

**KIANGSU-CHEKIANG COLLEGE
INTERNATIONAL SECTION**

BEHAVIOUR POLICY

The Basic Code of Conduct

- ✓ Attend
- ✓ Be Punctual
- ✓ Work Hard
- ✓ Act Sensibly
- ✓ Treat Everyone and Everything with Respect

The Code of Conduct in more detail:

IN CLASS:

MAKE IT EASY FOR EVERYONE TO LEARN AND
FOR THE TEACHER TO TEACH

This includes:

- ✓ Attend every lesson
- ✓ Arrive on time
- ✓ Bring all the equipment you need in a suitable bag
- ✓ Put bags and coats away
- ✓ Begin and end the lesson in a polite and orderly way
- ✓ Listen carefully
- ✓ Follow instructions
- ✓ Work hard
- ✓ Ask for help when you need it
- ✓ Help each other when it is appropriate but don't distract or annoy anyone
- ✓ Put up your hand to answer a question
- ✓ Be sensible at all times
- ✓ Do your homework as well as you can and hand it in on time
- ✓ Finish eating before coming into a classroom

IN GENERAL:

MANDARIN AND ENGLISH are the two preferred languages of the school and Cantonese is discouraged especially in the Classroom.

SPEAK POLITELY TO EVERYONE

This includes:

- ✓ Using a low voice - as shouting is always rude
- ✓ Using language which is neither abusive or offensive (in whichever language you are speaking)
- ✓ Offering to help others
- ✓ Being polite to visitors

LISTEN TO OTHERS AND EXPECT TO BE LISTENED TO

This can include:

- ✓ Trying to understand other people's point of view
- ✓ Not interrupting anybody or being interrupted by others
- ✓ Being silent when required
- ✓ Not answering back

KEEP THE SCHOOL CLEAN AND TIDY SO THAT IS ALWAYS A WELCOMING PLACE, WHICH WE CAN BE PROUD OF

This includes:

- ✓ Taking great care of our displays
- ✓ Keeping the walls and furniture clean and unmarked
- ✓ Putting all litter in bins (even if this means carrying it until you find a bin)
- ✓ wearing the correct uniform at all times
- ✓ Reporting any damage you see to a teacher
- ✓ Using toilets and showers in an acceptable way

OUT OF CLASS

MOVE QUIETLY AND GENTLY ABOUT THE SCHOOL

This includes:

- ✓ Lining up sensibly outside classrooms
- ✓ Walking to lessons rather than running, pushing or barging past others
- ✓ Being ready to help by opening doors
- ✓ Being ready to help by offering to carry things
- ✓ For safety please keep to the left along crowded corridors and on stairways
- ✓ This pattern of behaviour should also apply outside school
- ✓ No using of mobile phones in school

What to do if there is a Red / Black Rainstorm Warning.

This procedure is what to do should there be a Red / Black Rainstorm Warning:

- If the Red or Black signal goes up before 6:15 a.m., Then students do not come to school.
- If the signal remains up or goes up by 11:15 a.m. Secondary School is in session, and continues as normal and students leave only if a parent comes to collect you, or you stay until 3:30 p.m. And it is safe for you to leave, either on the bus, or by yourself, or with a parent.
- If the signal goes up after 6:15 a.m and before 9:00 a.m., And you have started out for school, you may either continue to come to school, or go back home, whichever is the safer thing to do.

Please note however: Amber Rainstorm Warning means everyone comes to school as normal.

Typhoon Warnings:

- No. 1 - School operates normally
- No. 3 - School operates normally
- No. 8 - All school closed, and Students stay home
- No. 9 - ditto
- No. 10 - ditto