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**St. John the Baptist Catholic School**

*Vox Clamantis*

## **CODE OF CONDUCT**

### **For Students**

#### **Introduction:**

This Code of Conduct is in effect whether signed or not, signing our application is a tacit agreement to the rules and regulations of St John the Baptist Catholic School.

No part of this Code of Conduct may be altered or deleted; any adjustments will result in the agreement being null and void.

## **Code of Conduct**

St. John the Baptist Catholic School has the Catholic faith as its foundation and all students are requested to respect this. The following rules must be strictly adhered to. Any rules in bold that are transgressed may result in a student being **issued with a letter of warning, suspension, or expulsion - depending on the actual offence and/or the severity of the matter. Only two letters** of warning are issued, and after the third transgression (whether the same offence or another independent offence), the student will be expelled. The decision rests with the Principal and is final.

**Right of admission is reserved.**

#### **As Regards the Priests, Sisters, Brothers, Teachers, and other School Staff**

**Students are expected to always behave themselves appropriately, this means they are required to be obedient, well-behaved, and polite always. Any disrespect will not be tolerated.**

## **Behaviour:**

- **No lying - directly or indirectly. This includes withholding the truth.**
  - **No Cheating. This includes allowing another student to cheat using your work - either in an exam or during the term.**
  - **No sexual or violent behaviour- 6-inch rule applies to ALL students.**
  - **No fighting or intimidation of other students (including sparring).**
  - **No smoking is permitted anywhere on the St John the Baptist property or outside the property. Students may not leave the premises to smoke.**
  - **No student may indulge in drugs, alcohol, or illegal substances WHATSOEVER - at school or otherwise. Anyone found in possession of banned/prohibited substances or trying to sell, or use banned/prohibited substance will be reported to the police in terms of new Government legislation requirements.**
  - **No student may attend or remain St John the Baptist Catholic school if they are found to be intoxicated.**
  - **No theft will be tolerated, which includes using someone else's property without their permission.**
  - **No knives, firearms or any other weapon may be brought onto St John the Baptist property.**
  - **No breaking of any law as set out by the Government.**
  - **No backchatting or insubordination towards any staff member will be permitted.**
  - **No physical, emotional, or verbal abuse.**
  - **No lighting of fires in any form, this includes lighters and matches.**
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- Students are to stand and greet any adult that enters their classroom. They will be silent during the time that adult is in the classroom unless asked questions or invited to speak.
  - Students will move to the side to let adults (Priests, Sisters, Teachers, Parents, and any other adult) pass and enter a room or corridor before them.
  - Students will remember that are representing the school when in uniform and on school property. They will be mindful of how they speak and the words they use. Inappropriate language during the school day is not tolerated. It shows disrespect for those that are around them.
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- **MASS - is an important part of Catholicism and of attending a Catholic School. There is a school Mass once a week for students and they are required to behave appropriately in the church. These rules will be explained to them, but the outline is as follows:**
  - **Silence - is observed when walking to and entering into the Church building. Pews are assigned to each class. The Mass takes around 30 -45 min, hymns are sung, and prayers said, but outside of those times silence is observed. As Catholics this is very important to us and for those who are not Catholic, we ask that you respect this.**

