

LORETO SCHOOL QUEENSWOOD

PRINCIPLES OF GOOD BEHAVIOUR

AIMS OF THE PRINCIPLES OF GOOD BEHAVIOUR

Our school is founded on the values of faith, integrity, respect, responsibility and balance, and these direct all our decisions.

Loreto School is a Catholic School professing a faith which is based on the love of God and on the love of our neighbours. All learners are expected to conduct themselves in a courteous and considerate manner towards each other, staff members, parents and members of the public, and to show due concern for the environment and their physical surroundings, as this is a way of showing this love.

This Code of Conduct aims to inform learners of the way in which they should conduct themselves. Its purpose is to endeavour to set a standard of moral behaviour and assist and equip learners with essential expertise, knowledge, life skills and leadership. It is primarily directed at contributing towards the culture of reconciliation, teaching, learning, and mutual respect.

MISSION STATEMENT OF THE SCHOOL

- The mission of the school is to give our children a firm and happy life foundation:
- By providing them with excellence in teaching and facilities.
- By creating awareness of the child's natural, social and diverse cultural surroundings and African heritage.
- By creating opportunities for the full development of the child in terms of personality, morality, physical and mental aptitudes and ambitions.
- By living out sound Catholic values.
- By stressing the importance of sharing our skills and facilities with those less fortunate.

AFFIRMATION OF RIGHTS

Loreto School confirms its respect for the rights of the child, which rights are enshrined in the Constitution of South Africa and in the international conventions on the rights of a child. The school is especially concerned with the rights of the child to receiving quality education and recognises that these rights have accompanying responsibilities. If one learner is infringing on another learner's rights to education, it will be obliged to take appropriate measures to ensure that such rights are protected.

CODE OF CONDUCT

Within the framework of this Code, the following principles of behaviour will be taught and respected by all learners and Loreto staff:

- All staff members and other learners will be greeted appropriately whenever met.

- Assistance should be given to all staff and learners when needed (e.g. carrying books).
- Visitors should be greeted and made to feel welcome in the school.
- Adults and fellow learners should be respected and shown kindness.
- The courtesy of standing back and opening doors will be respected.
- Errands should be done in a willing, polite and prompt manner.
- As an English medium school, English shall be spoken in the classroom, as this is the one language that everyone understands. However, we respect all the diverse languages that our learners speak and will encourage the sharing of this diversity.
- All learners should behave in a friendly manner to each other, especially towards new learners who may need additional assistance while getting to know the school.
- "Please" and "thank you" should be said whenever asking or receiving anything.
- Movement along the corridors should be as quiet as possible to avoid disturbing other learners and staff.
- Respect should be shown for all property, possessions and equipment, whether it be the school's, the learners' or other learners, and for the natural and physical environment.
- If these principles are adhered to, then all learners can enjoy and benefit from the excellence in teaching which we at Loreto School offer.

SCHOOL RULES

SCHOOL TIMES

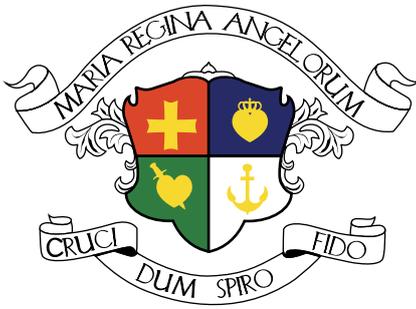
- Learners are expected to be punctual at all times.
- School hours:
 - Preschool: 07:20 – 13:00 (then aftercare until 17:30)
 - Grades 1 – 2: 07:20 – 13:10
 - Grades 3 – 7: 07:20 – 13:40

Primary school learners not fetched by 14:10 must attend extramural/sport activities provided by the school except for a Friday school class at 13:30. No learner may be on the grounds unsupervised between 14:10 and 15:10. Learners remaining at school after 15:10 must enrol at the aftercare centre.

ATTENDANCE

- Do not stay away unless you are seriously ill. Learners absent from school must have such absence recorded in the diary by a parent/guardian. A doctor's certificate must be presented for an absence of 3 (THREE) days or more.
- Permission to leave school during school hours will only be given at the written request of a parent/guardian.
- Any child who is not feeling well must report to the office.
- At no time may a learner leave the school grounds unless





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accompanied by an adult, or as prearranged by parents in writing.

- Written notification must be given by a parent/guardian of changes to a child's transport arrangements.

CELLPHONES

Cellphones, I-pods and toys of any kind may under no circumstances be brought to school.

PLAY TIME / BREAKS

- No dangerous or rough games may be played. The jungle gym may only be used when a teacher is present.
- All injuries should be reported to the teacher on duty.
- Learners are expected to line up quietly immediately after the bell has rung.
- No learner may be in the building during break.
- Learners are to keep to the left and to move in single file when walking on staircases.

SCHOOL GROUNDS AND BUILDINGS

- Learners are requested to assist in keeping the grounds beautiful by ensuring that there is no litter.
- Classrooms are to be kept tidy at all times in consideration for those who clean them.

OUT OF BOUNDS AREAS

The following areas are out of bounds for all learners:

- All trees (no climbing or hanging on branches).
- All flowerbeds
- Carports
- The office area and stairway (except when it is necessary for a learner to enter this area for purposes of the proper administration of the school).
- The hall (when not a school function).
- Classrooms after hours.
- The visitors' car park.
- Preschool playgrounds.
- The staffroom.
- The swimming pool area, unless accompanied by a teacher.
- The ramp, unless in a wheelchair or pushing a wheelchair.
- Jungle gyms (unless accompanied by an educator).

SCHOOL WORK

- All learners are expected to take school work seriously.
- All homework must be written in the diary and properly done.
- Parents are requested to sign diaries daily and to assist and discuss homework with their children at least once per week.

