



**HIGH
SCHOOL
OF DUNDEE**

Code of Conduct (School Rules)

Table of Contents

<i>Code of Conduct (School Rules)</i>	1
1. <i>Introduction</i>	3
2. <i>What will not be tolerated (including on-line):</i>	3
3. <i>General Conduct</i>	3
3.1 Miscellaneous	3
3.2 Uniform	4
3.3 Movement around School and Town	4
3.4 School Buses	5
3.5 Learning in School: Classroom Rules	5
3.6 Learning from Home and using Teams (including in school)	6
4. <i>Code of Conduct Ladder (in school and working from home)</i>	7

1. Introduction

The High School of Dundee Code of Conduct reflects the qualities outlined in our Core Values. We expect all our pupils to show respect, honesty and kindness towards others at all times. We would like them to live in a friendly, supportive environment which encourages resilience, creativity and confidence. This will allow our pupils to enjoy a school experience that is challenging, supportive and fulfilling.

This Code of Conduct sets out the parameters which help make that possible. Section 2 refers to behaviour that is completely at odds with our Core Values and that cannot be tolerated. Section 3 provides a guide to the rules that should be followed daily.

This Code of Conduct applies during the school day, whilst travelling to and from school, whilst engaged on all school activities, including trips and expeditions, and whilst representing the school at any events, including sports fixtures. Behaviour out of school, or on-line, which impacts on those in school will also be governed by this Code of Conduct.

2. What will not be tolerated (including on-line):

- Aggressive, violent or intimidating behaviour
- Bullying
- Discriminatory behaviour on grounds of race, gender, religion, political opinion or sexuality
- Gambling
- The possession, use, or supply of hazardous or dangerous items that present a risk to the safety of you or others (including knives, knife trainers and drugs available for purchase in shops, e.g. caffeine tablets, legal highs, etc.)
- The possession, consumption, buying and/or selling of all Alcohol, Tobacco, Vapes and illegal Drugs

Breaking the above rules will result in referral to the Guidance and Senior Leadership teams, including either the Rector or Deputy Rector, and can therefore lead to temporary or permanent exclusion from the school.

3. General Conduct

3.1 Miscellaneous

- Pupils must respect all Health & Safety measures in place to protect our community. We have a collective responsibility to look after each other and to protect our friends and family out with school.
- Pupils are expected to be punctual and must attend all lessons and activities allocated to them
- Pupils are expected to complete classwork and homework on time, and to the best of their ability
- Mobile devices (phones and iPads) may only be used in accordance with our Acceptable Use of the Internet policy. Phones should be switched off and stored within the school bag during lessons. They may only be removed and used in class on the instruction of the class teacher.
- Bags and kit should be stored safely in the lockers or racks provided, or in classrooms on the instructions of the class teacher
- The use of chewing/bubble gum is not allowed at any time

- Any uneaten food consumed within the school buildings or playground should be disposed of in the bins provided. Areas must be left tidy.
- All litter must be disposed of in bins. Any discarded litter should be picked up and placed in the nearest bin (even if it is not your own). Both regular and recycling bins are provided.

3.2 Uniform

Pupils are always expected to be smart. Only official school items may be worn, except when permitted by the school (such as on some trips, or in extreme weather). Non-regulation items will be confiscated.

- The School blazer must be worn when moving around campus in school uniform.
- Only the HSD hoodie and grey jumper/cardigan can be worn under the blazer. All other non-regulation items will be confiscated.
- The half-zip waterproof top can be worn as a waterproof layer over the blazer. A plain black, navy, or grey coat/jacket may also be worn. All other colours of coat/jacket will be confiscated.
- When wearing sports kit on the main campus, tracksuit trousers must always be worn. Short, skorts and leggings are only permitted at Mayfield. The HSD hoodie, fleece or tracksuit top are all appropriate warm layers when wearing sports kit. The PE top or hockey/rugby top should be worn underneath. Any non-regulation hoodies or other garments will be confiscated.
- Shirts should always be tucked in
- The top button should be fastened, with the tie securely fixed to cover it
- Skirts should not be rolled up at the waist
- Blazer and shirt sleeves should not be rolled up at the cuffs
- No jewellery is allowed other than one simple ring. Pupils wearing earrings and other jewellery items will be asked to remove them immediately. If necessary, this can be done in the sterile environment of the Medical Room. The items will be confiscated and put in a plastic bag, marked with the pupil's name, and sent to the Rector's PA for return at the end of the term.
- No badges are permitted other than school badges or those of organisations (usually charities) approved by the school
- Any make-up worn should be discreet. Pupils will be required to remove excessive make-up, including false eyelashes
- Visible tattoos are not permitted
- Coloured nail polish and acrylic/gel nails are not allowed
- Hair should be smart and not styled in such a way as to attract attention. This includes non-natural colours. Only blue, black, grey, or school tartan hair accessories should be worn. Hair must be tied back when required for Health and Safety reasons.
- Shoes should be black leather. Trainers and boots are not permitted with school uniform.

3.3 Movement around School and Town

Pupils should remember that they are all ambassadors for the school in terms of behaviour and appearance. They should always show courtesy and respect to members of the public.

- The main entrance under the Pillars and the Foyer of the Main Building are reserved for Staff, visitors to the school and Form 6 pupils only. They should not be used by any other pupil.

