

## CODE OF BEHAVIOUR

An integral part of education at St Joseph's is that pupils are prepared to take their place in adult life. One essential aspect of this preparation for life is the development of mature Christian attitudes to themselves, to other people and towards the environment.

Good discipline in school helps to create an atmosphere where each girl feels secure and is taught to accept responsibility for her actions. Discipline is not just external order, it is rather a sense of personal responsibility for oneself, for others, and for the environment.

To help create that kind of inner discipline, the school's Code of Behaviour is expected to be adhered to by all students.

There are three basic elements to good behaviour:

1. Self-respect
2. Respect for Others
3. Respect for the Environment

### **1. Self-respect means that:**

- I develop my talents to the best of my ability: I am attentive in class, and conscientious about my studies;
- I am punctual, courteous and honest;
- I care for my health and maintain a high standard of hygiene;
- I care for my appearance: I wear full uniform during the school day;
- I develop a sense of personal responsibility: I realize that in breaking school rules I face a sanction which is the consequence of my behaviour;
- I realize that bad, vulgar language and rude gestures are detrimental to my self-respect.
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## **2. Respect for Others means that:**

- I am friendly and kind to others: I am willing to help others with their studies and encourage them to get involved in school activities;
- I treat others as I would like them to treat me;
- I recognize and appreciate the special role of the adults in the school community. I greet them in the corridor, and allow them through a doorway before me;
- I avoid causing unnecessary work for those who care for the school;
- I realize that any unnecessary disruption on my part prevents others working and concentrating: I must make good use of classroom time;
- I avoid any activity that may endanger the safety or well being of myself and others;
- I leave areas such as toilets and washbasins clean and ready for others to use;
- My absence from school is explained by my parents/guardians on the day I am absent, preferably by 8.30am. On my return to school I shall collect my Absentee Note from my Class Teacher and return it duly signed.

## **3. Respect for the Environment means that:**

- I am always courteous and well-mannered in and outside school. I do not chew gum;
- I take pride in keeping the school clean, tidy and free of litter and graffiti;
- I realize that bad language is offensive to other people and demeans me;
- I take care not to damage or vandalise school property and the means of transport I use to and from school.

## RULES OF CONDUCT

The purpose of the school is to create an environment in which students can grow and mature spiritually, physically, intellectually, creatively and emotionally. School rules are necessary if students are to foster respect for themselves, for others and for the environment. School rules act as signposts along the route which students are to follow and help us, as a school, in our aims at forming mind and character. Our aim is that later on, when the students reach maturity, they will know how to act in an appropriate and honest way even when this goes against the wishes of the majority.

### Section A - General Behaviour:

1. Mutual respect, courtesy and honesty are required of everyone in our school. Disrespectful, aggressive or abusive language or behaviour will not be tolerated. Students must work and act in complete co-operation with the School Staff at all times.
2. Full respect for school personnel and for school property is expected from all students.
3. Students are to remain on the school premises during school hours. Girls who play truant are in breach of school rules. Parents will be notified and appropriate sanctions will be imposed.
4. Students in school uniform are expected to behave appropriately even outside school premises.
5. Students are to arrive in school punctually for Morning Assembly at 8.00am. They are expected to go to their assigned classrooms for all lessons on time. When arriving late for any lesson, they may be excluded from that lesson.
6. Students are not allowed to remain in class during break.

7. Students are not to leave their classrooms without a teacher's permission.

### **Section B - School Uniform:**

1. Complete School uniform is to be worn every day during school hours, outings and examination times except on occasions when special permission has been given. Skirt lengths are to be decent. Shabby, torn and faded items of uniform are to be replaced. Shirts are to be tucked in at all times.
2. Blazers must be worn on entering and leaving school, when the winter uniform is worn.
3. The correct sportswear and shoes are to be worn for P.E.
4. Make-up, nail extensions, nail transfers and/or nail polish are not allowed. Girls will be asked to remove them/it immediately.
5. Jewellery in general is not allowed, but one pair of small matching ear studs may be worn, as well as a Cross or Holy Medal on a thin gold or silver chain.
6. Body piercing of any sort is strictly forbidden. Studs may only be worn on the ear lobe.
7. Hairstyles unbecoming the school uniform are strictly forbidden. Hair is to be kept tidy and tied back if it is long. No extravagant hair colouring is allowed. Simple hair bands matching the school colours may be worn, but fancy or coloured slides, jaw clips or other hair ornaments are not allowed.
8. **ALL UNIFORM AND OTHER PERSONAL ITEMS ARE TO BE CLEARLY MARKED.** Any unmarked items that are found and remain unclaimed, will be disposed of at the end of the scholastic year.

