



St Henry's Marist College

CODE OF CONDUCT AND SCHOOL RULES

INTRODUCTION

The College fully supports the principles of fair discipline and the consistent application of appropriate disciplinary measures where necessary. The Code of Conduct for pupils indicates the standards of behaviour that are expected of all pupils at the College and encourages a responsible and self-disciplined approach by pupils themselves. Any behaviour or action, which helps pupils grow and mature will be encouraged. Any behaviour or action that interferes with the growth of pupils will be discouraged.

It is the objective at St Henry's Marist College to preserve high morals and to maintain a standard of conduct that is acceptable to the broad community. This code is intended to build a community that is self-disciplined, hard-working, morally upright and respectful of one another. It defines what is meant by acceptable and unacceptable behaviour and describes the steps which will be taken in the event of any pupil overstepping these limits. The Code will be reviewed and amended as appropriate.

Please note that in the interests of safety and security, the St Henry's campus is under 24-hour CCTV surveillance.

SECTION 1: RIGHTS OF PUPILS

The Constitution of the Republic of South Africa states that all Pupils have the right to education.

Our Pupils have the right:

- 1.1. to be educated in a controlled and structured environment.
- 1.2. to be educated following the appropriate curriculum.
- 1.3. to be respected by other members of the school community, regardless of personal, religious or cultural differences.
- 1.4. to regular reports reflecting academic progress.
- 1.5. to be treated with fairness.
- 1.6. to have security of person and property.
- 1.7. to make use of available School facilities and property.
- 1.8. to have the moral support of the School in their participation in cultural, sporting or academic activities.
- 1.9. to work in a clean and litter-free school.
- 1.10. to ask for help, advice or counselling.
- 1.11. to have School activities begin punctually.
- 1.12. to be able to utilise certain books and appropriate texts where available and which are in a serviceable, usable condition.
- 1.13. to attend a School free of drugs, weapons, sexual misconduct, racism, drunkenness, bullying, victimisation or intimidation.
- 1.14. to attend a School free of sexual harassment or criminal behaviour.
- 1.15. to be heard should they have a reasonable or valid concern or complaint.

Pupils must realise that, although they have rights, with rights comes responsibilities. Discipline, particularly self-discipline, is vital to the establishment and maintenance of a happy, productive learning environment.

SECTION 2: RESPONSIBILITY OF PUPILS

All Pupils must:

- 2.1. respect the rights of their fellow pupils to learn and work in a stable academic environment, free from noise, disruption and distraction.
- 2.2. respect the rights of the teacher to teach in such an atmosphere.
- 2.3. show the respect due to those who are placed in authority in the school and co-operate at all times.
- 2.4. treat fellow pupils, members of staff of all categories and all visitors to the school with courtesy and respect, not using any actions or making any comments which might cause offence in any way.
- 2.5. not, at any time, use violence or any form of intimidation towards fellow pupils, members of staff or visitors to the school.
- 2.6. do no willful damage to the school building or to any item of school property of any description.
- 2.7. respect the property of others, whether it be that of fellow pupils, members of staff or visitors to the school, at no time and in no way attempting to damage, deface or steal what is not theirs.
- 2.8. respect the moral attitudes of the school and community with regard to dishonesty, racial, offensive or obscene language or behaviour, unacceptable sexual behaviour, pornography of any kind, and with regard to smoking, alcohol or drugs of any kind when at school, when representing the school or when in a position to be identified as a member of the school.
- 2.9. cause no embarrassment to or engage in behaviour that reflects negatively on the school in any way. This may either be in person or through any electronic means.
- 2.10. do all academic assignments, including homework, to the very best of their ability.
- 2.11. refrain from the use of drugs, assault, carrying of dangerous weapons, criminal or illegal activities, racism, intimidation, bullying, sexual harassment, victimisation, smoking, or being in the possession of pornographic material.
- 2.12. abide by the school rules and code of conduct and any/all amendments thereto.
- 2.13. accept that they have a duty to inform the school authorities of misconduct that they observe or are aware of.

SECTION 3: EDUCATORS AND MEMBERS OF STAFF

Educators and members of staff at St Henry's subscribe to the SACE Code of Professional Ethics and/or the School's own Code of Conduct for Staff. Inter alia, the School's educators undertake to:

- 3.1. Be punctual, well prepared and professional in their approach to education and their work.
- 3.2. Manage pupil performance effectively and motivate pupils to achieve realistic and meaningful personal and educational goals.
- 3.3. Be sensitive to the needs of their pupils and address learning difficulties in a positive manner.
- 3.4. Praise, encourage, recognise and reward pupils who strive to achieve.
- 3.5. Create a classroom climate which is based on a learning partnership which makes education both relevant and stimulating.
- 3.6. Set a positive example for their pupils to follow.
- 3.7. Administer discipline correctively and with dignity when necessary. Corporal punishment is strictly forbidden.
- 3.8. St Henry's prides itself on having good relations with the School's community, its pupils and their parents.
- 3.9. Interact with parents and other stakeholders with respect and with the best interests of pupils at heart.
- 3.10. The Teacher is solely responsible for the maintenance, control and execution of discipline within their respective classes and also in whichever class they are teaching or batting for at the time.
- 3.11. The entire staff team is also responsible for the maintenance of discipline outside of the classroom; including the school fields, playground areas and out of the school itself, whenever the need arises.

