

## **CODE OF CONDUCT**

According to the South African Schools Act 84 of 1996, a school must have a Code of Conduct. All learners are bound by this Code of Conduct. Learners and parents are expected to sign a statement of commitment to this Code of Conduct (Annexure A)

### **Aim**

The aim of a code of conduct is:

- ❖ to create a well-organised school
- ❖ to promote self-discipline
- ❖ to create a culture of teaching and learning
- ❖ to ensure learners take responsibility for their own actions
- ❖ to eliminate disruptive and offensive behaviour
- ❖ to support the objectives of the School's vision and mission statements

### **Preamble to the Code of Conduct**

In 1883, Holy Cross Sisters, dedicated to God and seeking no gain for themselves, came to Southern Africa to bring the Good News of the Kingdom of God through education to those most in need. The Holy Cross Sisters see the work of education as a continuation of Christ's mission, as one with the mission of the Church, founded on Gospel values, to promote life in the midst of limits, for the upliftment of the whole child and therefore, for the building of the Kingdom of God, contributing to the forming of a just society.

Inspired by this vision, Holy Cross Convent School in Brooklyn:

- ❖ gives priority to education in a living faith whereby learners grow to appreciate the life and mission of Jesus Christ.
- ❖ has a special concern for the poor and underprivileged.
- ❖ promotes the harmonious growth of the whole child – intellectually, physically, emotionally and spiritually.
- ❖ highlights the relevance of faith in the world.
- ❖ creates and upholds a teaching and learning environment.
- ❖ endeavours to enable each child to develop fully, to appreciate and use to the maximum their God-given talents.
- ❖ stresses the importance of cultivating the virtues of truth, honesty, love, faith, obedience and respect.

### **Characteristics of Holy Cross Convent School – Brooklyn**

#### **❖ Sacramental Holiness**

We instill in learners a love of the Church and appreciation of the beauty of life through inviting them to enter the sacredness of the Paschal Mystery.

❖ **Spirituality**

We give opportunities for growth in living faith.

❖ **Reconciliation**

We encourage forgiveness, humility and active anti-bullying

❖ **Dignity**

We uphold the integrity and rights of every person.

❖ **Family Atmosphere**

We promote an environment of belonging and identity with one another.

❖ **Community**

We mirror lives of respect, of openness and love for each other.

❖ **Rationality**

We help pupils develop thinking skills that may positively serve the community.

❖ **Service**

We promote care for the poor and underprivileged. We reach out to meet the needs of others with generosity and love.

On becoming a part of Holy Cross Convent School, you accept an invitation to belong to an educational community with all the privileges and responsibilities this implies.

### **School Rules**

Learners are expected to adhere to the School rules at all times. The rules are set to ensure the maintenance of good standards which are of mutual benefit to the School community.

1. **General**

- The ethos of the School must be upheld at all times.
- No learner should do anything which, in the opinion of the Principal, Educators and Board of Governors, is likely to bring discredit upon the School or bring the name of the School into disrepute.
- Respect must be shown to all members of the School community.
- Learners are expected to behave in a courteous and considerate manner at all times.
- Learners must not behave in a manner that will disrupt teaching and learning.
- Learners must greet all staff and visitors politely at all times
- If a member of staff enters a classroom, all learners must stand as a sign of respect
- Learners must not cause physical or emotional harm to another or incite a fellow learner to do so.
- Learners must not swear or use blasphemous language.

