



# **HOLY CROSS PRIMARY SCHOOL** **CODE OF CONDUCT FOR LEARNERS:**



## **Preamble**

Holy Cross Primary School's mission is to offer a holistic education of the highest quality and relevance, based on Gospel values to allow children from diverse backgrounds to develop their full potential as contributing members of a world society in the 21<sup>st</sup> century,

## **Our Mission is based on a set of core values that support the School's ethos**

1. A commitment to Christian values
2. Self and mutual respect
3. Reverence to the needs of our society
4. Reverence to the needs and aspirations of our children
5. Fairness
6. Ecological responsibility
7. A commitment to quality
8. A commitment to an ethos of responsibility and accountability by all members of the community
9. A commitment to development of a culture of learning within the context of the mission and core values

## **All members of the Holy Cross Primary School community should enjoy the following rights:**

### **RIGHTS**

1. Mutual respect and dignity
2. Freedom from emotional abuse, verbal abuse or physical abuse
3. Freedom to express opinion on matters concerning the educational process in the appropriate forum
4. The highest quality education possible in a caring, safe and comfortable environment
5. The best possible working conditions for learners, with parental, teaching and management support
6. Freedom from racism and sexism

### **RESPONSIBILITIES**

1. To abide by the Code of Conduct, School Rules and the Ethos of the School
2. To respect their own and each other's property
3. To respect the rights of other learners to an education free of willful disturbance by an individual or group
4. To maintain good communication with each other while respecting confidentiality where applicable
5. To acquire and maintain self-discipline and to encourage it in others
6. To be considerate to others
7. To use socially acceptable language
8. To pay attention to the person who is speaking
9. To respect and maintain school resources
10. To be punctual
  - (a) meeting deadlines
  - (b) getting to school and school activities on time
11. To wear the correct Holy Cross Primary School uniform (clearly marked) and dress neatly in accordance with the dress code of the school
12. To have the correct equipment and clothing (clearly marked) applicable to various school activities
13. To ensure that hairstyles are in accordance with the hair requirements of the school
14. To be adequately prepared for the school day

## **INTER-PERSONAL CONDUCT**

1. Treat everyone with consideration
2. Acknowledge and greet everybody, observing common courtesies
3. Stand, if sitting, when approached by an adult
4. Stand back for adults in doorways
5. Respect everyone's contribution unless in contradiction to the Code of Conduct
6. No bullying (emotional, physical, verbal or cyber)
7. Learners will not use bad language nor engage in communication or conduct that is racist, harassing, threatening, bullying or defamatory at school or on a social media platform that is related to the school
8. No teasing / taunting
9. No ridiculing
10. No physical assault on members of the school community
11. No form of pornography
12. No form of illegal drugs, alcoholic liquor, or possession of any dangerous or prohibited object  
(No. 6 to 11 refers to paragraph H in this document and is subject to disciplinary action)

## **COMMUNITY CONDUCT**

### ***A. SCHOOL PREMISES***

1. Remember to recycle - Do not litter
2. Keep safety in mind when playing - No dangerous games
3. Do not interfere with games that are in progress
4. Ball games only on astro or in the garden and during school hours
5. Staff car park area is out of bounds
6. Permission needs to be granted from the Principal to leave the school premises during official school hours

### ***B. BATHROOMS***

1. Keep toilets and basins clean – flush toilets after use
2. Respect privacy of others (only one person per cubicle)
3. No playing or eating in bathrooms
4. Report any damage immediately

### ***C. PROPERTY***

1. Treat all school property with care and respect
2. Respect all trees and plants
3. No borrowing without permission
4. No vandalism or graffiti
5. No stealing
6. Be security conscious

### ***D. CORRIDORS AND STAIRWAYS***

1. Move quietly and in single file
2. Keep to the left
3. No running or eating
4. Line up quietly outside classroom
5. Stack cases / sport bags and equipment neatly in designated area / outside classrooms
6. No loitering in the school buildings before school, during breaks or after school hours

