



# St Louis Grammar School

## A Specialist School for Technology and Computing

### Code Of Conduct For Pupils

The Code of Conduct is designed to promote good behaviour and self-discipline.

St. Louis Grammar School provides an environment in which academic and personal progress is encouraged and rewarded. The school expects that all students are positive role models for others and show high standards of behaviour at all times in school, on the way to and from school and on all school visits/trips.

The school recognises four operating principles upon which the code is based.

1. It is expected that pupils act with courtesy, consideration and respect towards all members of the school community.

It follows that:-

- Any activity which could be described as bullying is unacceptable\*;
- All members of the school community should be addressed politely and listened to without interruption;
- Honesty, truthfulness, respect and co-operation should guide the day-to-day interactions in the school;
- Behaviour in school, while travelling to and from school, and on school outings should always be governed by courtesy, consideration and respect for others.

2. Pupils must co-operate fully to enable teaching and learning to take place.

It follows that:-

- Pupils must not distract others from learning;
- Pupils must avoid loud noise outside classrooms and the Study Room at lunchtime;
- Pupils must arrive punctually for registration and for each lesson, properly prepared;
- On arrival to class, pupils must wait in single file, enter the room and immediately get ready for work;
- Pupils are not permitted to eat or chew gum;
- Pupils must not sell goods of any description in school without authorisation from the Principal
- Pupils may drink water in class with permission of the teacher;
- Pupils must always work hard and complete homework to the best of their ability on time;



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- Pupils must bring the Student Planner to each lesson;
- Pupils must not leave the room without the teacher's permission;
- At the end of class pupils must leave the classroom in an orderly manner;
- Phones and other digital or electronic storage devices must not be used for any purpose (e.g. phoning, texting, listening to or downloading music, surfing the internet, taking photos, taking videos, transferring images or data files etc.) between the hours of 9 am and 3.30 pm. As a privilege Yr 13 and 14 may listen to music in the Study Room only using ear phones; See ICT policy for more details
- Phones and other devices must always be switched off (not on silent mode) and kept out of view;
- Pupils must not phone/ text home without permission. Only the nurse may phone home if a pupil is sick.

\*Bullying Policy

3. Pupils must behave in a manner so as to ensure the safety of people and property at school.

It follows that—

- Pupils must enter/exit the school grounds via the school avenues;
- Pupils must be mindful of vehicle traffic on the journey to and from school and in the school grounds during the day and particularly at bus time in the evening;
- Once pupils come on to the school grounds in the morning they must not leave the grounds without permission;
- Pupils are permitted to go home for lunch only on receipt of a letter from parent/guardian;
- Pupils who need to leave the school during the school day must bring a note from parent / guardian;
- Pupils must obey the speed limit on the school grounds;
- Pupils must stay within the designated areas during the school day;
- Pupils who wish to drive a car onto the school grounds must have obtained a car pass\* from the Head of School;
- Pupils arriving late (after registration) must go immediately to the Tutor's room to sign in;
- Pupils should line up outside the classroom in an orderly manner;
- All movements inside school must be orderly. Pupils should walk on the left along the corridors and stairs;



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- Pupils should move quickly from one class to the next;
- Pupils must not sit on the floor of corridors;
- Pupils are permitted around the front of the school only. The Fort, the Convent area and the back of the school are out of bounds;
- Pupils must use the bins around the school;
- Pupils must not misuse mobile phones;
- Ball games must not be played close to buildings or cars;
- Pupils should obey the one way system in Mount Carmel;
- Valuable items should not be brought to school. Large sums of money brought to school (e.g. for school trips, exam fees etc.) must be given to the person responsible immediately;
- In the event of a fire/fire drill, pupils must follow the evacuation procedure;
- Pupils must use school equipment as instructed by the teacher;
- Pupils must not leave schoolbags where they are likely to cause accidents;\*\*
- Pupils must line up at buses and wait until the bus comes to a halt.
- Bags should not be left in the front entrance hall or along the main corridors. Bag racks should be used.
- Articles which could be harmful or dangerous must not be brought to school;
- Smoking materials, drugs, alcohol and offensive literature are not allowed on the premises, on the journey to/ from school or on a school visit;
- The possession, use or supply of illegal drugs will lead to expulsion;\*\*\*
- Pupils must show respect for other people's property;
- Pupils must adhere to the School's e Safety and Acceptable use Policy.

\* Appendix 1

\*\*School Bag Policy

\*\*\*Suspension and Expulsion Policy and Drugs Policy

4. Pupils must be mindful of their image and appearance and that of the school and its environment.

It follows that:-

- Pupils must be neat and tidy at all times, shirts and blouses must be tucked in;
- Pupils must keep hair tied back and must not be of an unnatural colour;



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- Hair bands must be plain in design and coloured black, dark green or purple.
- Boys must be clean-shaven and hair must not be shaved below a 2 cut;
- All pupils with hair below collar length should have it tied back at all times.
- Pupils should have no visible tattoos;
- Pupils must wear school uniform properly in school, and on journeys to and from school;
- Pupils should label all personal property and take responsibility for it;
- Pupils must put litter in the bins provided;
- Pupils must only eat lunch in the canteen, the school hall (or other designated area). Year 14 should eat in the Common Room, Year 13 should eat in the Study;
- Pupils must not bring chewing gum, large felt tip pens or tipp-ex to school;
- Facial jewellery (apart from one small pair of earrings - in ear lobe only) or visible body jewellery are not permitted;
- Pupils may wear one small necklace, one small bracelet and one small ring;
- Pupils must not wear makeup to school;
- The school skirt should be knee length.\*
- Pupils must show respect for school property.
- Pupils must report any accidental damage of school property to the Year Head/Head of School/Vice-Principal/Principal. Deliberate damage, vandalism or graffiti is unacceptable and pupils will be required to pay for repairs.