



CODE OF CONDUCT FOR PUPILS

This Code of Conduct aims to make a reality of the Vision Statement for Dominican Schools whereby “we 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
- A 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 a deep commitment in Christ.”

It follows then, that members of the school community are encouraged to conduct themselves in such a way that learning and teaching of the highest quality may take place and respect is shown by each one for the dignity and uniqueness of others, as we strive towards the realisation of the Vision outlined above.

Such conduct is characterised by:

- Co-operation with teachers in striving towards spiritual, social and academic progress
- Searching for truth, upholding it and nurturing it
- Being courteous to all members of the human family
- Upholding the code of Christian morality
- Showing respect for the religious values of others and for different cultures
- Protecting all school property from damage and destruction
- Respecting earth and all life
- Striving to ensure the earth’s abundance and beauty for present and future generations
- Serving the school community to the best of one’s ability
- Making a contribution to building a free, just and peaceful society

The implementation of this Code of Conduct should be the responsibility of the Governing Body, School Management and educators. Parents also need to support our Code of Conduct. It is reviewed from time to time by the school’s senior management team and is overseen by a Disciplinary Committee.

All members of our school community are called upon to pledge to uphold this Code of Conduct.

This code is amplified by a set of rules and procedures.

CODE OF CONDUCT FOR PUPILS AT ST PAULUS

SCHOOL RULES:

INTRODUCTION

We need to respect and support the motto and ethos of our school. Pupils will try at all times to live by our motto "Veritas". This involves being true to oneself and dealing fairly with others. Any behaviour which prevents other pupils from receiving an education is a form of disrespect.

1. DRESS CODE

1.1 SCHOOL UNIFORM

School uniform shall be worn during school hours, for school functions and outings. (Civvies may be worn on birthdays, Civvies Days and for outings, where specified by an educator).

Sports uniform as specified for individual sports, including practices, shall be worn for sports activities.

Sports shoes for general sports and PT should be white/predominantly white.

Pupils may not leave the premises in swimming costumes or leotards. Full school uniform, a full school tracksuit or the full sports uniform may be worn. (Pupils in the Aftercare Programme should wear the Aftercare shirt and will follow rules set down by the Aftercare Supervisor).

School uniform should be clean, neat and in good repair at all times. The school branded sunhat is part of the school uniform and should be worn at all times when children are outside.

School skirts may not be too short and should reach just above the knee.

As the school uniform is an advertisement for the school, socks and shoes should be worn on and off the premises.

School regulation black hotpants may be worn under skirts. [Obtainable from The Shop. No longer-length hotpants will be permitted.]

Cuff-socks must be worn by girls. (No sports anklets) No make-up is permitted. This includes lip-gloss and tinted lip-balms.

1.2 CIVVIES DAYS AND DRESS CODE

All clothing must be in keeping with the school's ethos. We do not permit very tight or revealing clothing. Shorts and skirts may not be too short. We reserve the right to send a child home if clothing is not in keeping with our Dress Code. No make-up is permitted and hairstyles need to be in keeping with Hair Rules. NB: All other rules apply on Civvies Days. Sunhats should also be worn on Civvies Days.

1.3 HAIRSTYLES

Boys' hair should be clean and styles should be neat and age-appropriate. Hair should be off the eyes and afford clear vision.

Girls' hair should be styled, or pinned back, away from the eyes to afford clear vision. Shoulder-length hair should be held back off the face. Hair attire (e.g. alicebands) may be worn in the school's colours. (Summer: black/white/light blue. Winter: black/white/grey/light blue). Hair should be kept clean, neat and colouring of hair is not permitted. Hair-extensions are permitted but styles should be age-appropriate.

The rule when deciding if the style is permissible is that all boys and girls need to be able at all times to wear the school's sunhat.

The sunhat is a compulsory uniform item for all pupils as we aim to protect our children's skin from sun-exposure. All hairstyles must permit the comfortable wearing of school regulation sunhats/peak hats.

