will be in contact with parents for immediate follow-up. Failure to maintain the minimum 90% attendance rate may result in a pupil not gaining credit or a pass for a specific course or reaching expected milestones and benchmarks.

A Stonyhurst International School pupil will:

- > Take personal responsibility and be accountable for their attendance and understand that deliberately failing to attend part or all of a class/School day or not show responsibility to explain an absence will receive consequences (see the relevant Behaviour Management Policy for further explanation of consequences).
- > Attend all classes on their schedule, on time, unless there is a valid and verifiable excuse.
- > Be present in all classes scheduled for every designated school day on the official School Calendar.
- > Verify all absences from any classes by notifying the class or subject teacher and/or tutor.
- > Make a responsible effort to keep up with coursework if any classes are missed.
- > Produce a medical certificate or equivalent if a test/assessment or examination is missed.
- > Be proactive if they know they will be absent from a class or School and speak to teachers in advance to organise possible work to complete.

2. Behaviour

When our behaviour is respectful and controlled, our School community functions better and we build good relationships.

A Stonyhurst International School, Penang pupil will:

- > Respect the rights of teachers and other pupils by behaving appropriately at all times.
- > Respect the rights of performers/presenters by being sensible and respectful as an audience.
- > Avoid public displays of affection that may be deemed inappropriate.
- > Be familiar with the applicable Behaviour Management Policy and understand the process and consequences in place for following up with inappropriate behaviour.

3. Fighting, Bullying and Harassment

Members of the School community always show respect for others' rights to be safe and happy and solve conflicts through appropriate means.

A Stonyhurst International School Penang pupil will:

- > Read, understand and abide by the expectations described in the Stonyhurst International School pupil Bullying and Harassment Policy.
- > Use appropriate methods such as negotiation, active listening or withdrawal to solve conflict.
- > Avoid behaviours such as fighting, name-calling, teasing, humiliating or excluding others from groups.
- > Not post humiliating or offensive comments, anecdotes, images or references on social media, websites, instant messaging applications or SMS.

4. Theft and Vandalism

The property of others should always be respected, including the property of the School. Deliberate or reckless damage to school property directly affects the education of pupils by taking funds to repair damage caused and also goes against our School values of respect and responsibility.

A Stonyhurst International School, Penang pupil will:

- > Not take, or keep after finding, any property that does not belong to them without the permission from the owner.
- > Return any property that does not belong to them to an appropriate person or venue.
- > Do all they can to protect their own property from theft.
- > Be involved in the repairs of or payment for damaged property where appropriate.

5. Food, drinks and chewing gum

For the safety of all members of our community and facilities, outside food will be strictly controlled.

A Stonyhurst International School pupil will:

- > Not bring chewing gum onto the School campus and will not chew gum in classrooms or other areas of the school.
- > Only consume food and drink in classrooms with their teacher's approval or for special School approved parties or meetings.
- > No food or drinks (other than water) are to be taken into, or consumed in the gymnasium.

- > Not bring any food to School which may contain nuts and/or pork, and will not share any food with their class that may contain nuts and/or pork.
- > Not have outside food or drinks delivered to the School by any food delivery service. These items will be immediately confiscated.

6. Public Displays of Affection

Many cultures and age groups coexist at Stonyhurst International School, so it is important that pupils demonstrate an attitude and behaviour regarding interpersonal relationships that are respectful and acceptable to people of various cultural and ethnic backgrounds. The School recognises that feelings of affection exist between pupils, but public displays of affection are not acceptable on campus.

A Stonyhurst International School pupil will:

- > Refrain from inappropriate behaviour such as intimate and prolonged embraces, kissing and similar actions that are offensive to the general public on campus, on School transportation, at School events or whilst wearing School uniform.

7. Submitting of False Information

Providing or submitting false information is dishonest and does not uphold our value of being truthful and acting with integrity. Pupils at Stonyhurst International School will not submit or provide false information to any other pupil, teacher, staff or administration.

A Stonyhurst International School pupil will:

- > For duty of care, provide their name and/or School ID number when requested by any member of staff.
- > Not submit forged or false information either on behalf of themselves, their parents or a member of staff. This includes forged signatures, dishonest letters or emails sent out from their own or their parent's accounts.
- > Not modify notes or messages from other teachers or members of staff.

8. Care for our Environment

When we show care and concern for our learning environment, the community benefits.

A Stonyhurst International School pupil will:

- > Place all litter in the facilities provided and keep our campus tidy.
- > Keep all facilities free from graffiti.
- > Avoid damaging school property and report any damage accidentally caused.
- > Show respect to and care for the natural environment on campus and outside of the School.
- > Intentionally and thoughtfully reduce and minimise the amount of single-use plastics brought into the School and reduce, reuse and recycle as much as possible.

9. Uniform

Dressing respectfully and wearing the appropriate uniform shows consideration for all members of our community and our learning environment.

A Stonyhurst International School pupil will:

- > Wear the uniform neat, clean and appropriately. This includes ensuring that the uniform is not modified in any way, except with the school's permission.
- > Follow the protocol for uniform when attending School events, either on or off campus.
- > Dress with respect on free dress/casual days. No exposure of cleavage, torso or underwear, no transparent clothing, no inappropriate slogans, images or language on clothing or accessories and skirts, dresses and shorts are not too short and expose too much thigh.

10. Academic Integrity and Honesty

When a pupil's work is handed in on time and is truly their own, pupils learn at their best and teachers can make more accurate evaluations.

A Stonyhurst International School pupil will:

- > Demonstrate academic honesty by avoiding plagiarism or using other pupil's work.
- > Not provide work for any other pupils to copy inappropriately.
- > Not use technology to gain an illegal advantage in assessments.
- > Not bring illegal notes or items into tests, assessments or examinations.
- > Make every effort to hand work in on time and meet with teachers before a deadline has passed if the pupil cannot make the deadline.
- > Not 'skip/miss' classes when a summative assessment is being undertaken.

11. Technology

All members of the School community should respect the learning needs of others and the technology resources and infrastructure of the school. We encourage as much face-to-face communication, eating and study as possible during time on campus.

A Stonyhurst International School pupil will:

- > Read, understand and abide by the expectations described in the Stonyhurst International School Pupil Technology User Agreement.
- > Not use devices inappropriately, including playing online/video/digital games during school hours.
- > Only use digital and technological devices and programs/APPS/websites in class when instructed by the teacher.
- > Only use digital devices during break times to catch up on School-related work in the designated library (Senior School only) / Not use digital devices at break times (Junior School).
- > Keep mobile phones in their locker. Junior School pupils should not bring mobile phones to school.
- > Only use Smart Watches as a tool to tell the time and will not use inappropriately (for games, communication etc.).
- > Not post humiliating or offensive comments, anecdotes, images or references on social media, websites, instant messaging applications or sms.

Related Policies:

- Parent Code of Conduct
- Staff Code of Conduct
- Child Protection and Safeguarding Policy
- Behaviour Management Policy
- Pupil Technology User Agreement

- Pupil Bullying and Harassment Policy



DECLARATION

I have read and understood the document. I agree to follow the Pupil Code of Conduct in School.

Pupil Name: _____ **Year Level:** _____

Signed: _____ **Dated:** _____

**Signed by pupils from Year 3 upwards.*