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SECTION 4: PARENTS

Parents enroll their children at the School, subject to their acceptance of all the School's rules and other conditions of enrolment as laid out in the relevant admission documents. While parents must expect the School and its educators to provide the best education possible with the resources available to the School, parents must also accept responsibility to help the School. In particular, parents have the responsibility to:

- 4.1. Actively support the efforts of the School and its educators to teach their children.
- 4.2. Involve themselves to the fullest possible extent in School activities and as appropriate.
- 4.3. Make positive suggestions and contributions to improve the School's education process and the learning environment.
- 4.4. Support the disciplinary structures and procedures of the School, and the reasonable efforts by the School to apply discipline effectively and fairly.
- 4.5. Encourage their children to participate fully in School and extra-mural activities.
- 4.6. Participate in the learning process and assist their children with homework, provide encouragement, check results and communicate freely with the School.
- 4.7. Not expect the School to meet their child's every need.
- 4.8. Ensure that the pupil is in attendance of all compulsory attendance functions and activities, and that the School's conduct and timekeeping requirements are observed.
- 4.9. Engage and interact with all members of staff with respect and decorum.
- 4.10. Ensure that they too demonstrate good sportsmanship and conduct when they are spectators at school events such as sports' matches and abide by relevant directives and rules.
- 4.11. Drive responsibly and with great care when entering the school grounds, adhere to traffic rules on the campus and follow instructions given by security personnel and other members of staff with regards to traffic safety and parking on the campus.

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SECTION 5: RULES, REGULATIONS AND EXPECTATIONS FOR PUPILS

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Although there are a number of regulations which help in the smooth running of the School, guiding principles are:

- At all times pupils should be considerate to others and maintain their good name as well as that of their family and the school.
- Any actions or words which impugn the dignity of the human person and are a direct contravention of the Gospel Values, which underpin the ethos of this school are considered in an extremely serious light.

5.1. Attitude, manners and respect for others:

Pupils should treat each other as they wish to be treated. With this in mind, pupils are obliged to:

- 5.1.1. develop a positive attitude towards their school, their studies and involvement in activities.
- 5.1.2. develop self-discipline and responsibility for their own academic progress.
- 5.1.3. identify with the traditions of the school.
- 5.1.4. have good manners, courtesy and to respect others, both their peers, seniors and adults, at all times and whether interacting in person or online via social media platforms.
- 5.1.5. always stand and greet adults, teachers, visitors and parents.
- 5.1.6. never engage in bullying in any form.
- 5.1.7. never use offensive, racist, abusive or foul language at any time. This is also true of the use of such language as a form of alleged 'humour'.
- 5.1.8. always maintain due decorum and respect for oneself and all those in the school community.
- 5.1.9. behaviour outside the school (whether the scholar is in school uniform or not) which is detrimental to the good name of the school, is forbidden. This includes offensive, racist, abusive and inappropriate social media communications.

5.2. Attendance and Punctuality

Pupils are obliged to:

- 5.2.1. arrive punctually for school and classes. At 7h25, the main school gates will be locked. Cars and pedestrians will only be permitted into the school when Assembly is over. Pupils who arrive late will be required to wait until collected by a prefect.
- 5.2.2. observe all regulations which specify areas that are out of bounds, or where access is restricted to certain times.
- 5.2.3. remain at school for the duration of the school day and in the correct class, unless permission has been granted by the Principal or Deputy Principal. Once a pupil has arrived at school in the morning, they may not leave the grounds until the end of the school day.
- 5.2.4. bring written notification from their parents if they wish to leave school early and follow the exeat procedure.
- 5.2.5. Pupils must take note of the following:
 - 5.2.5.1. In terms of Section 5(i) of the South African School's Act (No 84 of 1996) attendance at school is compulsory.
 - 5.2.5.2. Any absence from school must be supported by a doctor's certificate or a written explanation from the parent. Such supporting documents are to be presented to the registration teacher on the first day back.

5.2.6. Absentee notes must be written on a separate sheet of paper and not in the Homework Diaries, as they have to be kept on file.

