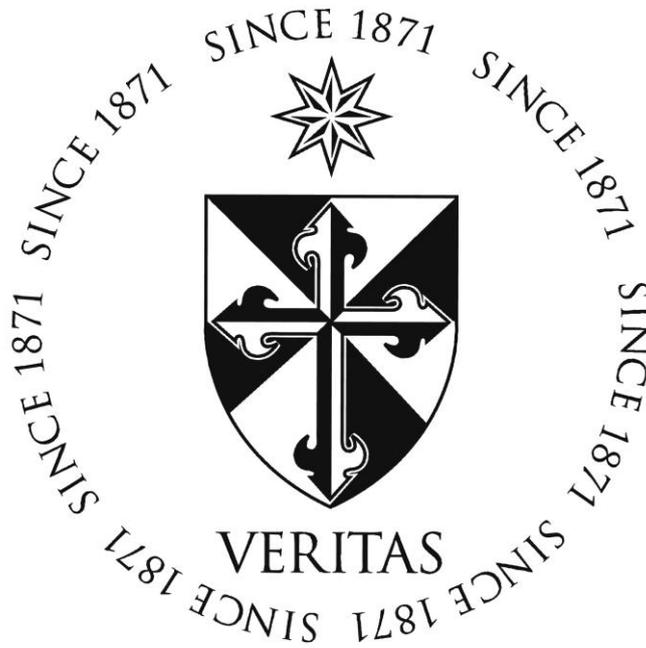


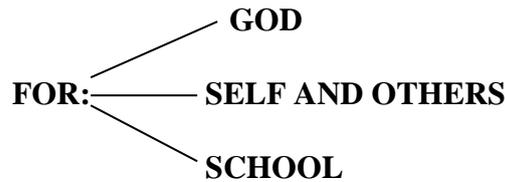
Springfield Convent School



Code of Conduct



Our Code of Conduct revolves around the word RESPECT



As a pupil of Springfield Convent School, I hereby agree to uphold the Code of Conduct nurturing RESPECT, COMPASSION and RESPONSIBILITY through the values encapsulated in our motto, VERITAS (TRUTH). I believe in serving God, myself, my school and others. I am a young, responsible woman of integrity and I endeavour to serve my community authentically.

The Code includes the following rights:

- * the right to learn and to teach.
- * the right to receive assistance and encouragement in all aspects of school life.
- * the right to have one's dignity, person and property respected.

1. APPEARANCE

1.1 Uniform

- Uniform should be worn correctly and neatly.
- Blazers should be worn on public occasions.
- Blazers should be worn to and from school except in summer.
- The matric top may not be worn without a blazer outside the school premises.
- At school events, supporters must be in the correct uniform.
- School uniform items may not be worn casually (e.g. the school jersey with jeans) and items from different parts of the uniform should not be mixed (e.g. summer and winter or sports and formal uniform)
- During cold weather, the school tracksuit may be worn to school if pupils are so notified by the Principal.
- Blazers are compulsory for all assemblies and formal occasions, except during the Summer terms.
- Plain navy jacket may be worn in place of the School's Rainjacket.
- Correct sports uniform should be worn at sporting events and practices with no other logo.
- No hoodies are to be worn with the school uniform.

- Dress Code on Civvies Days: Pupils may wear civvies on particular days to raise funds for a charitable organisation. Pupils may also wear ordinary clothes on their birthdays as this enables them to feel unique and special on that day. However, pupils are requested to dress appropriately on these days. The guidelines are for pupils to wear clothes that do not reveal more than their school uniform i.e. no t-shirts with spaghetti straps, mid-riffs, very short shorts or skirts.
- The Sports Uniform or School Tracksuits are worn on Day 4 for Wellness when applicable.

1.2 Hair

- Hair should be well-groomed, neat, tidy and clean.
- Hair should be in keeping with the school's image and ethos.
- Only natural hair colours are permissible.
- Hair that reaches the shoulders is to be tied back with black or white ties or unobtrusive hair clips.

1.3 Make-Up

- No make-up is to be worn at school or at school events, while in school uniform.
- No visible tattoo's.

1.4 Jewellery

- Small, plain studs or sleepers may be worn. Only one stud or a plain small diamante earring may be worn in each ear lobe. Coloured diamante earrings are not allowed.
- One ear piercing in the lower lobe is allowed. No visible body piercings are allowed.
- No clear earrings or Elastoplast over piercings.
- No visible chains or necklaces are permitted.
- No coloured bands or bracelets are allowed.

