



Code of Conduct: Learners

This code of conduct is an agreed set of behaviours that are acceptable within our school. The aim is to maintain the disciplined and purposeful school environment that exists at St Francis College. It is dedicated to create an atmosphere that is conducive to practising culture of high quality teaching and learning.

Rights of learners:

The constitution of South Africa states that all learners have the right to education. This includes the right:

- To learn and be taught in a safe environment
- To be at a school free from interference of a verbal or physical nature
- To receive regular feedback reflecting academic progress
- To make responsible use of facilities of the school, abiding by the rules of the school
- To receive appropriate assistance for personal or educational problems
- To request to be excused from activities based on religious beliefs
- To have privacy of belongings, unless the principal or designee has reasonable cause to suspect that illegal or harmful substances may be in the learner's possession
- To attend school free from drugs, weapons, drunkenness, bullying and intimidation
- To attend school free of sexual harassment or criminal behaviour

Responsibilities of the Learners:

In order to create a caring and secure environment in which all pupils may develop, this Code of Conduct has been drawn up to provide a frame of reference for the behaviour of all St Francis College learners.

As a pupil at St Francis College, I shall:

1. Know and follow all school rules
2. Show respect and be courteous towards:
 - a. Fellow pupils
 - b. Staff
 - c. Parents
 - d. Visitors to the school
 - e. Personal property
 - f. The property of the fellow pupils
 - g. School property and facilities

3. Act with dignity at all times at school and in public places.
4. Support and create a culture of learning by being punctual, participating and behaving well in class.

School rules are essential in maintaining the happy, caring yet disciplined atmosphere at our school. The following rules serve as a basis for what we expect from our pupils:

SCHOOL RULES

I will try by very best to:

- Arrive at school on time
- Wear correct uniform and be neat and tidy
- Not wear make up or jewellery
- On civvies days be neat, tidy and dress appropriately
- Wear my hair neatly without hair gels or colouring
- Eat during snack time and only with permission, eat in class.
- Respect other people's possessions and not steal
- Not cheat in tests or exams or tell lies
- Work quietly in class and respect my classmates
- Be polite at all times and respect others
- Not respond to conflict by physically fighting
- Be kind to others
- Not physically or verbally bully others and not ostracize anyone
- Show sportsmanship on the sports field
- Ask permission to leave the classroom
- Never leave the school premises without permission
- Look after school property and report any damages to the office
- Not embarrass the school in any way by my behaviour
- Leave my cell phone at home
- Behave during all outings and sports events
- No screaming or shouting.
- Listen and obey my teachers
- Complete tasks on time
- Take responsibility for my own actions

Manners:

- Say please and thank you
- Greet and stand aside for teachers, parents and guests

Absenteeism

- This must be reported on the class WhatsApp group.
- After 3 consecutive days a doctor's certificate is required
- A note or message must be sent to the sports coach to excuse pupils from sport
- While the school will provide the pupil with the work they have missed, it is the parent's responsibility to ensure the pupil catches up with classwork or homework.

Procedure for going home sick

- Pupils must report illness to the class teacher who will send them to the secretary's office
- If the pupil cannot be assisted by the secretary, they will make arrangements for parents to pick them up from school

Punishment criteria

The school reserves the right to initiate the following disciplinary procedures at the Headmaster's discretion:

- Demerits – parents are informed via the school diary of any infringements of the school rules. These are issued on a termly basis.
- Removal of privileges, such as sitting in at break time. Learners will always be allowed to eat their snack during such times.
- Detention
- Internal suspension
- Disciplinary hearing by the School

Levels of misconduct

Level 1 – minor

Late for class, bunking, not finishing homework, not following instructions, dishonesty, lack of respect

Level 2 – more serious

Frequently repeating level 1 offences, leaving school without permission, abusive language, disrespect, vandalism, dishonesty

Level 3 – serious

Repeating level 2, injuring others, gambling, disruptive behaviour, forging, disrespect, possession of pornographic, racist or sexist material, theft, vandalism or cheating during exams.

Level 4 – very serious

Repeating level 3, threatening others, intentionally hurting others or damaging property, verbally threatening others, possessing illegal substances, forging signatures with serious consequences.

This policy was adopted by the School Management Team on _____.

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

The School Governing Body may from time to time amend, supplement, modify or alter this policy.

Signed _____ Principal

Signed _____ SGB Chairman