5.2.7. If a scholar is absent for three or more days, a doctor's certificate is required.

5.2.8. Pupils who are absent for tests and examinations, or on the days preceding tests and examinations, must also produce a doctor's certificate.

5.2.9. Such notes or certificates must be presented to the Register teacher clearly stating the date/s of absence.

5.2.10. Pupils who are absent from lessons on the day of a sports' or cultural fixture will not be permitted to participate in that fixture, unless there are extenuating circumstances and prior permission has been sought from the Deputy Principal.

5.2.11. Absence from compulsory school functions without the prior written permission of the Principal or Deputy Principal is also considered truancy.

5.3. Out of bounds areas

These areas are out of bounds in the interests of safety and security for pupils.

5.3.1. The main turf cricket pitch.

5.3.2. Behind the AV rooms and behind the Brothers' House.

5.3.3. The playing fields in the morning before the first assembly. Pupils may, however, sit on the stands.

5.3.4. The main Marist Rd., entrance driveway.

5.3.5. The parking area outside Room 5.

5.3.6. The grassed area behind the Tuck Shop.

5.3.7. The area between the swimming pool and the pavilion.

5.3.8. The stairwell leading to the front of the pavilion.

5.3.9. The teachers' car park.

5.3.10. The steps and verandah around the Brothers' House unless on official school business.

5.3.11. Annex 1 & 2 and surrounding gardens, unless accompanied by a teacher.

5.3.12. The Amphitheatre, unless accompanied by a teacher or prefect.

5.3.13. The area around Marist 1 and 2.

5.3.14. The area outside the LRC stairwell and changerooms.

5.3.15. The entire area in front of the sports office, gym and changerooms.

5.3.16. Pupils are not permitted to be in a classroom at any time unless a teacher is present or unless they have permission from the Principal or Deputy Principal.

5.3.17. Pupils are not permitted to remain on the top verandahs unless it is to put their bags down before school. Pupils may remain on the lower verandah only. In wet weather alternate arrangements will be made.

5.3.18. The visitors' toilets, next to the Boys' change rooms.

5.3.19. The Astro turf area behind the Tuck shop before school in the morning and during breaks.

5.4. Respect for property:

Pupils are obliged to:

5.4.1. ensure that all personal belongings are clearly marked.

5.4.2. take care of their own belongings, and show respect for the property of others. Care must be taken of library books issued to pupils.

5.4.3. refrain from bringing valuables to school unnecessarily.

5.4.4. take pride in the school buildings and grounds.

5.4.5. report any accidental breakage or damage to property to a member of staff immediately.

5.4.6. refrain from defacing or willfully changing school property in any way. The school may request that damaged property be replaced or charge the pupil/parents for the replacement or repair of the damaged property.

5.4.7. It is an offence to litter.

5.4.8. Theft (and unauthorised "borrowing" or 'hiding' the possessions of another as a 'prank' are regarded as theft) is forbidden.

5.4.9. Video/computer games, C.D.'s, electrical equipment (including laptops, tablets and MP3 players) or any other valuable property should only be brought to school as required for educational purposes. The school accepts no responsibility for loss or damage in this regard.

5.5. Transport

These regulations regarding transport are intended to ensure the safety of pupils. Furthermore, whilst travelling to and from school pupils need to realise that this places them in the public eye and need to conduct themselves in an appropriate manner. Pupils are obliged to:

5.5.1. practice the correct discipline on all forms of transport to and from school.

5.5.2. when travelling on school vehicles or on vehicles which hired by the school, pupils must wear seatbelts at all times and adhere fully to the instructions of the teacher/member of staff in charge.

5.5.3. be correctly attired at all times when travelling to and from school.

5.5.4. Pupils may not ride bicycles, skate-boards, motor cycles or drive motor vehicles in the school grounds.

5.5.5. Only Pupils with a valid driving license, with the approval of their parents and the permission of the Principal, may drive to and from school in a motor vehicle or motor cycle. Such vehicle must not be driven into the school grounds and the driver may not convey other Pupils, unless permission has been granted by the Principal.

5.5.6. If Pupils are waiting to be picked up at any time, they must wait at the designated points. Any pupil (Grade 8 – 12) not picked up at 14h45 and not engaged in sports or cultural activities must report to the Homework Room. When the High School Homework Room closes, Pupils must then wait in the school grounds in the area in front of Room 25 where seats have been provided for that purpose. Prep school pupils must also wait in this area as well, when the Prep Homework Room closes.

5.5.7. Pupils are forbidden to hitchhike whilst in school uniform.

5.6. Extra-mural Programme

Pupils are obliged to:

5.6.1. participate in the cultural and sporting life of their school every term.

5.6.2. wear the correct kit for all activities.

5.6.3. uphold sportsmanship and teamwork as values the school strives for.

