



# St Teresa's School

## CODE OF CONDUCT FOR LEARNERS

### Purpose

A code of conduct for learners defines how St Teresa's School will establish a disciplined and purposeful environment for successful learning and teaching. It is a more proactive document than a simple list of rules; it is school policy.

### ***Vision Statement***

***Rooted in Christ's teaching of love for God, self and others, the family of St Teresa's School is committed to developing the values of compassion, service, love and respect in our girls.***

***We aim to nurture and inspire responsible, enquiring young women who strive for excellence in all facets of life.***

This Code of Conduct serves to:

- ❖ uphold the ethos of our school
- ❖ promote positive behaviour by all members of the school community
- ❖ create active loyalty to the school (teachers, classmates, school structures, policies)
- ❖ develop a safe climate conducive to individual learning and personal development
- ❖ foster discipline within the school in a spirit of co-operation and trust
- ❖ encourage co-operation and participation in all spheres of school life.

### Definitions

- Code:* a set of rules so arranged as to minimise inconsistency  
*conduct:* the way one behaves; the way one treats others  
*code of conduct:* a statement of behavioural norms, complied with in terms of the South African Schools Act 84 of 1996, to regulate the conduct of learners attending school

As a member of the family of St Teresa's School, I undertake to:

- ❖ Love and respect myself: by striving to develop my spiritual, intellectual, physical and social talents and abilities, and to become the best person I can be.
- ❖ Respect others by recognising the needs and rights of others, by respecting the human dignity, the religious and cultural convictions of everyone in the school community; the right to freedom of expression of everyone in the school community, remembering that insubordination, abuse and insults are not part of this freedom; accepting responsibility for my words and actions, recognising that all my choices have consequences.
- ❖ Respect the environment by consciously caring for and protecting my physical and natural surroundings.

.....  
Name of learner

.....  
Present Grade

.....  
Signature of learner

.....  
Name of parent/guardian

.....  
Signature of parent/guardian

## APPENDIX 1

### **I love and respect myself by striving to develop my spiritual, intellectual, physical and social talents and abilities, and to become the best person I can be.**

- I commit myself to making use of every opportunity that is offered to me to develop my spiritual life so that I may live “life to the full”, (John 10:10) and to become closer to God.
- I commit myself to attending school every day, and to being punctual for lessons, sporting and cultural activities.
- I shall adhere to the school calendar and I will avoid making holiday arrangements during the term.
- I undertake to attend all lessons while I am at school, unless I have received permission from the office or a teacher. I undertake not to leave the school premises during school hours without permission from the office, under any circumstances.
- I undertake to ensure that the office is notified before 08:00 if I am unable to come to school due to illness. If I am absent for more than one day, I will ensure that the office is notified every day. I will bring a note from the doctor if I am absent for two or more days.
- I commit myself to attending all compulsory school functions, and to fulfilling my obligations to support my school at other events.
- I commit myself to doing all work assigned to me, in class and at home, and to catch up on work not completed because of my absence.
- I recognise my responsibility to make the best use of every opportunity given to me to learn.
- I recognise my responsibility to contribute to the life of the school by becoming involved in the areas of my interests, by learning new skills, by supporting my classmates in their activities, by enriching the school through developing my unique gifts and talents.
- I commit myself to nurturing the friendships I already have, and to widening my circle of friends by getting to know every person in my grade. I will treat every Rosie with courtesy.
- I commit myself to wearing the correct uniform of St Teresa's School with respect and pride in the school grounds, in public places, for sports practices and at matches and galas.
- I commit myself to adhere to the school's sports policy.
- I commit myself to respect and obey the rules of my school at all times. (Appendix 2)

### **I respect others by recognising the needs and rights of others, by respecting the human dignity, the religious and cultural convictions of everyone in the school community.**

- I commit myself to treating all people as I would like to be treated with dignity, consideration and respect.
- I commit myself to greeting teachers, administrative staff, ground staff, parents, visitors and fellow learners when meeting or passing them during the day.
- I commit myself to being friendly and helpful to visitors to the school.
- I commit myself to being open to learning about the different cultures, traditions, beliefs, religions and customs of my fellow Rosies.

- I recognise the right of every person to express his/her opinions even though I may not agree with her/him.
- I undertake to be consciously loving, respectful and kind to everyone. I commit myself to being sensitive to the feelings of others, and I make a commitment to always be inclusive.
- I commit myself to being careful of my language: not to use words that are blasphemous, obscene, abusive, hurtful, mocking, insulting or racist.
- I commit myself to taking action whenever I come across bullying behaviour among my classmates or others, by making it known to a teacher.
- I commit myself to being honest and truthful, and to keeping my promises at all times.
- I commit myself to behaving appropriately to the occasion and event in and out of the classroom, on and off the sports field, at any official school function. I undertake to be conscious of the safety and security of my school family. I will not leave any person alone at the end of a function – the second last person will wait with the last one.
- I recognise that I have no right to disrupt any lesson, or interfere in any way with any learner's right to be educated or with the teacher's right to teach, by talking out of turn, being insolent, or causing a disturbance.
- I commit myself to respecting the property of every other member of the school family, and to treating their possessions as I would want others to treat my belongings.
- I commit my behaviour in public places to reflect the ethos of the school whether I am in school uniform or not.

