



Brescia House
SCHOOL
POLICY DOCUMENT

CODE OF CONDUCT

1. Code of Conduct

- 1.1 ***Brescia House School learners are expected to maintain a standard of behaviour which will honour the school's reputation for courtesy and refinement.***
- 1.2 ***Teachers and the grade 12 learners expect the courteous support and co-operation of all learners.***
- 1.3 ***When the teacher enters a classroom, learners will rise and greet her. They will rise again and thank her at the end of a lesson.***
- 1.4 Learners will refrain from noisy conversation when moving around the school, where other lessons, exams, interviews and meetings are often in progress.
- 1.5 Visitors, parents and sport teams to the school from other schools, should receive a pleasant greeting with an offer of assistance.
- 1.6 The Ursuline Sisters are to be shown the highest respect.

2. Uniforms

A high standard of uniform and personal grooming is expected of all Brescia House School learners. Uniforms must be correctly worn.

- 2.1 **Blazers:** must be worn to and from school and at Mass and Assemblies. Regulation school jerseys must be worn during school. Long sloppy jerseys are not allowed.
- 2.2 **Hats:** must be worn to and from school and at Mass and Assemblies. Hats must be kept in clean condition and should not be worn in rainy weather but brought to school in a plastic bag.
- 2.3 **Hair:** styles must be tidy. Long fringes, highlights, coloured or permed hair is not allowed. Long hair should be tied back neatly and secured with dark green ribbon or dark green bobbles, or a bottle green towelling hair band in winter. White accessories may be used in summer terms only.
- 2.4 **Nails:** must be kept clean and short. No nail varnish or make up is allowed.
- 2.5 **Badges:** only official school badges and badges of public office may be worn. Badges should be worn on the left lapel of the blazer.

- 2.6 **Jewellery:** no jewellery, except a wrist watch (no coloured straps), St. Christopher medal or a small, simple cross on a long chain may be worn. Girls may wear one pair of small gold or silver sleepers or small gold studs in pierced ears.
- 2.7 **Shoes:** brown regulation shoes and baby-doll type shoes should be polished and socks folded once only. Learners may not come to school in tennis shoes.
- 2.8 **School Bags:** Regulation Brescia House School bags and tog bags are to be used. No writing on school bags except for the learner's name on the outside flap.
- 2.9 **Sport Uniform:** Only clean white tennis shoes or white running shoes with a touch of pastel colour may be worn. Sport shirts must be tucked in. All learners may go directly home from sports practices and matches in full sports uniform or regulation tracksuit, but not costumes and towels. No learner may appear in public in a sports uniform.
- 2.10 **Possessions:** All possessions, sports attire and games kit must be clearly marked. In the case of lost valuables the school will take no responsibility.

3. **Absence and Lateness**

- 3.1 Learners must be punctual for Assembly and for all lessons.
- 3.2 Any learner who is late for school must report to the front office before going to class.
- 3.3 No reason for absence, other than illness or bereavement, will be accepted. In exceptional cases permission for leave of absence may be granted by the Headmistress.
- 3.4 The Headmistress must be notified at once of learners suffering from, or suspected of having been exposed to an infectious or contagious disease. On returning to school, a doctor's clearance certificate must be presented.
- 3.5 If a child is unable to attend school, parents are asked to inform the school before 08h30.
- 3.6 Formal application for leave of absence must be made to the Headmistress when, for a serious reason, a learner has to miss lessons during school hours.
- 3.7 No leave of absence will be granted from compulsory school functions.
- 3.8 During school hours, sports hours included, no learner, unaccompanied by an adult, may leave the school grounds without permission of the Headmistress. Grade 12 learners may in special circumstances ask for permission to leave the school grounds provided they have a letter of permission from their parents.
- 3.9 Non attendance at Compulsory functions such as Inter-High Gala, Prize Giving, Carol Service etc.

4. **Classroom Rules**

- 4.1 The Class Teacher's desk is for her personal use and no learner may use it, nor may learners open another learner's desk without her permission.
- 4.2 Other learners' property and possessions must be treated with respect.
- 4.3 Learners may not write on the blackboard without permission.
- 4.4 No chewing gum is allowed in the school and nothing may be eaten in class.

- 4.5 No tape recorders / walkman radios /MP3 players may be brought to school without permission.
- 4.6 No weapons or ammunition of any description may be brought to school.
- 4.7 Learners must walk quietly along corridors in single file and keep to the left.
- 4.8 Classrooms must be kept tidy at all times.
- 4.9 Unless it is raining or very cold, no learner may remain in the classroom during breaks without permission.
- 4.10 The school grounds must be left free of litter.

5. **Sick Room**

- 5.1 Learners may not retire to the sick room without the permission of a teacher. Visitors to the sick room must also obtain permission.
- 5.2 No learner may go home without the permission of the Headmistress or the Grade Co-ordinator.

6. **Staff**

- 6.1 No learner may touch staff cars without permission.
- 6.2 No learner may enter the staff room or the administration section without permission.

7. **Serious Misconduct**

The following qualifies as serious misconduct and may result in a disciplinary hearing:

- 7.1 A repeated and/or deliberate infringement of any of the School Rules;
- 7.2 Repeated insubordinate behaviour or conduct or any specific gross act of insubordination towards the School, its employees and/or officials;
- 7.3 Any deliberate or negligent act which, by its consequences, brings the name of the School into disrepute;
- 7.4 Gross insolence and/or cheek to any person in authority in the School, or to employees and/or officials of the school or to adults visiting the school;
- 7.5 Possessing, using and/or distributing any tobacco products, alcohol or products containing alcohol or any other substances prohibited or regulated by law, e.g. drugs;
- 7.6 Theft;
- 7.7 Fraud, including the forging of any other person's signature;
- 7.8 Plagiarism, copying or any form of cheating in any test, exam or project;
- 7.9 Truancy from School or any lesson or School activity at which the Learner's attendance is compulsory;

- 7.10 Assault, including sexual assault or harassment;
- 7.11 Immoral behaviour;
- 7.12 Fighting and/or bullying and any form of intimidation;
- 7.13 Any form of initiation;
- 7.14 Racism;
- 7.15 Sexism;
- 7.16 Possessing and/or using any weapons, dangerous toys or other dangerous items;
- 7.17 Vandalism or destruction of other peoples' property;
- 7.18 Any infringements of the School's "**Code of Conduct: Resource Centre**" as amended, replaced or updated from time to time;
- 7.19 Disrupting any lessons and / or stopping or interfering with the learning of other learners;
- 7.20 Any other acts prohibited by the laws of the country;
- 7.21 Lying, dishonesty or any form of duplicity;
- 7.22 Failure to report, and/or aid in the investigation of an alleged act of Serious Misconduct;