5.6.4. to attend and to be punctual for all practices and matches once they have made a commitment to a sport or cultural activity, unless they have submitted a letter of explanation.

5.7. Classroom code of conduct

Pupils are obliged to:

5.7.1. listen to their teacher.

5.7.2. allow everyone the right to learn without interference from themselves or others.

5.7.3. be punctual and prepared for lessons (books/files/stationery).

5.7.4. show politeness and consideration and to exercise self-discipline.

5.7.5. take care of furniture, books and equipment.

5.7.6. respect the property of others.

5.7.7. refrain from taking anything that does not belong to them.

5.7.8. refrain from cheating or copying the work of others and refrain from plagiarism. Cheating, copying and plagiarism will be dealt with in accordance with the Academic policy and the relevant disciplinary process.

5.7.9 Pupils may not consume food, sweets or cold drinks in classrooms or other educational rooms unless permission has been granted.

5.8. General Conduct

5.8.1. To maintain due decorum and respect for oneself and all those in the school community, no inappropriate physical contact of any kind is permitted between pupils.

5.8.2. Smoking is forbidden to all Pupils whilst at school, or in school uniform, or at school functions. Pupils may not have cigarettes, matches or lighters in their possession.

5.8.3. Pupils must not bring to school, or have in their possession or view or draw or write whilst at school, pornographic, racist, offensive or other undesirable material.

5.8.4. Pupils must not bring firearms, knives or any other form of dangerous weapon to the school.

5.8.5. Pupils must not bring to school or a school function any alcohol and may not consume alcohol at school or at a school function or on a school excursion/trip. In addition, pupils are not permitted to bring harmful or intoxicating drugs to school or to a school function or on a school excursion/trip.

5.8.6. Pupils must not chew chewing gum or bubble gum at school or during sports events, or whilst in school uniform.

5.8.7. In the interests of safety, pupils are forbidden to run or play ball games on verandahs or on the tarred and paved areas.

5.8.8. No pupil will behave or engage in any conduct, directly (e.g. in person) or indirectly (e.g. through any electronic means) that could reflect negatively on the school and/or bring its good name and standing into disrepute.

5.8.9. Pupils may not order food for delivery at the school unless specific permission has been given by a member of management.

5.9. Computer, Internet and Tablet Usage Regulations

5.9.1. Personal Online Safety:

(a) Pupils must not post personal contact information online about themselves or others.

(b) Pupils must exercise extreme caution when online and avoid communication with people they do not know.

(c) Pupils must promptly disclose to their teacher any message they have received that is inappropriate or makes them feel uncomfortable. They must not send this message to another pupil.

5.9.2. Rules regarding the use of the internet:

(a) The internet may not be accessed at all without teacher permission.

(b) No one may enter chat rooms.

(c) Private emailing will only be permitted with a teacher's permission.

- (d) Downloading and printing may only be done under supervision and must be paid for.
- (e) The security levels will be set by the computer teacher and may not be changed by Pupils.
- (f) Internet sites visited are logged by username, date, time, IP address, site name and pages accessed. These proxy logs and the contents thereof are reviewed weekly and steps will be taken to blacklist inappropriate sites.

5.9.3. General computer usage rules:

- (a) Loading of software of any nature is totally prohibited. [This includes games, download managers as well as P2P applications].
- (b) Making changes to computer settings is prohibited.
- (c) Use of any network/internet logon other than your own is prohibited.
- (d) Do not attempt to gain access to data other than that to which you have been assigned access.
- (e) Access to inappropriate internet sites is prohibited.
- (f) Copying and/or saving of data to local hard drives is not permitted unless authorised by the teacher responsible. Note that from time to time, data stored in pupils' 'H' drives may be deleted by the IT administrator.
- (g) Playing of unauthorised computer games is prohibited.
- (h) Memory/USB sticks must not be used without the authorisation of the responsible teacher.
- (i) Logging onto more than one computer at any one time [sharing of usernames/logons] is not permitted at all. Any user found in breach of these rules will be dealt with in terms of the School's Code of Conduct and at the School's discretion may be banned from future use of the School's computer equipment.

5.9.4. Laptop/Tablet usage rules:

- (a) Where tablets or laptops are utilised in lessons, pupils are expected to use the device appropriately. Pupils may not use the device to record lessons in audio or video formats or take photographs in lessons without the specific permission of the teacher concerned.
- (b) Tablets, laptops and electronic devices may not be used during breaks.
- (c) Pupils found using a tablet, electronic device or laptop for unauthorised purposes may have their device confiscated and further disciplinary measures may be taken.
- (d) The correct textbooks/setworks must be downloaded and the required apps loaded.
- (e) Pupils must ensure that their devices are fully charged at the beginning of the day and must take personal responsibility for these devices. The school accepts no responsibility for loss or damage in this regard.