- Pupils in Forms 1 to 5 wishing to access the Finance or School Offices, or any of the Senior Leadership Team offices, should enter and exit via the door along from the Girls' Toilets. The main door and the connecting door next to MB10 should not be used. This is to reduce movement through an area reserved for visitors to the School.
- Pupils in F1 and F2 are not allowed off campus at any time during the school day unless to attend an appointment
- Pupils in Forms 3 to 6 may visit the shops in the town centre (not including the Hilltown) during both the lunch break and interval periods. Prompt return to class is always expected.
- Pupils in Form 6 have flexible attendance arrangements but must sign in and out at the School Office both on arrival and departure and if going into town during the school day (not during lunch or interval periods)
- When walking between buildings, pupils must remain on the pavements showing respect for members of the public, as well as their teachers and peers. Appropriate space should be left to allow for all adults to pass safely.
- In the playground, pupils must maintain appropriate behaviour, for example, not climbing on furniture or trees; not using offensive language; placing all litter in bins, etc.

3.4 School Buses

- The Code of Conduct applies to all school activities, including trips and expeditions, and whilst representing the school. This includes on buses and other modes of transport (Mayfield and Dedicated buses, school trips and expeditions and activities out with school)
- Pupils should follow current government guidance in relation to wearing face masks on school transport
- Pupils must respect current government guidance in relation to physical distancing from adults
- Pupils must wear seatbelts and must not move out of their seats while the bus is in motion
- Pupils must always follow the instructions of the adult in charge

3.5 Learning in School: Classroom Rules

3.5.1 Core Values

- Follow our Core Values of kindness, honesty, and respect during all lessons. Any form of bullying, intimidating or discriminatory behaviour within the classroom will not be tolerated. Offensive language is strictly forbidden.
- Endeavour to be confident, resilient, and creative in your learning: answer questions in as much detail as you can, put forward your point of view, believe in your ability and challenge your thinking.

3.5.2 Attendance

- Arrive promptly to each class (and certainly within 5 minutes of the timetabled start of the lesson)
- Store any bags or kit safely within the classroom

3.5.3 Classroom Expectations

- Be prepared
 - Come to each class with your iPad, its charger, and headphones

- Bring appropriate stationery – this should include pens, pencils, ruler, eraser and sharpener
- Follow the class etiquette as set by your teachers.
 - Listen carefully to whomever is speaking
 - Raise your hand if you wish to ask a question or contribute to a conversation
 - Follow directions carefully
- Be responsible for your own learning and that of others. Work in such a way as to create a positive learning environment for all.
- Complete work set on time, and to the best of your ability. Where you are unable to do so, let your teacher know.

3.5.4 Acceptable Use of Technology

- Follow the School’s ICT Acceptable Use Policy. Screen recording, filming, taking screenshots and photographing others are all strictly prohibited during lessons.
- On arrival to class, switch off your mobile phone and store it securely in your school bag.
- Maintain an appropriate profile picture on Teams. This should be a sensible profile photo or bitmoji, or some simple text to represent your name or initials. You should not use an image of any other member of the school community, nor should you use anything that may be deemed inappropriate.

3.6 Learning from Home and using Teams (including in school)

3.6.1 Virtual Attendance

- Pupils must attend all Teams lessons on time. When unable to do so, they should let their teacher know via Teams Chat or email
- Pupils must excuse themselves politely from any Teams lesson using the Chat function, e.g. to attend a (remote) instrumental music lesson

3.6.2 Online learning expectations

- Follow the class etiquette as set by your teacher
 - Cameras should be switched on when requested by your teacher
 - Microphones should remain muted unless your teacher asks you to contribute
 - Do not leave the lesson until your teacher instructs you to do so
- Work in such a way as to create a positive learning environment for others. You should not disrupt the learning of others in any way, for example, deliberately muting or removing others from a Teams lesson
- Complete work set via Teams or Firefly on time and to the best of your ability. Where you are unable to do so, please contact your teacher directly using the Teams chat or your school email account
- Recognise that your mobile phone and any other non-essential mobile devices are a distraction during learning. You should place them in another room or keep them switched off during online lessons

Failure to comply with these classroom rules may result in your teachers using our normal disciplinary sanctions. Please be aware that your teachers may use any of the approaches in the Sanctions Ladder overleaf, but that it is our expectation that any inappropriate behaviour would be resolved quickly on the first step of the ladder (Level 1).

Any movement further up the levels of the ladder would be the result of persistent failure to meet our core expectations and/or a more serious incident that would necessitate an immediate response at a higher level.

4. Code of Conduct Ladder (in school and working from home)

Code of Conduct Ladder (in school and working from home)		
Level 1a	Classroom Teacher	An informal discussion to explore and understand any difficulties and to find a positive way forward, e.g. setting of targets for improved behaviour
Level 1b		A verbal warning(s) during or after a lesson
Level 1c		A referral issued (parents informed via Firefly)
Level 1d		Issue of an appropriate punishment, e.g. short written exercise.
Level 2a	Head of Department (or Guidance Teacher)	Issue of appropriate departmental sanction, e.g. longer written exercise, interval, or lunchtime detention, etc.
Level 2b		Phone call or email home (details shared with Guidance teacher)
Level 2c		Regular monitoring of behaviour using a Yellow (Department) or Green (Guidance) Monitor Card – outcome shared with home via phone call or email
Level 3a	Deputy Head	Lunchtime detention
Level 3b		Phone call home or meeting with parents <i>* Automatic sanction level for repeated breach of COVID-19 health & safety rules</i>
Level 3c		Regular monitoring of behaviour which may include: <ul style="list-style-type: none"> ○ Red Monitor Card ○ Regular meetings with Deputy Head to review feedback ○ Weekly communication with home to share feedback
Level 4a	Deputy Rector	After-school detention
Level 4b		Phone call or meeting with parents
Level 4c		Regular monitoring of behaviour which may include: <ul style="list-style-type: none"> ○ Daily meetings with Deputy Rector to review feedback ○ Daily communication with home to share feedback
Level 4d		Internal gating (non-attendance at class), plus removal of morning interval and lunchtime privileges
Level 5a	Rector	Suspension
Level 5b		Permanent Exclusion from HSD