1.5 Nails

- Clear nail polish may be worn.
- A French manicure is allowed.

2. ATTENDANCE

- It is a legal requirement that parents/guardians ensure that their daughter attend school daily.
- Parents/Guardians must notify the school if their daughter will be late for school. If arriving late, it is the pupil's duty to report to the office. If late-coming is a regular offence, parents/guardians will be contacted.
- Parents/Guardians are expected to telephone or email the office before 09:00 to advise the school if their daughter is ill/absent. If she is absent for more than three days, a doctor's certificate is required in addition to the letter.

- Absences for any reason other than illness require prior discussion with the principal. Notes requesting permission to be absent from school for any reason during the school day, must be presented *at the office* in the morning before that school day begins.
- A pupil leaving during the school day must be fetched at the office by her parent.
- A doctor's certificate is required when a pupil misses any examination because of illness.
- If a pupil is ill at school and needs to go home, parents/guardians will be contacted and must fetch them at the Secretary's Office.
- Pupils who absent themselves from school without permission will face suspension and will appear before the Disciplinary Committee which will determine the appropriate action to be taken.
- Any form of bunking will result in disciplinary action.
- Late-coming and/or absenteeism at the commencement of the school day and during the course of the day will be recorded on Ed-Admin.

3. **CLASSROOM PROCEDURE**

- During lessons, pupils should only talk when invited to by the teacher. Pupils must show respect for others and their views, and listen when another person is speaking.
- Pupils should greet and thank the teacher at the end of the class.
- Pupils should move quietly and speedily between classrooms.
- Pupils should be punctual at all times.
- The desks should not be defaced and classrooms should be kept tidy.
- Food and drink should not be consumed in the classroom unless permission is given by the teacher.
- Pupils are allowed to keep their cellular phones with them. However, the safe-keeping of all phones is the responsibility of the pupils at all times and, while all care is taken to ensure the safe-keeping of phones and other devices, the school takes no responsibility for them.
- Individual teachers will inform their pupils of their classroom policy in connection with the usage of cellular phones and pupils may not have their cellular phones switched on during lessons unless the teacher requires their use in the lesson. The use of phones outside these limitations will result in disciplinary action.
- Pupils may use their cellular phones before and after school and during break. For health reasons, pupils are advised not to carry their phones in their shirt pocket.
- Lockers should be used for the storage of lunches, sports equipment, extra books and other valuables. Any valuable items which cannot be fitted into the locker may be handed in at the office for safekeeping.
- Rules as per instructions issued before examinations apply.

4. WORK ETHIC

4.1 DISHONESTY/PLAGIARISM

Plagiarism is the copying of someone else's words or ideas regardless of the source, without acknowledging it.

Each pupil should take responsibility for her own work and no copying should occur. Plagiarism of any kind, including from the Internet, is unacceptable.

Levels of plagiarism include:

Level 1: Inadvertently disregarding a reference or forgetting to acknowledge a reference from sources used.

Level 2: A Level 1 offence becomes a Level 2 offence if it occurs twice or more. At this Level a pupil will receive 0 marks and a record kept in the pupil's file.

The Language Departments will ask pupils to sign a Declaration on Plagiarism.

4.2 PREPARATION

- A pupil should ensure that work is completed timeously as requested and that she prepares adequately for tests and examinations.
- When absent from a class, it is the pupil's duty and responsibility to catch up the work she has missed.
- A letter from a parent/guardian and/or doctor's certificate is required if a pupil is absent for 3 days or more. On their return to school, the pupils must report to their Subject Teacher, even if they do not have that subject on that day, and arrange when she will write the missed assessment/test, as per the missed test policy.
- Tests and detention take preference over sport practices.

5. CONDUCT

5.1 APPROPRIATE BEHAVIOUR

- Pupils should greet adults courteously at all times.
- At any official function pupils should behave respectfully and listen attentively.
- After all functions and outings, pupils should ensure that the venue or the vehicle used is left neat and tidy.
- Pupils may not remain in the classrooms during break other than when it rains.
- Toilets, bathrooms, locker areas and classrooms should be left neat and tidy
- Bags must be left in the designated areas as per bag and lockers policy.
- Pupils may not litter, deface or vandalise school property.
- Pupils are advised not to wait for a lift outside the school gate or on the corner of St John's and Convent Roads. Pupils should be fetched from the junior school parking lot. This is for their own safety.

