



ST. THERESA'S CONVENT SCHOOL



14 Riversdale Street Coronationville
PO Box 88741 Newclare 2112

Tel: 011 477 7611
Fax: 011 673 1614

admin@stcschool.co.za



St Theresa's Convent School Coronationville

In Peace and Joy

CODE OF CONDUCT FOR LEARNERS

INTRODUCTION

St. Theresa's Convent School is a Holy Family Catholic school. Here the process of education is informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy. Holy Family education is committed to the holistic development of each student in an environment of harmonious and active collaboration of parents, staff, pupils and management for the benefit of the whole school community. **Whilst the rights of the individual child are catered for the rights of the "common good" of all in the community are viewed as very important.**

In order to prepare pupils to meet the challenges and demands of the future whilst maintaining the high standards of the school in a co-operative environment, the pupils of STC place a high value on respect, truth, loyalty, honesty, justice, compassion and reconciliation.

In doing so each learner must aim to abide by the terms of our Code of Conduct.

I undertake to:

- take every opportunity to develop my spiritual life through service and worship
- respect the Catholic, Christian faith
- respect the rights, beliefs and dignity of others in a spirit of tolerance and humility
- to aim for excellence in all I do
- respect my own and other people's property and the environment
- behave in a manner that is worthy of myself and of my school
- uphold the ethos, rules and tradition of the school, with **English as the medium of communication** in all classes except isiZulu and Afrikaans
- demonstrate good sportsmanship at all times and display school spirit
- accept the need to be involved fully in the life of the school and to making my talents and gifts available in the service of the school
- wear my school uniform with pride and ensure that I am presentable at all times
- avoid any behaviour that is dishonest, disrespectful or criminal

Central to the Code of Conduct are:

- a. the school rules that I will abide by
- b. the school motto --- For God, In Peace and Joy ---- which I aspire to uphold.

SCHOOL RULES

GROUP: A

UNIFORM: BOYS and GIRLS

Summer: Boys

- Red short-sleeved golf shirt (with emblem)
- Navy bermudas
- Navy anklets with two red stripes
- Takkies- black or blue OR black school shoes
- Compulsory – STC hat

Summer: Girls

- Red Short-sleeved golf shirt
- Navy Culottes
- Navy anklets with two red stripes
- Takkies- black or blue OR black school shoes
- STC hat

Winter: Girls and Boys

- STC tracksuit
- Long sleeved white school shirt
- STC jersey
- Long STC socks.
- Black takkies
- Navy STC Jersey

SPORT

Swimming:

- Girls - plain black one piece costume
- Boys – plain black speedo type costume
- Plain towel

PE / Sport Uniform: BOYS and GIRLS

- Navy Blue T-shirt
- Navy shorts
- Blue ankle socks
- White Takkies

School bag :

- STC School bag
- Plain navy or black bag

APPEARANCE

1. Nails should be short and clean. No nail varnish, or clear varnish or French manicures allowed.
2. No make-up may be worn. No shiny lip-gloss or lipstick is allowed. No colour contact lenses may be worn.
3. A simple watch with a small face and simple strap is allowed. Girls with pierced ears may wear small gold or silver studs or sleepers (one earring per ear) in lower ear lobe only, NO GLASS, PEARL OR OTHER STUDS. No other piercings allowed. Should such piercings be seen, pupils will have to remove the adornment and they will be confiscated for a period of a two months. No charity bands or other bracelets may be worn. A traditional bracelet may be worn only if parents have received the Principal's permission. A Rosary is not a necklace, and should a child wish to have a Rosary she must keep it in her pocket. If a cross / crucifix is to be worn it must be on a fine chain and out of sight.
4. You may not have visible tattoos.
5. Only official school badges may be worn.
6. Repair of uniforms. All items of uniform that are torn or frayed must be mended or replaced. This applies in particular to the hems of dresses and jerseys as well as "V" of the short and long sleeve jerseys

GENERAL RULES

1. No littering is allowed, nor wastage of water and electricity.
2. Pupils **may not use the office telephone except in an emergency.**
3. Certain school functions such as the inter-house events, Prize-giving, Drama events and any school functions in which the pupils are directly involved, must be attended.
4. Pupils must have all necessary books, stationery and sports equipment at all relevant lessons.
5. Homework must be done on time as instructed and the Academic Programme of the school is to be adhered to. The rules of classrooms, the library and computer rooms must be adhered to. Lost library books must be replaced or paid for.
6. Pupils must not eat in the streets when wearing school uniform. **Chewing gum is totally banned.**
7. Each pupil is encouraged to take part in at least one extra-mural activity per term.
 - **Contravention of any rule which falls under Group A in the STC Code of Conduct will result in detention given to the offender. Depending on the severity of the transgression the learner could immediately be asked to attend a disciplinary hearing.**
 - **After 3 detentions the learner will be reported to the Principal.**
 - **A written record will be made and kept of this meeting**