**Respect the environment by consciously caring for and protecting my physical and natural surroundings.**

- I commit myself to keeping my desk, locker, classroom and school grounds clean, tidy and litter-free by putting rubbish in the bins provided.
- I undertake to ensure that all my belongings and equipment are clearly marked with my name, and to put my things in their appointed places so that they will not cause inconvenience to others.
- I undertake to hand money and valuables (including a cell phone) in to the office for safekeeping. I am fully aware that the school does not accept responsibility for my personal property.
- I undertake to leave all my bags and equipment in the designated place (e.g. Room 1) for safety, when I am not going home immediately after school.
- I undertake not to chew gum, or to have correcting fluid at school.
- I commit myself to taking care not to damage the garden, desks, walls, or any property of the school in any way.
- I commit myself to conserving water and electricity by closing taps, and switching off lights and heaters when they are not needed.
- I undertake to report to the Secretary immediately any accidental damage or breakages that I may cause, and to take responsibility for replacing or paying for repairs where necessary.
- I undertake not to borrow another person's property without the owner's permission.

## APPENDIX 2

### GUIDING PRINCIPLES OF ST TERESA'S SCHOOL

#### 1 SCHOOL HOURS

##### Grade 7

Monday - Wednesday	07:30 -14:30
Thursday	07:30 -13:45
Friday	07;30 -13:15

Grade 7 Lifeskills are on Mondays until 16:00

##### Grade 8-12

Monday - Thursday	07:30 -14:30
Friday	07:30 -14:00

Grade 8 - 11 Lifeskills are on Wednesdays until 16:00

Learners must be present and punctual at all times.

#### 2 UNIFORM

##### Summer

Blue dress and belt  
Blazer  
Sleeveless school jersey  
Black leather shoes  
white ankle socks, turned down  
School jersey in cooler weather

##### Sport

school shorts with navy sports shirt  
specific outfits for different sports  
tracksuit, white tackies  
navy towel

##### Winter: Formal (Assembly, Mass & outings)

Navy tunic  
long-sleeved white shirt and school tie  
black leather shoes and black stockings  
school scarf, black or dark blue gloves

##### Informal (normal school days)

school tracksuit with white golf shirt or white polo neck shirt in very cold weather  
school jersey  
white tackies with laces (no trimming is preferable on the tackies but if there is trimming it must be minimal blue trim), white ankle socks turned down (not anklet socks)

Official school bags are available from our suppliers. Any other bag brought to school must be dark navy or black with no logo or branding visible

- 2.1 School uniform must be worn on the way to and from school, on outings, at all official functions, and to Mass by all learners. Blazers must be worn at all times when girls are outside the school grounds, except when wearing tracksuits. When the tracksuit is worn, the top must be zipped up.
- 2.2 Learners must wear the correct uniform when representing the school at an inter-school function, when leaving the school grounds and in public.
- 2.3 Jerseys and blazers are not be worn around the waist or with the sleeves rolled up.
- 2.4 All items of clothing are to be clearly marked with the current owner's name and must be in good condition.
- 2.5 Each girl must have the correct sports uniform which may be worn only for specified sports.

## 2.6 HAIR

Hair must be natural, neat and tidy. NO dyeing, highlighting or colouring is permitted. Long hair must be tied back with a simple fastening in the school colours only – black, blue or white. Corn rows in learner's own hair and in her own natural colour are permitted Braids in own natural colours are allowed provided they are not more than 0.5cm in width (narrow braids) and are not worn loose.

## 2.7 JEWELLERY

Girls may wear only small gold or silver sleepers or studs, one per ear, worn on the lobe. NO other visible body piercing is allowed. NO rings. NO jewellery other than a crucifix on a plain gold or silver chain may be worn. NO visible tattoos are permitted.

2.8 NO make-up may be worn to school even on civvies days.

2.9 NAILS must be a reasonable length and NO polish other than clear varnish may be worn. French manicure is not permitted.

## 3 GENERAL PRINCIPLES

3.1 Learners may not have smoking materials or alcoholic drink or any illegal or dangerous substance in their possession either in the school grounds, at any school function, while travelling to and from school or to and from any school function or event. Learners may not be in the company of other learners who are smoking, drinking alcohol, or in possession of illegal substances

3.2 Money and valuables must be handed in to the office for or locked in pupils locker. Any missing article must be reported IMMEDIATELY, and certainly before the last lesson of the day.

3.3. **Cell phones may not be used during school hours. All cell phones brought to school must be switched off and handed in at assembly each morning. All cell phones are stored safely in the office until school finishes. Any cell phone found being used by a learner during school hours will be confiscated.**

3.4. Radios/CD players/laptops/iPods and other technological equipment may be brought to school only for educational use during lessons, and must be handed in to the office for safekeeping.

3.5. The school's musical instruments including the piano in the hall may not be used without permission from either the Principal, the Secretary or the Music Teacher.

<p>The School Management Team will make the final ruling in any apparent discrepancy in the Code of Conduct.</p>
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**Infringements of school rules are dealt with by a restorative discipline process, intended to help the learner to learn that she has choices, and that all the actions she chooses have consequences. Restoration usually happens through community service.**