5.10. Cellphones

The use of cellphones by pupils must be balanced between the usefulness of such devices and the challenges and difficulties that arise with them. A fundamental consideration is the extent to which such devices can interfere with the social growth and development of young people. As such, the use of cellphones is governed by the Code of Conduct and associated guidelines and must follow certain proscriptions which seek to avoid cellphones interfering with schooling and becoming a negative element, as well as very necessarily reducing the amount of time many children spend wastefully on their phones.

Prep School

Prep school pupils are not permitted to bring cellphones to school. Should a special circumstance require a Prep school pupil to bring their cellphone, permission must be sought from the Principal or Deputy Principal and then once this is forthcoming, the cellphone is to be given to the phase secretary in the morning for safekeeping and then collected after school.

High School

High School pupils are allowed to bring their cellphones to school. However, the following procedures must be followed regarding cell phones:

5.10.1. Cellphones must not be used between the time that pupils arrive at school until 14h30, except with the permission of a member of staff. They may be used between 14h30 and 14h45 to make any necessary transport arrangements. They must then not be used or seen between 14h45 and 16h30.

5.10.2. Under no circumstances, may pupils contact their parents via cellphone to say that they are unwell and should be fetched. The pupil must report to the office and the office will contact parents as applicable.

5.10.3. Any pupil caught using or playing with a cell phone outside of the stipulated times can expect to face appropriate consequences.

5.10.4. Repeat offenders: If it is found that the same pupil repeatedly defaults, his/her cell phone will be confiscated until the end of that term.

5.10.5. Where the use of a cell phone in class for research or lesson-related work takes place, the teacher will give special permission. At the end of that lesson, rule 5.10.1. applies.

5.10.6. Cellphones must be handed to the invigilator during tests and examinations and other assessments as applicable.

5.10.7. At extra-mural events, such as on a Saturday, cellphones may be used within reason to contact parents in respect to transport but beyond this they are also not to be seen.

5.10.8. That the school does not accept responsibility for the loss or disappearance of cellphones.

5.11. Grade 12 pupils

5.11.1. Matric 'privileges' such as wearing of Matric Jackets, the Matric Dance and the end of year ceremonies are not a right but are granted by the management of the College. Accordingly, privileges may be granted each year at the discretion of the management of the College.

5.11.2. Grade 12s have the authority of a Prefect if no Prefect is present and if circumstances require it.

5.12. Pupil concerns/complaints

Should a pupil have a reasonable or valid concern/complaint, there is a process to be followed, namely: it must be communicated to the relevant teacher or member of staff, failing which to the Grade Head/Phase Head or failing which to the Deputy Principal. A pupil may wish to seek the assistance of a peer mentor or prefect in this regard if necessary.

SECTION 6: SCHOOL UNIFORM AND APPEARANCE

The College's uniform and appearance policy is guided by the desire for neatness and pride in the uniform, as well as by the Marist characteristics, in particular simplicity. A sense of modesty must govern the type of clothing worn by students. **School uniforms are seen as affirming the schools' missions, objectives and identity. As a result, the policy does not permit uniform and appearance variations which are 'showy', fancy or extravagant and which involve undue expense. Dress for school is not a 'fashion statement' and such variations do not accord with our ethos and educational goals.**

The management of the school reserves the right to interpret what is appropriate. Should there be a sound or exceptional need to deviate from the uniform and appearance policy in any way or there is an unavoidable problem with any item of uniform, a written request for permission/ a written explanation must be submitted to the Principal or Deputy Principal in good time.

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6.1. General Points

6.2. Boys' Hairstyles

6.3. Girls' Hairstyles

N.B. Please refer to the College's uniform list for more detailed information about uniforms and sports' kit. Please also note that all items of clothing must be clearly marked with pupil's name.

6.1. General Points

6.1. School uniform and appearance:

Please refer to the relevant uniform booklet per phase for details regarding the uniform.

The school uniform is very important in that it gives the school its own particular identity. Therefore, pupils are obliged to:

6.1.1. show pride in their school by ensuring that their uniform is always clean and neat.

6.1.2. Wear full school uniform at all times between school and home. When the school uniform is worn it must always be the full uniform and not just part of it, whether inside or outside of school. While attending official school sporting, cultural or other functions as spectators, the full school uniform must be worn unless permission is granted by the proper school authority for acceptable clothing other than the school uniform to be worn. In case of such permission the other clothing must be in keeping with the ethos of the school and avoid inappropriate/unacceptable or offensive slogans and images.

6.1.3. wear no jewelry (except medical identification), lapel badges unrelated to the school. Any religious symbols are to be worn discretely and at the discretion of the Principal.