- Learners will obey all legal and reasonable instructions given to them by the principal, educators, other employees or other person to whom authority has been delegated.
- All learners must participate in any religious or educational programmes which are prescribed by the School.
- Each learner is expected to try their best in order to fulfill their academic potential. This includes:
  - Being prepared for each lesson
  - Having all necessary books and stationery
  - Completing all tasks on time and to the best of their ability
- Learners are expected to attend school for the whole period of prescribed school hours:
  - Grade Pre-R – 07:40 to 12:30
  - Grade R to Grade 2 – 07:40 to 13:20
  - Grade 3 – 07:40 to 13:50
  - Grade 4 to Grade 7 – 07:40 to 14:20
- No learner may leave the school premises during the official school day without permission being granted by the principal. Once permission to leave has been granted, the learner must be collected at reception by the parent who will have to sign an Early Release form.
- Learners must leave the school promptly after school or after extra-mural activities. All children not attending extra-mural activities or Aftercare must vacate the premises by 2:45pm. Learners doing extra-mural activities must vacate the premises within 15 minutes after the completion of the extra-mural activity. Failure to do this will result in the daily Casual Aftercare fee being levied. Children attending Aftercare must be collected before 17:30 (Monday to Thursday) and by 17:00 on Friday.
- Learners must provide a written note from the parent/guardian to explain any absence from School, extra-mural or any official school function. A doctor's certificate is required if a learner is absent on the day of a formal assessment, test or exam.
- Learners should not be kept out of school unnecessarily.
- All School property, as well as the property of others, may not be negligently or willfully damaged. No property may be removed without the express permission of the owner.
- No running or shouting on the corridors.
- The classrooms, computer room, library, music room and hall are out of bounds except when accompanied by an educator or other adult involved in an extra-mural activity.
- Littering is prohibited. Rubbish bins are provided around the school.

- Smoking of tobacco and e-cigarettes, as well as taking drugs and alcohol, is strictly prohibited and will result in severe disciplinary action being taken.
- The chewing of gum is forbidden at all times.
- Learners may not buy or sell (trade) any items at school except for prescribed events like Market Day.
- Misuse of computers/Internet facilities will result in a term's suspension from the Computer Room.
- All contact details of parents/guardians must be kept up to date. The School must be notified in writing of any changes.
- No electronic devices, such as cell phones, tablets, laptops, may be brought to school unless permission has been granted by the Principal.
- The School shall not be held liable for the loss or damage of any learner's possessions. (e.g. jewellery, watches, spectacles, toys)
- Homework diaries/message books must be checked and signed daily by parents/guardians.
- All letter reply slips, raffle sheets and sponsorship forms must be returned before/on the designated date.

### **Uniform and General Appearance**

- Learners must be correctly dressed in the official School or Physical Education uniform.
- All items of uniform must be in a neat and presentable condition at all times and clearly labelled with the Learner's name.
- Full School uniform or tracksuit must be worn when leaving the premises.
- No underwear may be visible – For example: colourful vests, boxer shorts or lycra shorts
- No make-up or nail varnish may be worn at any time.
- No tattoos are allowed. This includes temporary and henna tattoos.
- Only Grade 7's are permitted to wear watches. This is a school tradition which must be upheld.
- Earrings may be worn by girls - one earring may be worn in each lobe. Only silver or gold studs and sleepers are permitted. No diamonds or gem stones.
- On casual days, the following are not permitted
  - no mini dresses or skirts
  - tops with spaghetti straps or low necklines
  - crop tops which result in bare midriffs
  - no tight shorts
  - high heels
  - make-up and nail polish
  - loose hair

- Boys' Hair
  - Must be neat at all times
  - Must be clear of the collar and ears
  - Must be above the eyebrows
  - No colouring or highlighting is permitted
  - Gel is not permitted
  - "Fashion" hairstyles such as steps cuts and any cut/style that draws attention are not permitted
- Girls' Hair
  - Hair that is collar length or longer must be tied up
  - Loose hair may not hang around the face. It must be clipped back or an Alice band must be worn
  - Braids and extensions may be worn provided that:
    - i. they are the natural colour of the girl's hair
    - ii. there are no beads
    - iii. they are tied back away from the face
    - iv. not longer than waist length
  - Hair must not be dyed, tinted or highlighted
  - All hair accessories must be royal blue, navy blue or black
- School bags
  - Must be sturdy enough to hold books without damaging them
  - May not have wheels
  - Must be royal blue, navy blue or black
  - Physical Education uniform must be carried to school in the official school bag or in a plain drawstring bag

### **Disciplinary System**

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the disciplinary system which has been developed to assist and guide the learner towards correcting their behaviour.