### ***E. HALL / ASSEMBLY***

1. Hall out of bounds without permission from a teacher or member of staff
2. For Assembly: line up quickly and quietly outside hall  
lead in quietly on instruction from teacher  
respond appropriately e.g. clapping  
stand when singing the school and national anthems  
obey educators and student councilors

#### ***F. EXTRA-MURAL ACTIVITIES / SPORT / OUTINGS***

1. Honour commitments / be punctual
2. Dress correctly for matches / practices
3. Excuse yourself personally if unable to attend i.e. to coach / organizer  
Matches: a. written excuse at least a day before if participation not possible  
b. phone call to school if sick on the day
4. Behave correctly whilst in transit
5. Thank parents, referees, coaches etc. involved
6. Spirit of sportsmanship – thank / congratulate opponents
7. Take responsibility for all equipment used
8. Assist with setting up and packing away of equipment

#### ***G. CLASSROOMS***

1. Honour classroom rules
2. No disrupting classroom routine
3. No leaving classroom without permission from educator
4. No actions which might negatively impact on the education of other learners
5. Obey all reasonable instructions given by the educator
6. Respect the rights of other learners and educators

#### ***H. DEFINITION OF SERIOUS MISCONDUCT***

- (1) Subject to the provisions of the Act, a learner at a school who—
- (a) used or had in his or her possession or sells or distributes a dangerous or prohibited object, alcoholic liquor or illegal drugs;
  - (b) commits an act of bullying, assault, theft, arson or malicious damage to property;
  - (c) commits an act of gross insubordination or engages in immoral conduct;
  - (d) is in possession of or uses any unauthorised copy of a test or examination question paper, or cheats, distributes, trades, bribes or attempts to bribe any person in respect of any test or examination, with the intention of enabling himself or herself, or any other person, to gain an unfair advantage;
  - (e) uses hate speech, makes himself or herself guilty of racism, sexism, sexual harassment, possesses or distributes pornographic material or engages in any act of public indecency;
  - (f) endangers the safety or threatens fellow learners or educators, disrupts the school programme or violates the rights of others;
  - (g) falsely identifies himself or herself, or knowingly and wilfully supplies false information or falsifies documentation to gain an unfair advantage at school;
  - (h) has repeatedly been found guilty of transgressing the learner's code of conduct; or
  - (i) conducts himself or herself, in the opinion of the governing body, in a disgraceful, improper or unbecoming manner, may be guilty of serious misconduct.
- (2) Subject to the provisions of the Act, a learner at a school may be suspended by the governing body or expelled by the Head of Department if, after a fair hearing, he or she is found guilty of serious misconduct as contemplated in sub-regulation (1).

**For the purposes of Section H 1 (a) above :**

- 1.1 “dangerous object” means:
  - 1.1.1 any explosive material or device;
  - 1.1.2 any firearm or gas weapon;
  - 1.1.3 any article, object or instrument that may be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralyzed or unconscious.
- 1.2 “prohibited item” means any
  - 1.2.1 dangerous object,
  - 1.2.2 illegal drug,
  - 1.2.3 item which is intended to be used or may be used or is associated with the use of any illegal drug,
  - 1.2.4 stolen item.
- 1.3 “illegal drug” means any unlawful substance that has a psychological or physiological effect, and/or any substance having such effect that is possessed unlawfully or without valid medical prescription, and/or tobacco and/or tobacco products.
- 2. No person may:
  - 2.1 bring any prohibited item or allow any prohibited item to be brought onto the School’s premises;
  - 2.2 have in their possession any prohibited item while on the School’s premises;
  - 2.3 store any prohibited item on the School’s premises;
  - 2.4 use or be under the influence of any illegal drug while on the School’s premises.

**UPDATED NOVEMBER 2019**

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**Chairperson: Governing Body**

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**Principal**

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**Secretary of the Governing Body**