6.1.4. have no body art or piercing of any kind is permitted, except in regard to 6.1.12. (c) below.

- 6.1.5. have the correct uniform and official sports' kit at all times. This includes bags and towels.
- 6.1.6. wear full school uniform or the school tracksuit after sports practices.
- 6.1.7. wear the school blazer with pride. When standing and walking, the blazer must be buttoned up.
- 6.1.8. Any vest or T-shirt worn under the school shirt should not protrude or be adorned with slogans or pictures which are visible through the fabric of the school shirt.
- 6.1.9. Only official school bags may be used at school. Any non-regulation bag will be confiscated. This applies throughout the school year.
- 6.1.10. Earphones are not part of the school uniform.
- 6.1.11. Boys (Prep School and High School)
 - a) Underwear may not be visible.
 - b) Nail length is to be "short".
- 6.1.12. Girls (Prep School and High School)
 - a) No make-up of any type may be worn to school or to school functions or sporting fixtures.
 - b) Nail length is to be "short".
 - c) Should a girl have her ears pierced she may wear only gold or silver studs or sleepers. Earrings must be worn in the lowest lobe piercing of each ear.
 - d) Only clear lip balm may be worn.
 - e) Skirt length is one conventional ruler width above the middle of the knee.
 - f) Only flesh coloured plain undergarments may be worn.

The following regulations concerning haircuts must be observed from the first day of the school year to the last:

6.2. Boys' Hairstyles

- 6.2.1. A conventional/appropriate school haircut must be worn.
- 6.2.2. No eccentric hairstyles may be worn. The 'comb over' hairstyle is also not permitted.
- 6.2.3. Sideburns may not extend below a line parallel with the earhole.
- 6.2.4. No moustaches or beards or attempts at these are permitted.
- 6.2.5. Hair gel or other similar products may not be used.

6.3. Girls' Hairstyles

- 6.3.1. Hair must be worn in a ponytail or plaits and neatly clipped back.

- 6.3.2. All hair accessories (e.g. alic bands, hairbands, etc) must be navy, black or tortoise shell colour.
- 6.3.3. No hair colouring, bleaching or highlights are permitted.
- 6.3.4. No hair gel or any eccentric hairstyles are permitted.
- 6.3.5. If hair touches the collar, it must be tied back. If fringe is below eyebrow level, it must be tied or clipped back.

SECTION 7: REWARD FOR POSITIVE BEHAVIOUR

7.1. EXPECTATIONS

Everyone at St Henry's Marist College is expected to do their best at all times.

Staff, pupils and parents will all work together to help every person in the school reach their unique capabilities. Any behaviour or action, which helps pupils to grow and mature will be encouraged. Pupils at Henry's are expected to help others to do their best. When each of us is doing our best, the school becomes an exciting place where all of us are learning new things every single day. Everyone in the school is encouraged to work on the five core characteristics of positive behaviour:

7.1.1. Citizenship: Patriotic, a sense of pride, actively participating in the community, a sharing of time, talent and resources, compassionate.

7.1.2. Responsibility: Accountable, accepting of consequences for one's own actions and decisions.

7.1.3. Respect: Honouring appropriate authority, treating others as you would like to be treated, courteous.

7.1.4. Self-discipline: Confidence in self, knowing that one is of value and can have a positive impact, developing and taking care of oneself.

7.1.5. Honesty: Telling the truth to others.

Pupils will be positively rewarded regularly in a variety of ways in order to maintain a safe and caring learning environment that enforces the five core characteristics.

7.2 REWARD SYSTEM

A revised and updated merit system will be published.

SECTION 8: DISCIPLINARY PROCEDURES

It is impossible for this procedure or the disciplinary Code to list every possible type of rule infringement or misconduct by pupils. This procedure and the code therefore only set out the certain categories of infringement, and the norms for applying fair disciplinary measures at the School. However, the School reserves the right to discipline and sanction other inappropriate behavior not covered herein, subject to fair process.

Various forms of informal and formal disciplinary measures may be initiated by the pupil's responsible educator, or by the School authorities. The School will be entitled to apply corrective action and/or disciplinary measures that it believes are appropriate in the circumstances; within the guidelines provided in this procedure. The judgement and discretion of school officials to apply disciplinary measures will therefore not be rigidly restricted by the procedure or code, but will rather be guided by the circumstances of each case and the various measures described herein. In addition, the manner in which the Code is applied may differ between the Prep School and the High School, taking age into account.

The severity of action taken by the School or official will depend on the circumstances, the seriousness of an infringement, the interests of fellow pupils, the School and its employees, the interests of the offending pupil and any other mitigating or aggravating factors being of relevance. For this reason, the guidelines below seek to promote and assure consistency, but do not remove the necessary discretion of the School authorities to apply a lesser (or more severe) penalty should circumstances so dictate.