- Pupils may not smoke or be in possession of cigarettes or vaping equipment while in school uniform, while representing the school or on camp, or while on school premises.
- No pupil is permitted to possess or drink alcohol at any time while in school uniform, while representing the school, or while on school premises. Under-aged drinking is regarded seriously.
- No pupil may be in possession of or use illegal chemical substances.
- Any form of dishonesty or inappropriate behaviour, both at school and outside, is totally unacceptable.
- No form of bullying, harassment or abuse is tolerated at this school and we are committed to promoting and ensuring a safe environment. If any member of the school community is bullied, harassed or abused or is **aware** of this taking place, he or she shall report it to the Head of the School or Counsellor. There are many forms of bullying, harassment and abuse namely, Physical: being purposefully hit, tripped, kicked or pinched; Verbal : being called names, teased, undermined or put down; Psychological : being threatened, stalked or receiving unwarranted gestures; Social : being ignored, spreading rumours, exclusion; Sexual : unwanted gestures or touching and derogatory insinuations/comments; Cyber : sending cruel, threatening or derogatory emails/text messages/pictures/photographs via all forms of technological devices available now and in the future i.e. mobile phones, websites, web blogs, chat rooms, face book, twitter. This applies to whether it is done at school or after school hours. Each situation will be dealt with confidentially and sensitively.

This Code of Conduct must be read in conjunction with the Appropriate Responses for the Infringements of this Code.

Pupils who feel that they are not able to comply with any section of the Code of Conduct for any reason including (but not limited to) medical, financial or cultural reasons must make a submission to the Principal for an exemption. The Principal will consider each submission on a case by case basis and make a determination after consultation with the Board. Any pupil who objects to the determination made by the Principal may lodge a written appeal to the Board in accordance with the provisions of the School's Policy on Disciplinary Procedures and Appeals.

RESPONSES TO CONTRAVENTIONS OF SPRINGFIELD'S CODE OF CONDUCT

Where a pupil has contravened the Code of Conduct the sanctions below will be applied. For each incident one or all of the sanctions described below will be implemented.

	First Offence	Repeated or Serious Infringement	Very Serious Infringement
1. APPEARANCE	<ul style="list-style-type: none"> Warning Default recorded on EdAdmin 	<ul style="list-style-type: none"> Disciplinary Action Parent Notification Contract 	<ul style="list-style-type: none"> Disciplinary Hearing Suspension
2. ATTENDANCE Ed-Admin monitors absenteeism on a daily basis and per lesson.	<ul style="list-style-type: none"> Investigation Parental Contact 	<ul style="list-style-type: none"> Disciplinary Action Contract 	<ul style="list-style-type: none"> Disciplinary Hearing <p>A pupil cannot be promoted if they do not attend 50 days of the school year</p>
3. CLASSROOM PROCEDURE	<ul style="list-style-type: none"> Warning Default recorded on EdAdmin 	<ul style="list-style-type: none"> Disciplinary Action Parent Notification Contract 	<ul style="list-style-type: none"> Disciplinary Hearing Suspension
4. WORK ETHIC 4.1 Dishonesty/Plagiarism	<ul style="list-style-type: none"> Investigation Application of the Policy on Dishonesty and Plagiarism 		<ul style="list-style-type: none"> Disciplinary Hearing Suspension
4.2 Preparation	<ul style="list-style-type: none"> Warning Default recorded on EdAdmin 	<ul style="list-style-type: none"> Disciplinary Action Parent Notification Contract 	<ul style="list-style-type: none"> Disciplinary Hearing Suspension
5. CONDUCT 5.1 Respect 5.2 Inappropriate behaviour/Bullying		<ul style="list-style-type: none"> Contract Counselling Parent Notification 	<ul style="list-style-type: none"> Parent contacted Investigation Counselling Disciplinary Hearing Suspension
5.3 Smoking/Alcohol or illegal substances			<ul style="list-style-type: none"> Parent contacted Investigation Counselling Disciplinary Hearing Suspension

Notes

Disciplinary Action

Disciplinary action involves the pupil undertaking detention or being asked to perform some form of community service at school. Detention may be administered by a teacher during a break time or a pupil may be placed in Friday detention.

Further infringements will result in a disciplinary hearing in accordance with the School's Policy on Disciplinary Procedures and Appeals, or other appropriate action.

Counsellor

A pupil may be required to undergo counselling either by the school counsellor or by an external counsellor.

Disciplinary Hearing

When required a disciplinary hearing may be called for a very serious infringement or repeated infringements after previous disciplinary action has been applied.

School Representation

Pupils who are found to be in contravention of the Code of Conduct, will not be permitted to represent the school in any sports, music or cultural event or tour.

BDH/01/17