## Premises and Property

- No writing or scratching on chairs, tables, walls, or any part of St John the Baptist premises.
- No graffiti on any part of St John the Baptist or private property, whether fixed or movable (Includes tables, chairs etc).
- No littering.
- No vandalism or damage to property. (This includes all movable and immovable property). **THIS INCLUDES SCHOOL, CHURCH, STAFF OR STUDENT PROPERTY.**
- **The student will be expelled if they do not own up and take responsibility for damaging the property (by accident or maliciously).**
- No rocking on chairs as this damages the walls as well as the chairs. Students caught rocking on chairs repeatedly will be fined the amount of replacing the chair.
- Should damage to the property be done accidentally, the procedure is to report the damage immediately to the principal. Thereafter, should it be of such a nature that it cannot be cleaned/fixed without incurring costs, the costs of fixing the problem will be sent to the parents and added to the school account.
- Desks must be cleared of all litter, books, stationery and personal belongings before a student goes home. All students should tidy their classroom before leaving for the day.
- No student will be allowed to leave the property before the close of the school day, unless collected by a parent or authorised adult, and unless permission has been granted by the Principal or Vice Principal.
- No unauthorised use of computers, books, equipment, or any other facility of property of St John the Baptist.
- **No unauthorised use of any property that does not belong to the student (This includes the property of teachers, staff and fellow students).**
- Any lost property MUST be handed in at the school office. Lost property can also be found there. Any property not collected by the end of the calendar month will be donated. Mark all students' belongings, they must keep track of it, it is not the school's responsibility, and the school will not be held responsible for losses of students property.
- No playing of games in school buildings and at the assembly area will be permitted.
- Soccer games are confined to the grass field at break times.

## Lessons:

- No eating and drinking during lessons or inside the building at break times. When it is raining, the students may gather under the Assembly area, for younger grades they will stay in their own class. Care must be taken to not mess there. When break is done, the students need to make sure they have thrown away any litter.
- No wearing of headgear (including beanies) or dark glasses in class.
- **No cell phones, or any other technological device is allowed at school.** If a parent needs to get a message to their child they are to please contact the school office who will then convey the message.
- **CELL PHONES and other TECH – brought to school – are to be handed in at the office in the morning and can be collected at the end of the day.**
- Students may not leave the classroom unless a staff member has given permission.
- Desks must remain neat, tidy and uncluttered at all times.
- No disruptive behaviour is permitted during a class. **This includes talking during a lesson without permission while the teacher is addressing the class. This is rude and disrespectful and will not be tolerated.**
- Students must follow the timetables that are handed out at the beginning of the term as well as the exam timetables.
- Students are required to complete all assignments, tests, projects, class work and homework.
- **No student may copy another student's work without permission granted by the class teacher. The only reason work may be copied would be due to as student having missed numerous lessons or starting late in the year. This includes PLAGERISM.**

## Attendance:

- **Students are not permitted to leave the premises without permission.**
- Students are required to be at St John the Baptist Catholic School from 07h45 until 14h15 from Monday to Friday during the school terms.
- Students may **NOT** leave before 14h15 without permission from the **Principal** and only once an email or written permission is handed in by the parent/guardian.
- School starts promptly at **08h00**.
- School Mass is once a week and is compulsory. The day will be Grade specific and parents will be notified at the start of the new school year which day their child will be attending.
- There are **two** breaks during the school day, the first at **10h10** and the second at **12h25**.
- **No student may remain on the premises after 14h45 unless they are attending an extracurricular activity. Any student that remains after that time will automatically be charged of R50 if here till 15:30 and R100 if left here till 16:00. A penalty of a further R50 for every 15 minutes a child is left at the school after 16:00 will apply Monday to Friday, and from 15:00 on a Friday. This amount is DUE by the end of THAT MONTH.**
- When a student is **absent or late**, St John the Baptist must be notified by a parent or legal guardian **before 08h30**, by telephone, email, Whatsapp or in person.
- All students must make every effort to be at school every day and not to miss any tests or exams. Tests or exams that are missed **without a valid reason and written letter from parents OR Dr's note if sick, the test or exam mark will be recorded as zero. Upon the return of the student an absentee letter needs to be furnished to St John the Baptist Catholic School.**