EQUIPMENT

- All personal belongings are to be clearly marked with the

learner's name.

- School bags or cases must have firm sides or partitions so as to protect books.
- Damaged or lost books must be replaced.
- All necessary stationery and equipment must be brought to school daily.

SCHOOL UNIFORM

- The school uniform should be worn with pride and be correct and clean.
- No jewellery may be worn except one pair of studs in earlobes (girls only) and a simple watch.
- Learners leaving the pool area must be properly dressed in school uniform, including shoes and socks.
- School uniform must always be complete even when travelling or shopping with parents.
- Hair must be kept neat and tied back if long. Nails must be kept short and clean. Shoes must be polished.
- Chewing gum is not allowed.

1. INFRINGEMENT ON THE RIGHT TO RESPECT OF HUMAN DIGNITY

Along with the right to education, the school endeavours to ensure that each learner's right to human dignity is respected. In instances where this right is being infringed, Loreto School will have to take action to redress the situation. Infringement on human dignity may result from a number of actions, and examples of such actions are:

- 1.1 Theft, damage or vandalism to the property or possessions of another person, or of the school.
- 1.2 Victimisation, intimidation or bullying by any person within the school.
- 1.3 Verbal, physical or any other form of abuse by any person.
- 1.4 Possession of dangerous drugs or weapons by any person.
- 1.5 Repeated violations of the above principles of behaviour.

Any infringement will be investigated and in all cases a fair hearing will be given. This may result in the person being counselled or being obliged to perform corrective measures or being suspended from the school. This rule applies equally to learners as it does to staff at the school.

2. CATEGORISATION OF OFFENCES

2.1 Transgressions or offences will be divided into three categories:

- 2.1.1. Minor offences- P1
- 2.1.2. Serious offences - P2
- 2.1.3. Very serious offences - P3

2.2 Minor offences are classified as any violation of the school rules or principles of good behaviour. Disciplinary measures taken will be the entering of a default into the





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learner's diary, verbal or written reprimand, supervised work, whether it be school work or a community service, replacement of property or appropriate compensation or suspension from certain school activities.

- 2.3 Serious offences are classified as the wilful contravention of the above principles of behaviour or school rules. A disciplinary hearing will be held with representation of the offender by parent, caregiver or any other appropriate person. Any of the disciplinary measures for PI offences can be given.
- 2.4 Very serious offences are classified as a violation of South African legislation, as are repeated serious offences, or failure to comply with disciplinary measures for serious offences. Any of the disciplinary measures for PI offences can be given or suspension of the offender from the school.

The following offences may lead to a suspension of a learner:

- 2.4.1 Conduct which endangers the safety and violates the rights of others.
- 2.4.2 Possession, threat or use of a dangerous weapon.
- 2.4.3 Possession, use, transmission or visible evidence of a narcotic or unauthorised drugs, alcohol or intoxicants of any kind.
- 2.4.4 Fighting, assault or battery.
- 2.4.5 Immoral behaviour or profanity.
- 2.4.6. Falsely identifying oneself.
- 2.4.7. Plamful graffiti, hate speech, sexism, racism.
- 2.4.8. Theft or possession of stolen property including test or examination papers prior to the writing of tests or exams.
- 2.4.9. Unlawful action, vandalism or destroying or defacing school property.
- 2.4.10. Disrespect, objectionable behaviour and verbal abuse directed at an educator or other school employee or learner.
- 2.4.11. Repeated violations of school rules or the code of conduct.
- 2.4.12. Criminal or oppressive behaviour and gender based harassment.
- 2.4.13. Victimisation, bullying and intimidation of other learners, infringement of examination laws.
- 2.4.14. Knowingly and wilfully supplying false information or falsifying documentation to gain an unfair advantage at school.

3. SUSPENSION AND EXPULSION

- 3.1. The school disciplinary committee may, after a fair hearing, where the learner has been found guilty of a very serious offence:

- 3.1.1 Suspend the learner for a period of up to 1 (ONE) week; or
- 3.1.2 Suspend the learner for a reasonable period not exceeding 1 (ONE) week, pending a decision by the disciplinary committee as to whether or not the learner is to be expelled from the school.

4. DISCIPLINARY PROCEDURE

- 4.1 The disciplinary committee must ensure that due process is followed in order to guarantee a learner a fair hearing before a learner is suspended for a period of 1 (ONE) week or expelled from the school.
 - 4.2 Before the hearing, the learner must be informed of the following:
 - 4.2.1 The charges of which written notice must be given at least 3 (THREE) days before the time, in which is stated the date, time and place of the hearing.
 - 4.2.2 At the request of the learner/parent/guardian, the learner is entitled to receive such further particulars on the charges as he/she may be entitled to according to law.
 - 4.3 4.3.1 During the hearing, the learner shall be given an opportunity to be heard and tell his/her side of the story and to present the relevant facts
 - 4.3.2 Entitled to be represented by parent/guardian or an educator.
 - 4.3.3 Be heard by impartial persons on the school's disciplinary committee.
 - 4.3.4 Be treated with dignity during the entire process.
 - 4.3.5 Be informed in writing of the decision of the school disciplinary committee on whether or not he/she is guilty of misconduct and the penalty to be imposed in the case of suspension or expulsion.
 - 4.3.6 Have the right to appeal to the Chairperson of the Governing Body.
- 4.4 The school disciplinary committee must keep a record of the proceedings of the hearing.
 - 4.5 A learner who has been expelled, his/her parent may appeal against the decision of the disciplinary committee to the chairperson of the Governing Body within 7 (SEVEN) days of the decision to expel him/her.

