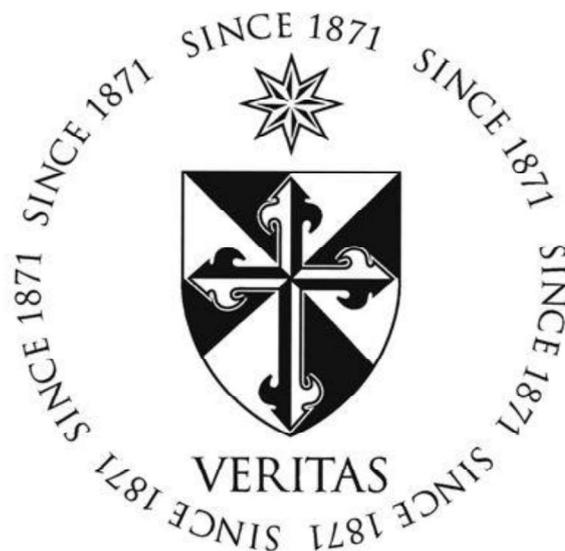


# Springfield Convent School



## Code of Conduct



## SPRINGFIELD CONVENT SCHOOL

### CODE OF CONDUCT

At its core, the Springfield Code of Conduct emerges from the School's ethos which is given definition by the Dominican vision and the Springfield mission.

#### DOMINICAN VISION

Dominican schools aim to provide forward looking education of the highest quality, based on a tradition that goes back over eight hundred years of commitment to education. Our schools seek to care for the whole person in order to develop in young people a love for learning, an enthusiasm for truth, a love for others, respect for the culture and religious values of all, a willingness to serve in a spirit of healing and reconciliation, flowing from an appreciation of the Word of God and deep commitment to Christ.

#### SPRINGFIELD MISSION

At Springfield, we value the uniqueness and importance of each person. We look upon education as an integrated whole, preparing our pupils to reach their potential – spiritually, intellectually, physically, and socially – so that they may take their place in society.

Ethos is the responsibility of the entire school community, and our identity is witnessed to by right relationships with God, our world, our community, and ourselves.

The Code includes the following rights:

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

Each member of our community has a responsibility to:

- \* respect the rights of others
- \* represent themselves and the School honourably
- \* develop and demonstrate a strong work ethic
- \* be wholly present in the School's daily routine

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As a pupil of Springfield Convent School, I hereby agree to abide by our motto, VERITAS (TRUTH) and to nurture the values of COMPASSION, INTEGRITY, RESPECT, SERVICE and RESPONSIBILITY, fundamental to this Code of Conduct.

(Where the pupil is enrolled in Grades N to 3, the pupil's parent/guardian should sign below.)

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Name

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Signature

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Date

## GUIDELINES TO INFORM THE CODE OF CONDUCT

### 1. CONDUCT AND APPROPRIATE BEHAVIOUR

- Pupils should always greet adults courteously.
- 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.
- 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 School parking lot. This is for their own safety.
- Pupils may not:
  - possess or drink alcohol
  - smoke or be in possession of cigarettes or vaping equipment
  - use or be in possession of 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. Forms of bullying, harassment and abuse namely include:
  - 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 devices i.e. mobile phones, websites, web blogs, chat rooms, Facebook, twitter.

This applies to whether it is done at school or after school hours. Each situation will be dealt with confidentially and sensitively.

### 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 occurrence, parents/guardians will be contacted.
- Parents/Guardians are expected to telephone or email the office before 09h00 to advise the school if their daughter is ill/absent. If she is absent for more than three consecutive

days, a letter and/or doctor's certificate is required in addition to the initial communication.

- Planned 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 Secretary's 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 or a person designated by the pupil's parent.
- A doctor's certificate is required when a pupil misses any examination owing to illness.
- If a pupil becomes ill at school and needs to go home, parents/guardians will be contacted and asked to fetch their daughter 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 day will be recorded on the School's Management Information System (Ed-Admin).

### **3. WORK ETHIC**

#### **3.1 DISHONESTY/PLAGIARISM**

- Plagiarism is the copying of someone else's words or ideas regardless of the source, and claiming it as one's own work. It is a violation of academic integrity and is theft of intellectual property.
- Each pupil should take responsibility for her own work and no copying or sharing of work should occur. Plagiarism of any kind is unacceptable.
- Incidents of plagiarism will be managed according to the Policy on Dishonesty and Plagiarism.
- The Language Departments will ask pupils to sign a Declaration of Original Work.

#### **3.2 PREPARATION**

- A pupil should ensure that work is completed timeously as requested and that she prepares 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 consecutive days or more. On their return to school, the pupils must report to their Subject Teacher/s, 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 precedence over sport practices.

### **4. CLASSROOM PROCEDURE**

- The classroom is a space for teaching and learning. For these functions to occur optimally, mutual respect must be displayed between teacher and pupils and among the pupils in the classroom. This is demonstrated by:
  - Being prepared for lessons
  - Showing respect for others views and listening when another person is speaking
  - Greeting and thanking each other at the beginning and end of the lesson

- Being punctual for lessons
- 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 may 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.
- Pupils may use their cellular phones before and after school and during break times.
- Rules as per instructions issued before examinations apply.