## Dress Code

- All students are required to wear the **official St John the Baptist** every day, including during exams.
- **When there is a school function that takes place on a Saturday or when picking up report cards at the end of the fourth term.** Parents and students are reminded that this is a Catholic school, and it is attached to a Catholic church where both Priests and other Religious reside and to please dress appropriately. Girls are to wear dresses or skirts that are end **BELOW** the knee, they cannot be tight or figure hugging. No low cut tops, see through fabric, crop tops, booty shorts, skirts with slits, or shirts with inappropriate slogans and pictures.
- The boys are required to be just as smartly dressed, no skinny jeans, tight pants, pants that hang below the waist, no shirts with inappropriate slogans or pictures, no toques, beanies (if it is not winter) and no jewellery.
- The school stocks most of the pieces of the uniform aside from the pants, socks and shirts. **The blazer, bowtie is compulsory. The blazer and tie for boys is compulsory.**
- Primary school girls **SUMMER** uniform, red and white check tunic (below the knee, not tight) white shirt under, white socks, school shoes, red bowtie, school blazer and boater hat.
- Primary school girls **WINTER** uniform, grey skirt (below the knee, not tight) white shirt, red bowtie, black stockings, school shoes, school blazer and boater hat.
- Primary school boys **SUMMER** uniform, grey shorts, long grey socks, white shirt, school tie and school blazer.
- Primary school boys **WINTER** uniform, grey pants, grey socks, white shirt, school tie and school blazer.
- The girls sports uniform is a red skirt, knee length, not tight, red school golf shirt, takkies red school cap if needed.
- **No other branded clothing may be worn.**
- The boys sports uniform is a pair of black shorts, red school golf shirt, takkies and red school cap if necessary.  
**No other branded clothing may be worn.**
- We have school jerseys and dri-macs and beanies available for winter, no other clothing that is not part of our uniform can be worn.
- When civvies days are granted the following items are **NOT** permitted: **mini-skirts and dresses, vests, low-cut tops (NO cleavage to be shown whatsoever), no jeans, no tights, no ski-pants, no see-through material, clothing MAY NOT be tight. Make-up is not allowed.**
- Students are expected to dress in clothing that is neat and clean. Clothing which is ripped, torn or dirty is not permitted. Letters will be sent home if this does occur and should that student continue in wearing such clothing. they will be suspended until they are dressed appropriately and representing the school correctly.
- Beanies, caps and any other clothing that is not part of the uniform are not permitted and will be confiscated.
- Underwear may not be visible at any time **whatsoever**. Girls must wear appropriately coloured underwear so as not to show through the white shirt.
- Boys grey pants must touch the heel of their shoes. If they do not, they are too short and the student will not be in full uniform. If this persists and pants are not replaced, he will suspended till he is in full uniform.
- We are a Catholic school, we pride ourselves on the modesty of our all our students, both boys and girls.  
This is firstly shown in how we dress.  
We show respect towards others by covering ourselves appropriately, **school is not a fashion show.**

## Hair

- Hair is to be kept out of the face, so as not to distract from any work being done. We should be able to see the students' eyes at all times.
- No hair colouring for either boys or girls or girls is allowed. This includes coloured braids or extensions.
- Natural coloured braids and extensions for girls is allowed PROVIDED that hair is not below midback and is kept tied out of the face and neat.
- Mohawks, Afro's and facial hair are **NOT permitted**. Boys must be clean shaven at all times. (No beards, moustaches or side burns.)
- Students own hair may be braided but **MUST** be tied back neatly.
- **Girls hair MUST fit the school hat. If the school hat is balancing on their hair it needs to be tied or clipped back so that the hat fits correctly.**
- Girls may braid their own natural hair.

## Piercings, Make-Up and Jewellery

- **Girls may only wear gold or silver sleepers or studs, NO earrings with stones, earrings that dangle or oversized hoops allowed. These will be confiscated if worn.**
- Boys **MAY NOT** wear jewellery at all.
- Students may wear a wrist watch if they choose - **NO SMART WATCHES**
- Students who do not adhere to the uniform code will be asked to leave St John the Baptist and may return when appropriately dressed.
- The management and staff at St John the Baptist Catholic School reserve the right to amend the dress code rules without notice and any request to attend or correct any dress code transgression may not be challenged or refused.