Disciplinary measures applied in response to pupil misconduct will therefore require that the School officials involved exercise their own judgement in deciding on the appropriate and fair action to be taken.

8.1. The College's disciplinary procedures are based on the following principles:

8.1.1. that each pupil knows the reason for a rule, and the possible consequences of breaking it.

8.1.2. that the penalty aims to correct the pupil's behavior.

8.1.3. that disciplinary action is administered in a fair, consistent and just manner.

8.1.4. that the values of the College community are seen to be upheld.

8.2. The procedures detailed below are a clear guideline on actions which may be taken. Nevertheless, the management of the school reserves the right to treat each case on its merits.

The Principal also reserves the right to:

- At random and without a warrant, search any pupil or group of pupils, or the property of a pupil or group of pupils, for dangerous prohibited goods), if he or she has a reasonable suspicion that (a) dangerous or prohibited goods may be found on school premises or during a school activity or (b) that one or more pupils on school premises or engaged in a school activity are in possession of dangerous or prohibited goods. This procedure is elaborated upon in the 'Search and Seizure Policy' which is available on request.

- administer a urine or other non-invasive test to any pupil or group of pupils that is on fair and reasonable grounds suspected of using illegal drugs. This procedure is detailed in the School's Drugs and Substance Abuse Policy which is available on request.
- Determine how and by whom proceedings are to be conducted and how and by whom the rules are to be enforced.
- Determine how and by whom appeal proceedings are to be conducted.

8.3. It is the responsibility and duty of all members of staff, parents, the prefects and pupils to respond to breaches of the Code of Conduct and report them to the school authorities. The desire to avoid getting peers 'into trouble' and therefore not reporting misconduct cannot be countenanced as it threatens the proper running of the school and may place members of the school community at risk.

SECTION 9: DISCIPLINARY ACTION

9.1. Violations of the Code of Conduct may result in one or more of the following disciplinary actions being taken. The action taken will depend upon the seriousness of the misdemeanour and on the pupil's previous record. Actions may include:

Disciplinary action that may be applied by the School includes, but is not limited to:

- Verbal warnings
- Written reprimands
- Community Service
- Detention – Prefects' detention
- Detention – Grade Heads' detention
- Detention – Principal's Detention
- A hearing/Formal Inquiry
- Extra academic work
- Writing of lines
- Writing of letters of apology
- Exclusion from co or extra-curricular activities
- Exclusion from excursions
- Parent interviews
- Written warnings
- Daily report
- Recommendation of referral to psychologist/counsellor/rehabilitation
- Replacement of damaged property or agreed compensation.
- Suspension
- Expulsion

These responses may be part of the following disciplinary processes:

- Informal Procedures
- Informal Investigation
- Formal Disciplinary Measures
- A Final Warning
- A Disciplinary Hearing

These processes are elaborated upon in the school's Disciplinary Action Policy which is available on request.

High School Discipline Consequences and Actions

The following table provides a guideline for disciplinary action. It is not intended to provide a list of every possible infraction but sets out a number of common transgressions of the Code of Conduct. Any other transgressions not specifically set out here will be dealt with in a manner consistent with the discipline consequences listed in this table and in accordance with the level of misconduct that occurs, as well as at the discretion of the Management of the College. Where a Grade Heads/Sports hearing or a Formal Inquiry/Investigation is required, such a hearing will establish the discipline consequence/s to be administered).

| Infraction | 1ST Offence | 2nd Offence |
|---|--|--|
| Everyday class wrongdoing (homework, books, talking in class etc.) | Teacher to implement suitable corrective measures. | Teacher to communicate via e-mail to parents and keep the respective Grade Head in copy. |
| Uniform/Appearance (Wrong belt/shoes/tie/buttons persistently missing etc.) | Prefect or registration teacher to report to respective Grade Head. Grade Head detention. | Grade Head intervention. |
| Failure to follow prefect's instructions | Prefect intervention/Prefect detention. | Prefect to report to Grade Head for intervention. |
| Mass/Assembly (talking) | Prefect Detention. | Grade Head Friday detention (1 hour). |
| <u>Unauthorised</u> use of cell phones | Grade Head Friday detention (1 hour). | Phase Head/Deputy Principal detention (2 hours). |
| Bunking Mass/Assembly | Grade Head Hearing. | Phase Head/Deputy Principal detention (2 hours). |
| Bunking Class | Grade Head Hearing. | Phase Head/Deputy Principal detention (2 hours). |
| Cheating/plagiarism | Zero for task/Grade Head Hearing. | Phase Head/Deputy Principal detention (2 hours). |
| Missing Compulsory Event without timeous, legitimate excuse | Grade Head Hearing. | Phase Head/Deputy Principal detention (2 hours). |
| Missing any extra-curricular activity (without excuse) | Sports/Cultural department intervention. | Grade Head Friday detention (1 hour). |
| Missing School Sports or Cultural Event without timeous, legitimate excuse | Sports/Cultural Hearing. | Phase Head/Deputy Principal detention (2 hours). |
| Misconduct at an official school event | Grade Head Hearing. | Formal Disciplinary Hearing. |
| Not Attending Grade Heads' Friday Detention | Phase Head/Deputy Principal detention (2 hours). | Grade Head Hearing. |
| Not Attending Phase Head/Deputy Principal's detention | Phase Head/Deputy meeting with parents. | Formal Disciplinary Hearing. |