## Section C – School Rules:

1. Students are not to bring to school anything unrelated to school activities unless authorized to do so by the Teacher or Head of School.
2. Items like magazines, photos, personal diaries, soft toys etc. brought to school for no valid reason may be confiscated.
3. Text books, files etc. must have appropriate covers.
4. No glass bottles are to be brought to school.
5. Chewing gum is strictly forbidden.
6. Smoking is forbidden at all times when in school uniform, and on any part of the school premises and grounds. Students caught smoking will be suspended.
7. Drinking alcohol is illegal under the age of 17. Disciplinary action, in accordance with the Law, will be taken against any student caught in the possession of and/or under the influence of alcohol when in school uniform, and on any part of the school premises and grounds.
8. Students should not be encouraged to bring mobile phones, cameras or Music Players to school. If, for a valid reason, mobile phones, cameras or MP3s are brought to school, they are to be put inside an envelope marked with the student's name and class and they are to be handed in at reception on entering the school. At no time can the school be held responsible for lost or stolen mobile phones, cameras or music players.
9. The school reserves the right to confiscate any mobile phones, cameras or music players that are not handed in before assembly. These confiscated items will be returned after the weekend

following the incident.

10. Any damage to school property is a serious offence and must be paid for.

## **Section D – Students' Responsibilities**

1. Each student is responsible for:
  - Her own personal property, books, money, clothing etc. within the school. All personal belongings must be clearly labelled. School management will not accept responsibility for students' belongings;
  - Her own locker. Girls are encouraged to use lockers for the safe-keeping of their personal property. If girls forget locker keys, the master key will not be supplied. Lost keys or damage to lockers are to be paid for. Lockers are to be kept tidy and the key returned or personal padlock removed at the end of the year;
  - Passing on circulars addressed to parents/guardians promptly and keeping parents informed of school activities.
2. Students must strictly obey rules pertaining to specific classrooms - e.g. Science Labs, Library, ICT Labs etc.
3. All students are expected to participate fully in school life. Class outings form part of the School Educational Programme and all students are required to attend.
4. Any student found guilty of vandalism, graffiti, bullying, name calling, ridiculing or abusing any other student/s will be seriously reprimanded. The school reserves the right to take further action.

5. Girls who enter the school premises and who, for any reason, are not wearing their uniform, should be dressed in a way that is suited to a church school environment.

### **Section E – Data Protection Policy re Internet Use**

No image or reference to staff, students, school building, school uniform or regalia that pertains to St Joseph School, Sliema may be reproduced on the internet without the written consent of the Head of School.

It is unlawful for any student to post photos or details on the internet that can in any way identify them as students of St Joseph School, Sliema. Serious disciplinary measures will be taken against students caught abusing this policy.

### **Section F – Parents'/Guardians' Responsibilities**

1. In the best interest of their daughter, parents/guardians are asked to co-operate with the school authorities at all times.
2. A signed, written note from Parent/s or Guardian/s is required:
  - For permission to leave the school grounds during school hours. Adults who collect students must sign at Reception;
  - For not wearing the full school uniform;
  - For permission to be exempted from PE lessons;
  - To explain why homework has not been done;
  - To explain why required equipment was not brought to school;
  - To explain any medicines which the student needs to take on the school premises.
3. After being absent a student must obtain an Absentee Note from her Class Teacher, which is to be signed by a Parent/Guardian and returned to the Class Teacher. If the absence is of three days or more, a doctor's certificate is required. During examinations or

specific school outings, a doctor's certificate is required even for a day's absence.

4. Parents/Guardians are encouraged to fix any necessary medical appointments for their children outside school hours where possible.
5. Parents/Guardians are discouraged from taking their children abroad during term time. On occasions when this cannot be avoided, the school must be notified in advance.
6. Parents/Guardians are asked to ensure that uniforms are clean, smart, in good condition and fit well. Students should look smart at all times.
7. It would be greatly appreciated if parents/guardians were to promptly return replies to circulars sent by the school for their attention.
8. Parents/Guardians are responsible for keeping themselves informed regarding their daughter's school life by checking their account on the *Klikks* School Management System, their emails and the school website regularly.
9. Parents/Guardians are to inform the school at once if they change their email address.
10. Parents/Guardians are kindly reminded that they should be dressed in a way that is suited to a church school environment on their visits to the school.

### **ACKNOWLEDGING GOOD BEHAVIOUR**

The School would like to acknowledge the positive contribution and the enthusiastic disposition of the majority of students who respect the Christian ethos of the school and behave accordingly. To this end,



students who demonstrate values, attitudes and behaviour that the School wishes to promote will earn Appraisal comments and points that will be recorded on their *Klikks School Management System* account.

1. A list of behaviour the school would like to foster and reward is discussed with all the girls during Class Teacher Time [see Appendix A].
2. When it is felt that a student deserves an Appraisal comment it will be logged in by the teacher concerned.
3. Appraisal Assembly will be held on the last Friday of every month.
4. Appraisal records will be kept on the student's *Klikks School Management System* account.

### **SANCTION PROCEDURES**

Despite the best efforts of School Staff, Parents/Guardians and Students, it is inevitable that behavioural problems will occur. The aim of the following sanction procedures is to ensure that misbehaviour can be corrected in a manner which is fair, effective and dignified [see Appendix A].

1. Each teacher is responsible for discipline within his/her own classroom and the school premises. Routine reprimanding by the teacher in charge of class will be the general procedure for minor incidents of indiscipline. The teacher may, additionally, depending on the offence, assign extra work and/or relocate the student within the classroom and inform the Class Teacher.
2. If misbehaviour continues, the teacher shall speak to the student and monitor her behaviour. If no meaningful improvement occurs the teacher will file a Conduct Report on the student's *Klikks School Management System Account*.

