

## **CODE OF CONDUCT**

This Code of Conduct has been developed in accordance with the South African Schools Act, Act 84 of 1996.

It works towards a well-balanced, broad education for pupils, a professional environment for teachers and an atmosphere conducive to the development of the school's ethos. It applies to all aspects of school life and incorporates both behavioural goals and ethical norms.

It is accepted that this code is a dynamic document, requiring frequent deliberation and possible revision, in order to always satisfy the needs of the school community.

The Code of Conduct is to be presented to all parties concerned on first acceptance to St Francis College. Signing the Parents/Guardians' Declaration and Contract of enrolment implies an acceptance of the Code, as does the employment contract for teachers.

### **CODE OF CONDUCT - TEACHERS**

Teachers will fulfil their professional responsibilities by:

- Respecting the dignity and rights of pupils
- Using their professional skills to educate pupils
- Contribute fully to the programme of the school
- Creating a stimulating learning environment in their classroom
- Maintain regular contact with parents
- Be prepared to go the extra mile in the interests of the pupils and the school

### **ACADEMIC**

- A consistent, positive image of the school is to be communicated at all times
- Loyalty to colleagues, the school and the organisation is mandatory
- Enthusiastic participation in all aspects of the school is expected
- Attendance is requested at all major academic, sport and social functions. Staff meetings, assemblies training sessions are included. Staff are not to be under the influence of alcohol/drugs prior to start of such functions
- Appearance and grooming must at all times reflect the school's high professional standards
- Punctuality is essential
- All school administration must be completed timeously and must reflect the school's high professional standards
- Lessons are to be well prepared so as to stimulate, motivate and foster pupil participation
- Positive, enthusiastic interaction with colleagues and pupils is vital. The educational ambience in the classroom must be one of warmth, excitement, interest and mutual respect

- Mutual respect between colleagues and pupils as well as between colleagues must be a hallmark of conduct
- Discipline must be maintained through positive reinforcement, while recognising the lesser role of negative reinforcement. Insulting and humiliating pupils and colleagues will not be allowed.
- Teachers are only permitted to leave a lesson when authorised by the Principal
- Pupils must not be dismissed before the bell signals the end of a lesson
- Teachers are expected to give extra help to their pupils at no financial cost to the pupils at a time mutually agreed upon
- Teachers should decorate their classroom to stimulate and reflect the subject that they teach
- Cellular phones may not be used, or calls received, during lessons, school functions or meetings unless authorised to the contrary by management
- Each teacher is responsible for the good condition and safekeeping of equipment and fixtures provided in their classroom

### **CODE**

Every teacher can expect the respect, support and co-operation of the school, parents and pupils in their efforts to create a healthy learning environment inside and outside the classroom. It is important that teachers acknowledge their responsibilities. Teachers at St Francis College thus undertake to:

- Maintain a professional bearing and manner and by so doing set a positive example to our pupils
- Be well prepared
- Be fully conversant with the demands of the curriculum taught
- Be punctual
- Mark and return assignments, tests and examinations within a reasonable period of time
- Praise, encourage and motivate pupils
- Help create a concept of team work or partnership with pupils in the education process
- Help establish and communicate realistic, clear and meaningful goals
- Appropriately correct pupils who transgress the school code
- Contact parents where necessary
- Report serious misconduct to the management team
- Be sensitive to the individual needs and problems of pupils

Where a parent/guardian feels it necessary to discuss a matter relevant to teacher/pupil interaction, the teacher should first be approached. If the matter cannot be resolved, the Head of Department should be approached. The Principal should be approached if the matter is still unresolved.

## **CODE OF CONDUCT – PARENTS**

In their association with St Francis College, parents are expected to:

- Provide their children with the necessities for their life at school
- Support their children in their studies and various school activities
- Support the efforts and actions of College staff
- Support parent activities wherever possible
- Attend College functions, sport and cultural activities
- Extend their own professional expertise to the College, wherever possible
- Uphold and promote the good name of St Francis College

## **CODE**

St Francis College aims to maintain a positive relationship with parents. Parents are expected to assist the College in the following ways:

- Support teachers in their efforts to teach their children, i.e. monitor homework, check test results, help set goals, regularly consult their diary for teachers' comments
- Never criticize a teacher in a child's presence
- Communicate with the teacher, coach, head of department or principal timeously regarding areas of concern before they become major issues
- Make suggestions or provide assistance to improve educational process and environment
- Encourage their children to participate fully in the life of the College
- Endeavour to uphold moral and legal behaviour in their children especially as regards alcohol, cigarettes, substance abuse and sexual activity
- Be aware at all times of the whereabouts of their children and set parameters as far as time lines, transport arrangements, dress codes and appropriate behaviour is concerned
- Communicate directly with the parents of their children's friends to clarify information.

## **CODE OF CONDUCT - PUPILS**

At St Francis College a pupil has:

- The right to be listened to and taken seriously in a fair and reasonable manner
- The responsibility to listen to others
- The right to be respected and protected from harm
- The responsibility to show others respect and care
- The right to an opinion and free thought
- The responsibility to learn from others and from his/her mistakes
- The right to receive special care for special needs
- The responsibility to be the best person he/she can be
- The right to have a safe and comfortable school
- The responsibility to keep it clean, neat and tidy
- The right to be proud of the school, his/her family and beliefs

- The responsibility to respect the traditions of the school and the beliefs of other people
- The right to work and learn without being disrupted by others
- The responsibility to not disturb others at work

#### **EXPECTED BEHAVIOUR**

1. Pupils of St Francis College will strive to uphold the honour and good name of the school and will obey all school rules, both at school and in any place or situation where the school is formally or informally represented. This will include any context where the school uniform is worn and any context where a pupil or pupils are recognisable as pupils of St Francis College.
2. Pupils of St Francis College will show due respect to their parents, their teachers, elders or people in authority over them and their peers, irrespective of sex, race or creed.
3. A pupil of St Francis College will wear the school uniform and sports uniform with pride, and in full conformity with the dress code standards that are applicable.
4. Pupils are required to greet all adults and visitors and ask to be of assistance if this is appropriate.
5. Pupils are always to give the right of way to teachers or other adults.
6. Pupils are to stand when speaking to teachers or other adults and boys are to refrain from having their hands in their pockets while doing so.
7. Pupils of St Francis College will not be party to any behaviour that is antisocial and/or antagonistic which behaviour amounts to an act which is contrary to our values.
8. Pupils of St Francis College will avoid the use of banned substances.