## **5. APPEARANCE**

### **5.1 Uniform**

- Uniform should be worn correctly and neatly.
- Blazers should be worn, with the winter uniform, to and from school, for all assemblies and formal occasions.
- The matric top may not be worn, as an outer garment, 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 distinct parts of the uniform should not be mixed (e.g. summer and winter or sports and formal uniform)
- In exceptionally cold weather conditions, the school tracksuit may be worn to school if pupils are so notified by the Principal.
- A plain navy rain jacket may be worn in place of the School's Rainjacket.
- Correct sports' uniform should be worn at sporting events and practices.
- 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 consider the appropriateness for place of their dress 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 for Wellness or Physical Education when applicable.

### **5.2 Hair**

- Hair should be styled away from the face.
- 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.

### **5.3 Make-Up**

- No make-up is to be worn at school or at school events.
- No visible tattoos.

#### **5.4 Jewellery**

- Two piercings in the lower lobe allowed.
  - Only one may be a small sleeper (hoop).
  - Only plain, small studs allowed (no colours or shapes).
- Cartilage piercings to contain transparent stoppers only.
- The wearing of a simple religious symbol is allowed.

#### **5.5 Nails**

- Nails should be kept short.
- Clear nail polish may be worn.
- A French manicure is allowed.

***This Code of Conduct must be read in conjunction with the Responses to Contraventions of Springfield's Code of Conduct.***

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 Head of School for an exemption. The Head of School will consider each submission on a case by case basis and decide after consultation with the Board. Any pupil who objects to the determination made by the Head of School may lodge a written appeal to the Board in accordance with the provisions of the School's Policy on Disciplinary Procedures and Appeals.

Reviewed: November 2020

Date of implementation: January 2021

## RESPONSES TO CONTRAVENTIONS OF SPRINGFIELD'S CODE OF CONDUCT

Where a pupil has contravened the Code of Conduct the School will seek to be restorative in its application of sanctions. To this end, it is important that any contravention is considered uniquely and that individual circumstances are taken into consideration. For each incident one or all the sanctions described below may be implemented.

	First Offence	Repeated or Serious Infringement	Very Serious Infringement
1. CONDUCT AND APPROPRIATE BEHAVIOUR 1.1 Respect 1.2 Inappropriate behaviour/bullying	<ul style="list-style-type: none"> <li>Contract</li> <li>Counselling</li> <li>Parent Notification</li> </ul>		<ul style="list-style-type: none"> <li>Parent contacted</li> <li>Investigation</li> <li>Counselling</li> <li>Disciplinary Hearing</li> <li>Suspension</li> </ul>
1.3 a) Smoking, consumption of alcohol or use of other illegal substances	<ul style="list-style-type: none"> <li>Investigation</li> <li>Parent contacted</li> <li>Disciplinary Action</li> </ul>	<ul style="list-style-type: none"> <li>Investigation</li> <li>Parent contacted</li> <li>Counselling</li> <li>Disciplinary Hearing</li> <li>Suspension</li> </ul>	
b) Bringing cigarettes, a vaporizer, alcohol, or other illegal substances to school	<ul style="list-style-type: none"> <li>Investigation</li> <li>Parent contacted</li> <li>Counselling</li> <li>Disciplinary Hearing</li> <li>Suspension</li> </ul>		
2. ATTENDANCE EdAdmin monitors absenteeism daily and per lesson.	<ul style="list-style-type: none"> <li>Investigation</li> <li>Parental Contact</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary Action</li> <li>Contract</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary Hearing</li> <li>A pupil may not be promoted if they have been absent for 50 or more days of the school year</li> </ul>
3. WORK ETHIC 3.1 Dishonesty/Plagiarism  3.2 Preparation	<ul style="list-style-type: none"> <li>Investigation</li> <li>Application of the Policy on Dishonesty and Plagiarism</li> <li>Warning</li> <li>Default recorded on EdAdmin</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary action</li> <li>Parent notification</li> <li>Contract</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary hearing</li> <li>Suspension</li> </ul>

4. CLASSROOM PROCEDURE	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Default recorded on EdAdmin</li> </ul>	<ul style="list-style-type: none"> <li>• Disciplinary Action</li> <li>• Parent Notification</li> <li>• Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Disciplinary Hearing</li> <li>• Suspension</li> </ul>
5. APPEARANCE	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Default recorded on EdAdmin</li> </ul>	<ul style="list-style-type: none"> <li>• Disciplinary Action</li> <li>• Parent Notification</li> <li>• Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Disciplinary Hearing</li> <li>• Suspension</li> </ul>

**Notes**

*Where there is a dispute in the interpretation of the Code of Conduct, the Principal's word is final.*

Disciplinary Action

Disciplinary action involves the pupil undertaking detention, being asked to perform some form of community service at school or any other sanction that may be deemed to be appropriate. 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.