## Recreation and Facilities

- Any equipment or facilities that are made available are to be looked after. They are to be shared and not abused.
- Items or facilities that are broken or damaged are to be repaired or replaced at the student or parent's expense.
- A student who does not have a good work record or behaviour record can and will be prevented from using the equipment.
- **Should the student be found to damage or break property in any way without owning up to it and taking responsibility, they will be expelled immediately.**

## Disciplinary Measures

- Appropriate disciplinary measures will be taken against students who do not abide by the rules as set out in the Code of Conduct. The type of action taken will be at the discretion of the teachers and staff at St John the Baptist Catholic School and may not be challenged or refused.
- As a guideline, the following will apply:
  - Assignments, tests, practical's, class work and homework not completed by their due date and/or transgressions of any rule found in this Code of Conduct will result in a 1 hour detention after school on Fridays. Two detentions in a row will result in a warning letter issued by the Principal or Vice Principal.
  - Damaged, broken or stolen property must be replaced or reimbursed by the transgressor or their parents.
  - In all cases, parents may be contacted to discuss the action of the child and if necessitated, to remove the child from St John the Baptist Catholic School for the remainder of the day, week (suspension) or permanently (expulsion).
  - Any offence which is constantly repeated despite the issuing of detentions and/or other disciplinary measures, will be considered a serious offence, and the student not only be issued with a letter of warning, but may be suspended or expelled from the school.
  - **Only two letters of warning are issued, and after the third transgression (whether for the same offence or for another independent offense), the student will be expelled. The decision rests with the Principal and is final.**

## Cell Phones

- Students may not have cell phones on them during school hours.
- Cell phones are a **major distraction at schools**. Preferably these should be left at home, or if this is not possible, to be switched off and handed in at the office by 08h00 and collected by at the end of the school day.
- **They will not be permitted to use their phone at any time during the day including at break.**
- **Whilst every effort is made to ensure the devices are not lost, stolen or broken, we do not take any responsibility should this occur - WHATSOEVER.**
- **If a student is found with a cell phone on their person at any time during the day, it will be confiscated and returned to the student's parent only AND a fine of R250 will be levied to the school account - no exceptions.**
- **Any emergency or change of arrangements needs to be communicated to the school office.**

## SERIOUS OFFENCES

### Alcohol / Drugs / Gambling / Vandalism / Bullying

- Alcohol, Drugs and banned substances are prohibited at St John the Baptist Catholic School. Students found to be indulging in any of these substances, or who are found to have any of these substances on their person, will face suspension, expulsion and will be reported to the South African Police Services (SAPS) and the Department of Education. Students found to be intoxicated or under the influence of any of these substances, whether or not these were used on St John the Baptist property, will face the same penalties.
- Random drug tests may be carried out at any time, and body and bag searches will also be conducted at random.
- Students will not be given a warning prior to a search of their bags being conducted, if there is a good reason to believe that a bag may contain a banned substance or a stolen item.
- Other severe and major offences, such as vandalism, bullying, intimidations and gambling will result in a suspension and/or expulsion. Repeated and ongoing offences of a minor nature will eventually be regarded as a serious offence and appropriate action taken, should this be believed to be in the best interests of other students.

### Smoking

- Smoking of tobacco products of any kind and in any form is not permitted. Students who smoke tobacco products at St John the Baptist Catholic School will face expulsion.

### Suspension and Expulsion

- Any student, who is suspended or expelled from St John the Baptist Catholic School, WILL NOT be exempt from fees during the term of their suspension or expulsion.
- **Should fees be outstanding for more than one month, the student will be suspended from attending school. This, however, will not go on their school record.**  
However it is good to note that when your child is taken to another school they do call and check in on how promptly fees were paid.



**This Page must be handed in with your forms and documents:**

**I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE AND ACCEPT THAT THESE POLICIES FORM PART OF THE ST JOHN THE BAPTIST CATHOLIC SCHOOL, CODE OF CONDUCT, WHICH I AGREE TO IN ITS ENTIRETY.**

**SIGNED:**

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**DATE:**

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**NAME OF STUDENT:**

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**SIGNED:**

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**DATE:**

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**NAME OF PARENT/GUARDIAN:**

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