STC School Hair Policy
The principles behind this new policy is neatness and simplicity

What is Acceptable	What is NOT Acceptable
<p><u>GIRLS:</u></p> <ol style="list-style-type: none"> 1. Natural hair <ul style="list-style-type: none"> • Short or long natural hair should be neatly combed or brushed at ALL times. • Dreadlocks must be well maintained and clean. Only <u>pencil size</u> dreadlocks will be allowed. 2. Relaxed hair <ul style="list-style-type: none"> • Long hair must be tied at the base of the neck (at the back) in a neat single ponytail. This must not be flipped up to make a fountain. • A black or blue alic band may be used to keep hair tidy. 3. Braided Hairstyles - extensions <ul style="list-style-type: none"> • Singles tied into a single ponytail. • Straight back braids. Must not be thicker than a pencil. • Bonding, long enough to be tied into a ponytail. • Braids the same as your natural colour will be allowed that do not touch the collar. • Reasonable shoulder length braids will be allowed. 4. Plaited Hair <ul style="list-style-type: none"> • <u>All</u> hair plaited 5. Hair Accessories <ul style="list-style-type: none"> • Only simple black / navy blue tie backs. • Only simple black / navy blue alic bands. <p><u>BOYS:</u></p> <ul style="list-style-type: none"> • Natural hair only • Shaved hair • Short hair, neatly combed or brushed at all times • Hair may not touch the collar or reach below the collar • Must have school boy haircut; no man buns 	<p><u>GIRLS:</u></p> <ol style="list-style-type: none"> 1. Natural Hair <ul style="list-style-type: none"> • Dyed (coloured) hair. • Shaved patterns cut into short hair. • A hairstyle of varying lengths. • Short dreadlocks. • No different lengths e.g. shaved at the back and long on the top (Undercut). Must be appropriate school girls hairstyle. 2. Relaxed Hair <p>No extreme hairstyles will be allowed i.e. funky hairstyles such as:</p> <ul style="list-style-type: none"> • Beehive hairstyle • Waterfall hairstyle • No highlighted hair or dyed (coloured) hair • No gelling of hair (use of gel) 3. Braided Hairstyles <ul style="list-style-type: none"> • No hair sticking up, hanging in or covering the face. • No big hair such as the dread bulk, hot water, beehive style, unboiled switch. • <u>No highlighted</u> or (coloured) extensions. • No fringe. • No braids that are touching the collar and are long. • No curly extensions. • No short bonded hair. 4. Plaited Hair <ul style="list-style-type: none"> • You may not plait sections of your hair whilst leaving other parts unplaited. 5. Hair Accessories <ul style="list-style-type: none"> • No big bows, flowers or beads to be worn as hair accessories. <p><u>BOYS:</u></p> <ul style="list-style-type: none"> • Plaited hair • Dread locks • Long hair touching the collar • Step haircuts (Mohawk) • Patterns cut into hair • Hair of different lengths (e.g. longer at front or back) • Coloured or highlighted hair • No gelling of hair

NB: Learners with inappropriate hairstyles may be sent home.

GROUP B

ATTENDANCE

1. Holidays must not be arranged during the school term and doctor and dental appointments must not be made during school hours if at all possible
2. School attendance is compulsory including at the beginning and end of term (first and last day). If a child is absent on a particular day due to illness, the parent must phone the school before 8:30am to report this.
3. Bunking, or the non-attendance of school without a valid reason is a serious offence.-SERIOUS
4. A letter of explanation or a Doctors certificate must be handed to the respective class teacher by a pupil on his/her return to school after absenteeism of any description. These letters etc. must be filed by the class teacher.
5. All pupils are to take part in sport lessons held during school hours. Only valid, written excuses will be accepted.
6. Pupils must be punctual for all lessons and school events, including line-up and getting to class after break. No loitering around the school premises is allowed.
7. All learners must be at school by 7:45am.
8. School finishes at 13h30 (gr 00- gr 1) Gr 2 – 7 at 2pm

ELECTRONIC EQUIPMENT

Cell phones are not allowed to be brought to school by children. If a parent wishes their child to have a cell phone on them for emergencies when travelling to and from school, they must notify the school office in writing and the child must hand the phone in for safe keeping before 07:40am and collect it when they go home. Children who are collected from the school by car or taxi may not bring phones to school.

The school will not accept responsibility for any cell phone brought to school. Any phone found at school (except in the circumstances above) will be confiscated for 2 months and returned on payment of a R100 fine. Other electronic equipment (e.g. CD players, ipods, earphones, MP3 players and any other technological equipment) may not be brought to school. Toys may not be brought to school.