1.4 JEWELLERY

The wearing of jewellery is discouraged for safety reasons and to guard against the loss of valuables. Girls may wear plain sleepers or studs (one per ear). Boys and girls may wear wristwatches and a plain silver or gold chain with a cross. No other jewellery may be worn.

NB: Only plain watches without technological functions are permitted.

2. CLASSROOM ETIQUETTE

Pupils will obey all reasonable instructions issued by educators and adhere to the rules of the classroom as specified by individual educators for specific subjects and/or activities.

All pupils will participate to the best of their ability and complete tasks to the best of their ability.

A positive approach to learning should be encouraged and behaviour must always give consideration to the interests of other pupils.

Pupils should take responsibility for personal belongings. Respect for the personal property of other pupils and equipment belonging to the school is essential. No property belonging to another may be used without permission being granted prior to usage.

Pupils are responsible for their own belongings, their work areas and their classroom. Work areas must be kept in a condition conducive to learning and classrooms should be kept tidy and free of litter. Suitcases and sports bags should be arranged neatly in designated areas. Cleaning staff are only required to sweep rooms and verandahs and empty waste bins. Litter control and care for the school environment is the responsibility of every pupil and all staff.

As a community, we are committed to Earthcare and all pupils and members of our community are expected to recycle and to use resources, such as water and electricity, sparingly.

Litter-control and keeping our campus litter-free is the collective responsibility of everyone on our campus.

All classwork and homework assignments must be completed to the best of the pupil's ability and in the time allocated. All homework set should be neatly recorded in a Homework Diary which must be regularly checked by a parent/guardian.

Classrooms should be vacated during recesses, lights switched off and classrooms locked. (Arrangements will be made during bad weather).

Chewing gum is not permitted on our campus at any time.

3. CAMPUS REGULATIONS

Pupils should spend break periods in the areas allocated to them.
Sunhats are a compulsory uniform item for breaks.
Sunscreen should be applied regularly.

Ball games are restricted to the playing fields. No ball games may be played near the buildings, vehicles, on the verandahs or in the quad.

A sense of fair play is essential at all times. Dangerous contact sports eg: rugby may not be played. Sports such as Hockey may only be played under supervision.

Older pupils must respect the rights of younger pupils and should not disrupt their games.

The area behind the buildings (Grade 3 Block/Art Room) and the koppie are out of bounds at all times and may only be entered when accompanied by an educator.

Pupils may not play near the parking areas and where staff park their vehicles and in any areas where there is no adult supervision. They may not go into the support staff tearooms and may not enter the staffroom.

The Hall is out of bounds during break. Pupils entering the Hall must be accompanied by a member of the educator staff.

Respect for the environment and care for the earth and its resources form part of our ethos. Water should be used sparingly, bird, animal and plant-life cared for and the environment should be kept clean and litter-free.

4. SPORTS ETIQUETTE

Every pupil should be encouraged to participate in at least one extramural activity per term.

The correct sports uniform for each sporting code should be worn.
The PT shirt and school sports shorts are worn for practices.
The match outfits and shirts may only be worn for matches and should not be worn for practices.

Unless otherwise specified, white/predominantly white sports shoes are worn with sports uniform. The school tracksuit or blazer should be worn as part of match uniform.

Pupils will be punctual for practices and must accept responsibility by being available for all matches, galas and school functions. If a pupil is unable to attend a practice or

event, this should be communicated to the Sports Head of Department in sufficient time to make other arrangements. The Sports Head of Department will undertake to give adequate written notification of the event.

Pupils may not play on the tennis courts unless they are wearing the correct footwear.

NB SCHOOL SHOES MAY NOT BE WORN ON THE TENNIS COURTS.

Pupils will behave in a manner befitting the ethos of the school. Referees' and umpires' decisions will not be questioned publicly, opponents will be treated respectfully and games will be played in a healthy, positive spirit. Visiting teams will be hosted graciously and coaches greeted and thanked courteously.