3. It is the Parent's/Guardian's responsibility to check their daughter's *Klikks* account regularly to keep themselves informed of her conduct in school.
4. Conduct records will be kept on the student's *Klikks* School Management System account.
5. An accumulation of ten Conduct points earns a Detention.
6. Extreme behaviour can be punishable by instant detention.
7. Detentions are held after school for 1 hour. Parents/Guardians will be notified in writing if this sanction is imposed.
8. During Detention students will not be allowed to do their homework or to use their mobile phones.
9. During Detention students will be assigned work by the teacher/s who gave the original Conduct reports that led to the Detention.
10. An accumulation of three detentions earns a Saturday morning detention in full school uniform.
11. All students are to be fully aware of what behaviour can lead to a Conduct report; this behaviour will be clearly outlined in a list given to the girls and discussed during Class Teacher time at the beginning of the scholastic year; this list will also be prominently displayed on class notice boards.
12. The Head of school may:
  - Request the parents/guardians to give, in writing if necessary, an undertaking on behalf of their daughter, of future good behaviour;
  - Request a similar undertaking from the student;

- Impose written conditions on the student remaining in the school. A warning will be given that suspension from school could be the next step, should no improvement occur.
13. Should the Head of School, in consultation with the Assistant Head, decide that suspension is called for, the parents/guardians shall be informed in writing:
- Of the reason for suspension;
  - Of the period of suspension;
  - That the student will be regarded as being in the care of the parents/guardians, from the end of the school day in which she is suspended.
14. At the end of the period of suspension, the Head of School will review the situation, and decide the conditions under which the student will be allowed to return to school.
15. The Head of School reserves the right to suspend a pupil for a single, serious breach of discipline.

3<sup>rd</sup> October 2016

## APPENDIX A

### Misbehaviour to be punished:

- Homework not handed in;
- Failure to bring the required equipment to school;
- Copying of homework during break, lessons or after school;
- Answering back;
- Offensive / vulgar language;
- Defiance on a regular basis;
- Lying;
- Forging of parent signatures;
- Disruption of lessons;
- Name calling verging on verbal bullying;
- Vandalism [punishment to include repairing damage];
- Make-up;
- Chewing gum;
- Shabby school uniform [frayed cuffs, holes in tights etc.];
- Wearing school uniform inappropriately [shirt un-tucked etc.];
- Wearing items not belonging to school uniform [e.g. plain socks];
- Hairstyles unbecoming the school uniform;
- Jewellery not allowed by school regulations;
- Lack of punctuality;
- Littering;
- Inappropriate behaviour in school corridors and during break;
- Playing truant;
- Mobiles, cameras, MP3s, gadgets, soft toys and magazines brought to class without permission;
- Uploading any photos or images pertaining to the school on the internet;
- Eating in class without permission;
- Abusing school internet policy.

## Positive Behaviour to be rewarded:

- Caring attitude towards peers;
- Constant effort;
- Outstanding work [compared to previous, own performance];
- Initiative;
- Perseverance;
- Co-operation in class;
- Is disciplined and respects authority;
- Commitment [e.g. choir during break];
- Responsibility;
- Positive leadership;
- Sound Christian values;
- Smartness in appearance; good grooming;
- Improvement in work and behaviour;
- Enthusiastic participation in extra-curricular activities;
- Courtesy; politeness; good manners;
- Caring for the environment;
- Positive attitude towards extra work.

## HOME SECTION

I/we accept responsibility to:

- Ensure regular attendance and punctuality;
- Inform the school promptly of any absences;
- Ensure that correct school uniform is worn at school and in journeying to and from school;
- Provide suitable equipment for lessons;
- Support high standards of work and behaviour;
- Support the code of conduct and abide by the school's discipline policy;
- Ensure that the school is made aware of any problems which might affect my daughter's work or behaviour;
- Ensure that the school is kept aware of current emergency contact numbers and possible change of email addresses;
- Check my daughter's *Klikks* School Management System account regularly;
- Give support and encouragement for home-learning;
- Attend Parent/Teacher consultations;
- Encourage my daughter to get involved in all aspects of school life;
- Get to know about my daughter's life at school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name in Full: \_\_\_\_\_  
(Parent/Guardian)

## STUDENT SECTION

I accept responsibility to:

- Abide by this Code of Behaviour during my stay in the Senior School;
- Attend school regularly and on time;
- Wear the school uniform and be tidy in appearance;
- Abide by the school's regulations on such items as jewellery, mobile phones and MP3s;
- Bring the equipment I need every day;
- Do all my class work and homework as well as I can;
- Be aware of school rules and the consequences of breaking them;
- Be polite and helpful to others and follow the school Code of Conduct, respecting myself, others and our environment;
- Keep my school diary up to date;
- Respect and care for the property of others;
- Keep the school free from litter and graffiti;
- Involve myself in the life of the school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name in Full: \_\_\_\_\_  
(Student)

Class: \_\_\_\_\_