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|--|--|--|
| Insolent/Disrespectful behaviour | Teacher concerned to implement suitable corrective measures. | Teacher concerned to report to respective Grade Head. Grade Head intervention. |
| Bullying (any type direct or electronic media) | Formal Inquiry. | Formal Disciplinary Hearing. |
| Bringing the good name of the School into disrepute in any way | Grade Head Hearing. | Formal Disciplinary Hearing. |
| Other Major Offences (Misconduct Levels 3-5) | Formal Inquiry/Investigation/Formal Disciplinary Hearing. | |

The Class Teacher is chiefly responsible for the maintenance, control and execution of discipline within their respective classes and also in whichever class they are teaching or batting at the time.

The entire staff team is also responsible for the maintenance of discipline outside of the classroom; including the school fields, playground areas and out of the school itself, whenever the need arises.

There are 5 levels of misconduct.

SECTION 10: LEVELS OF MISCONDUCT

These are some examples of the levels of misconduct.

LEVEL 1 MISCONDUCT

Level 1 Misconduct is regarded as minor offences and also must be handled by the class/subject teacher. These include but are not limited to:

- Failure to be in class on time
- Failing to finish homework
- Failing to respond to reasonable instructions
- Being dishonest with minor consequences
- Littering

LEVEL 2 MISCONDUCT

These are regarded as somewhat more serious and include but are not limited to:

- Frequently repeated Level 1 misconduct
- Using abusive language, including foul and inappropriate language
- Interrupting education in the classroom
- Showing disrespect for another person
- Engaging in minor vandalism, like graffiti and intentionally damaging library books
- Being dishonest with more serious consequences

LEVEL 3 MISCONDUCT

These are regarded as serious and include but are not limited to:

- Frequently repeating Level 2 misconduct where action taken by the school authorities is considered ineffective
- Bunking class
- Physical altercations (“horseplay”)
- Gambling
- Being severely disruptive of classes
- Forging documents or signatures with minor consequences
- Vandalism
- Bullying in all forms
- Bringing the name of the School into disrepute in any way

LEVEL 4 MISCONDUCT

These are regarded as very serious and include but are not limited to:

- Repetition of Level 3 misconduct
- Threatening another person with a dangerous weapon

- Causing intentional limited physical or emotional injury to another person
- Disrupting the entire school
- Forging documents or signatures with serious consequences
- Verbally threatening the safety of another person
- Cheating during tests and examinations
- Fighting
- Smoking or carrying tobacco including electronic cigarettes/devices
- Theft
- Possessing dangerous weapons

LEVEL 5 MISCONDUCT

These are regarded as very serious and include but are not limited to:

- Repetition of level 4 misconduct
- Intending to inflict major physical injury on another person
- Intentionally using a dangerous weapon
- Leaving school without permission
- Major theft
- Possessing, dealing or using alcohol or narcotics
- Breaking and entering locked premises
- Racist, sexist or other abusive behaviour
- Possessing, distributing or creating pornographic, abusive, racist or sexist material
- Infractions which are against the moral code and ethos of the school

SECTION 11: COMMUNICATION PROCEDURES

Communication regarding disciplinary matters must in the first instance be addressed to the relevant staff member in charge of discipline:

Pre-Primary and Junior Prep – Mrs Madgin

Senior Preparatory School – Mr Rehman

High School - Grade Head

ACKNOWLEDGEMENT OF CODE OF CONDUCT

Please return this page

In signing this acknowledgement page, I / We, the parent/s or guardian/s of

Name of learner/s and Grade/s

acknowledge, agree and confirm that:

- 1. I/We have read and understood the Code of Conduct of the School.**
- 2. I/We support and agree with the Code of Conduct of the School.**
- 3. I/We will play my/our part in maintaining the Code of Conduct of the School.**

Date: _____

Father/Guardian

SIGNATURE

Mother/Guardian

SIGNATURE

Learner

SIGNATURE

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| Please note that in the interests of safety and security, the St Henry's campus is under 24-hour CCTV surveillance. |
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