At St Paulus, we win graciously and lose gracefully.

On outings, field trips and school camps, all school rules apply. Personal behaviour must always reflect positively on the good name of the school.

GENERAL

Pupils may not bring toys to school. Cell-phones, and any electronic devices which includes digital watches, may not be brought to school. The school cannot be held responsible for the loss or theft of valuables which should not have been brought onto the school campus.

The safety of pupils is the responsibility of the Principal, the Heads of Department and school staff between 07:20 – 16:00 on weekdays and during stipulated times when educational activities are arranged after hours.

The school provides designated areas where supervision is provided from 07:00 daily from Monday – Friday and it takes responsibility for the wellbeing of children on the premises in these designated areas. Pupils who are on the premises before 07:20 and who are in any areas other than those which are under supervision are breaking school rules.

Aftercare facilities are provided in the afternoon from 13:00 – 17:30.

All pupils who remain on the premises after regular school hours and all those who are not attending an extramural activity, but who remain on the premises, must attend Aftercare.

Pupils need to be registered for Aftercare and the Aftercare Supervisor must have all necessary contact details and emergency information.

Pupils may not leave the premises during school hours without a Gate-Pass from the office. An adult fetching a pupil **during school hours** will report to Reception. The pupil will be called to the office. Where possible, written notification that the pupil will be fetched, should be addressed to the class teacher prior to the appointment.

Pupils who are on the school premises during the afternoon are required to attend a Supervised Homework session and sporting activities. Educators cannot ensure the safety of pupils who do not adhere to this rule.

Pupils in the Aftercare Programme adhere to the requirements laid down by the Aftercare Supervisor.

Parents are requested not to instruct pupils to wait for their transport in any areas other than those which have been identified as secure areas by school management. Pupils who have not been fetched by 14:00 will automatically be sent to Supervised Homework.

As children are instructed to join an extramural activity, or to report to Aftercare if a parent is late, parents may go directly to the office where a secretary will assist by making an all-call for a child.

Pupils may not leave the premises and return later for an activity unless they are accompanied by an adult.

If a parent would like a child to leave the premises on foot in the afternoon, a letter to this effect should be written by the parent and addressed to the Principal.

Educators do not have the authority to permit pupils to leave the premises with a friend or an unauthorised adult. Parents are requested to give written notification that permission has been granted. Educators reserve the right to refuse to allow a pupil to leave if written permission from the parent or guardian has not been furnished.

If a pupil is absent due to illness or for personal reasons, the school should be advised prior to the absence where possible, or notified telephonically on the first day of absence. A letter addressed to the class teacher should be furnished after the pupils' return.

In the event of a pupil being absent for more than 2 consecutive days, or on a Friday or Monday, or on a day attached to a holiday or long weekend, the school reserves the right to request a Doctor's Certificate.

A Doctor's Certificate is required if a child is absent for 3 consecutive days and at all times when this includes a Friday and/or a Monday.

After 16:00, when educators are no longer on the sport fields, no pupils may play on the bottom playing fields, in the cricket nets or wait at the Pavilion or in the area close to the entrance gate. Aftercare pupils accompanied by Coaches may be on the fields.

Pupils should wait for parents in the area between the swimming pool and the main buildings or in areas designated as secure areas by school management.

All pupils who are on the premises after 16:00, and in the event of there being an activity which finishes later, after all activities have finished, are required to be in Aftercare under supervision. The school cannot take responsibility for the safety of pupils who do not obey the afternoon rules.

The Code of Conduct remains a guide to good practice which improves overall discipline and safeguards our children on our campus. We reserve the right to amend existing, or add new rules to reflect social changes which may impact negatively on the smooth running of our school and the wellbeing of our pupils and to ensure that all practice is in keeping with our ethos.

DISCIPLINARY PROCEDURES FOR PUPILS

This document is available on request.


M. Gorst-Allman
PRINCIPAL