The disciplinary system is based on the following:

- The rules are clearly stated
- Learners know the rules
- Learners know the reasons for the rules
- Learners need to know the consequences of any infringements to the rules and take responsibility for their behaviour
- Consequences are designed to correct behaviour patterns

<b>LEVEL ONE OFFENCES</b>	<b>RESPONSE AND CONSEQUENCES</b>
<ul style="list-style-type: none"> <li>• Copying of class or homework tasks</li> <li>• Late arrival: <ul style="list-style-type: none"> <li>a) after break</li> <li>b) off the field</li> <li>c) for extra-murals</li> <li>d) for Aftercare register</li> </ul> </li> <li>• Talking in class, assembly, lines, etc.</li> <li>• Not following classroom instructions</li> <li>• Books left at home</li> <li>• Littering and failure to pick up litter in close proximity</li> <li>• Leaving classroom without permission</li> <li>• Use of offensive language or hand signs</li> <li>• Disrespect to teacher</li> <li>• Deliberate disruption of class</li> <li>• Eating in class</li> <li>• Chewing gum</li> <li>• Inciting fighting and bullying behaviour</li> <li>• Infringement of uniform code</li> <li>• Non-attendance at extra-mural activities without having excused oneself</li> <li>• Non-return of reply slips and absentee notes</li> <li>• Disobeying a reasonable instruction</li> <li>• Cell phone or other prohibited items at school</li> <li>• Petty theft</li> <li>• Lack of sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Written notification</li> <li>• Phone call to parent</li> <li>• Break detention – supervised by educator, where learner is expected to complete any academic tasks. Time will be given for toilet visit and to eat lunch</li> <li>• Prohibited items will be confiscated and kept in the secretary’s office until collected by the parent</li> </ul>
<b>LEVEL TWO OFFENCES</b>	<b>RESPONSE AND CONSEQUENCES</b>
<ul style="list-style-type: none"> <li>• Repetition of Level One offences</li> <li>• Damage to property <ul style="list-style-type: none"> <li>a) writing on desks, walls, etc.</li> <li>b) breaking toilet seats, drainpipes, windows, etc.</li> </ul> </li> <li>• Inappropriate use of school’s computers and Internet</li> <li>• Undesirable or offensive material at school</li> </ul>	<ul style="list-style-type: none"> <li>• Interview and intervention with principal and/or Disciplinary Committee</li> <li>• Parental interaction and intervention</li> </ul>

<ul style="list-style-type: none"> <li>• Leaving school premises without permission</li> <li>• Plagiarism, cheating or attempted cheating in class test, examinations or any formal assessment task</li> <li>• Disregarding test/examination procedures</li> <li>• Dangerous items at school, such as fireworks, pellet guns, etc.</li> <li>• Forgery of parent's signature</li> <li>• Smoking or in possession of tobacco products or e-cigarettes, as well as lighters and matches</li> <li>• Repeated late arrival at school</li> </ul>	
<b>LEVEL 3 OFFENCES</b>	<b>RESPONSE AND CONSEQUENCES</b>
<ul style="list-style-type: none"> <li>• Repetition of Level 2 offences</li> <li>• Consumption or possession of drugs and alcohol</li> <li>• Major theft</li> </ul>	<ul style="list-style-type: none"> <li>• Board interview</li> <li>• Possible suspension/expulsion</li> <li>• Police intervention – for criminal offences</li> </ul>

This Code of Conduct and Disciplinary System was reviewed and approved at the Governing Body meeting on: \_\_\_\_\_ (Date)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

CHAIRPERSON OF THE GOVERNING BODY

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

PRINCIPAL

Review date: October 2020

**ANNEXURE A**

I, \_\_\_\_\_(Name of child), a learner at Holy Cross Convent School, understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Seek help if I need it.
- Assist in making the school a safe and positive place for all
- Let a member of staff know if I experience any difficulty

\_\_\_\_\_ (Learner)

\_\_\_\_\_ (Parent)

\_\_\_\_\_ (Date)