BEHAVIOUR AND MANNERS

1. Pupils are to be courteous to staff members and their fellow pupils. Insolence and disobedience will not be tolerated. - SERIOUS
2. When moving about the school, pupils should move quietly, quickly and in an orderly way, keeping to the left on the stairs. - SERIOUS
3. Loud, inconsiderate behaviour will not be tolerated.-SERIOUS
4. Swearing, Blasphemy, foul language and abusive language and threats are forbidden.-SERIOUS
5. Pupils are not permitted to enter the staff room unless instructed to do so by a staff member.
6. Pupils should behave in keeping with the ethos and values of the school whether inside the school, on public transport and outings-SERIOUS
7. Thieving is absolutely not allowed at school.

HEALTH AND SAFETY RULES

1. Once they have arrived at school, pupils may not leave the school premises until the end of the day for any reason without permission of the Principal. They may not leave to purchase food from vendors of any description outside the school grounds nor from shops. Children staying at school for evening functions may not leave the premises.-SERIOUS
 2. Sanitary wear is to be disposed in the bins provided.
 3. Permission by a teacher for a pupil to leave a classroom, for whatever reason, is necessary during lessons.-SERIOUS
 4. Pupils are to vacate the classrooms during break unless it is extremely cold and/or wet and permission has been granted by the Principal to be in the classrooms.
- **If the learner continues to contravene the rules, which falls under Group A or B the Principal – at her discretion may call in the parents of the student concerned.**
 - **If the learner continues to contravene the rules which fall under Group A and/or B and has attended a Disciplinary Hearing, suspension or expulsion may result.**

GROUP C

CONTRAVENTION OF ALL OF THE BELOW ARE VIEWED AS EXTREMELY SERIOUS

1. **Stealing (or borrowing without permission)**, and cheating in any way are forbidden and will be extremely seriously dealt with.
2. No drugs are allowed on the school premises unless prescribed by a Medical Professional. Being in possession or the bringing to school or on school excursions of illegal Drugs, smoking material, alcohol, pornographic material and weapons are forbidden. (Random drug and illegal material searches can be implemented at the discretion of the Principal).
3. Weapons or any instrument which can in any way cause harm to others are not allowed.
4. Plagiarism and copying are forbidden.
5. No pupil may **harm another pupil physically or emotionally**. Bullying in any form, whether physical, emotional, verbal or by electronic means is forbidden.
6. **Pupils may not leave the school grounds** during the day without the permission of the Principal or Acting Principal. Pupils must bring a letter from a parent or guardian when asking to leave the premises during the day AND PUPILS MUST BE COLLECTED FROM THE OFFICE AND SIGNED OUT BY A PARENT.
7. Pupils may not wilfully damage or misuse property. This includes writing on walls, desks or toilet doors. Parents will be held liable for all costs to replace or repair damage caused by their child, whether deliberate or not (eg. Broken windows etc).

Although the **punishment for all transgressions is at the discretion of the Principal and the Disciplinary Committee** **contravention of any of the rules especially if specifically indicated SERIOUS or EXTREMELY SERIOUS may result in expulsion**

Where an offence or crime is committed and the presence of the student at the school would disrupt order and discipline at the school and be to the detriment of the common good, this may result in expulsion

After a disciplinary hearing, staff of the Disciplinary Committee will recommend their decision and sanction to the Principal who will inform The Board of Governors about this.

If a learner is expelled the Parents/Guardians of the learner may if they so wish appeal against the process which has taken place to the Board of Governors for a review of their child's expulsion within 5 school days.

A policy for the implementation of the Assertive Discipline Policy is used by the school

DISCIPLINARY POLICY

This document outlines STC policy for dealing with students who continuously fail to comply with the School's Code of Conduct.

ASSERTIVE DISCIPLINE

Learners are expected to take responsibility for their own behaviour and work ethic. There are consequences to all actions and different sanctions will be administered according to offence.

The staff and management at STC believe that this system allows students sufficient time and warning to ensure that they adhere to the school's Code of Conduct and rules and become responsible for their actions and, in turn retain their place at the school.

In addition, the process involves parents, affording them the opportunity to address any on-going behavioural problems. Parents who are uncertain of how to deal with their children or are unable to cope with their unruly behaviour are welcome to speak to the Principal for advice.

STC is proud of its long tradition of providing an education of excellence within a caring and nurturing environment.

As an Independent school STC has the right to insist on high levels of behaviour and self-discipline. Disrespectful, devious and dishonest behaviour will not be tolerated.



In Peace and Joy

ST. THERESA'S CONVENT SCHOOL

14 Riversdale Street Coronationville
PO Box 88741 Newclare 2112

Tel: 011 477 7611
Fax: 011 673 1614

admin@stcschool.co.za



St Theresa's Convent School Coronationville



REPLY SLIP

CODE OF CONDUCT

I/We _____ parent(s)/guardian(s) of

_____ in Grade ____ at STC , have read the Code of Conduct and are

aware of actions taken. I/We take full responsibility for any breach by our son/daughter of the said Code of Conduct.

Parent/Guardian Name and surname (1)

Parent/Guardian Name and surname (2)

Signature – Parent/Guardian (1)

Signature – Parent/Guardian (2)

Date

Date

Learner's Name and surname

Learner's Signature
