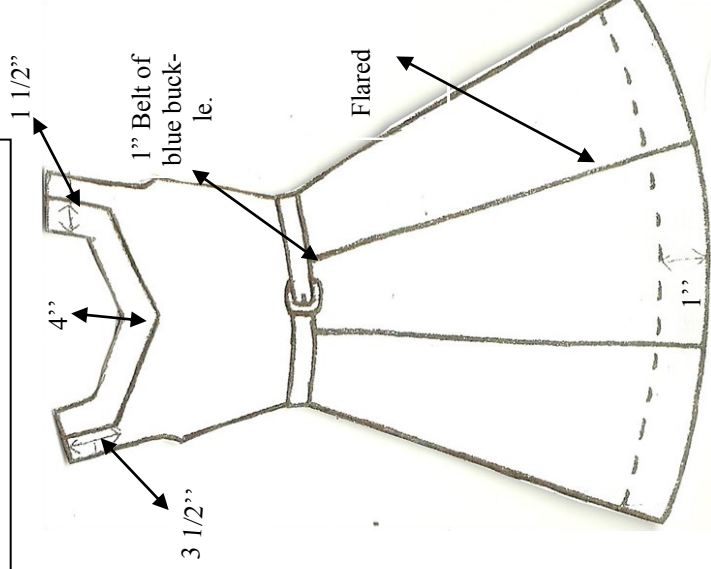
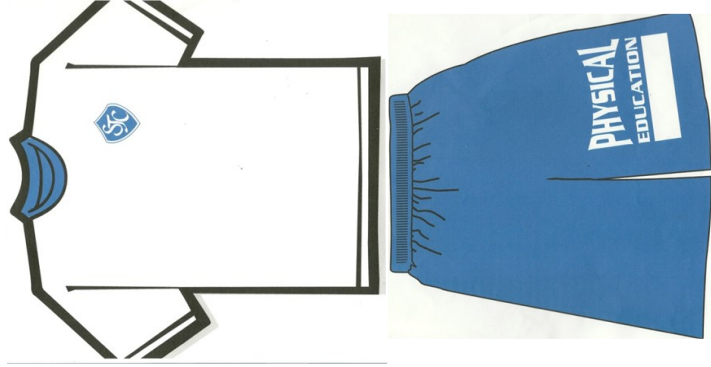


ST JOSEPH'S CONVENT SECONDARY SCHOOL UNIFORM

ROYAL BLUE OVERALL WITH SHORT SLEEVES WHITE SHIRT
PLAIN WHITE SHOES WITH WHITE SOCKS ABOVE THE ANKLES
ONE INCH BELT WITH BLUE BUCKLE



Student Guidelines

ST JOSEPH'S CONVENT SECONDARY SCHOOL

SCHOOL RULES

Respect for those in Authority, for oneself and for companions.
Respect and tolerance for all religious activities organized by the school.
Respect and tolerance for different religious beliefs.
Obedience, Truthfulness, Honesty.
Modesty in Conversation, Behavior and Dress, in and out of school.
Application to study.
Punctuality.

THE FOLLOWING VIOLATIONS OF THESE RULES WILL CAUSE A PENALTY OF SUSPENSION OR COMMUNITY SERVICE.

1. Serious disrespect for authority and for the school regulations.
2. The holding of inappropriate conversations or writings or the attempt to influence others wrongly.
3. Lack of cleanliness and personal hygiene.
4. Interfering with another's property by theft or unpermitted loan.
5. Forging signatures or falsifying notes and/or marks in report card belonging to oneself or to others.
6. The infringement of the laws of modesty or decency in, or outside of school.
7. Aggressive behavior e.g. fighting and/or using obscene language.
- 8(a) The possession of inappropriate reading material (novels, magazines, etc.)
- (b) The bringing in and/or use of photographs, cameras, electronic devices, laptops, kindles, tablets, Ipods etc.) unauthorized by school authorities.
- (c) The bringing of inappropriate material such as pornography, fashion and celebrity magazines and any other such material.
9. Persistence in wasting time in school .

AM I BEING BULLIED?

ACT NOW!

- Tell someone you can trust:
Parents/prefect/class teacher/peer helper/head prefect/staff member
- Keep calm
- Tell yourself you don't deserve to be bullied
- Try to look confident and assert yourself (bullies want your scared reaction, when they don't get one they get bored!)
- Stay with a group of people, there is safety in numbers
- Do not hit back; violence in return can be very dangerous

R.O.A.R.

Respect Others Accept Responsibility

WHAT WILL THE SCHOOL DO ABOUT BULLYING?

CLUNY'S COMMITMENT TO STUDENTS

- All cases will be treated seriously, investigated with care, and with all possible care
- Sensitivity and respect will be shown to the person making the complaint, and subject of the complaint.
- The ABC committee is in place to deal with your initial reports of bullying and if these allegations are founded, disciplinary action will be taken by the school authorities.
- Please familiarise yourself with school policies with regards to bullying

10. Unauthorized absence from school or from any school function (sports, exams, school competitions etc.) In the case of unforeseen absence a written excuse signed by the parents or guardian is required.
11. The following violation will result in immediate suspension pending investigations:
Suspicion of possession of illegal drugs including alcohol, fire arms or other dangerous weapons.

The following violation will result in immediate withdrawal from the school community pending action by relevant authorities:

Possession of illegal drugs, alcohol, firearms or other dangerous weapons. Parents or guardians to be summoned forthwith and Ministry of Education informed

Re- admission will only be considered on the following conditions:
The student should declare of where and how illegal drugs, alcohol or firearms were obtained
The age of the student at the time of the offence;
After mandatory counseling and rehabilitation has taken place.
12. Threatening another student or tarnishing another student's reputation by word or action.
13. Truancy and any student who is an accomplice to truancy.
14. ALL STUDENTS are required to wear the full school uniform at all times. **PLAIN WHITE SHOES ONLY.**
15. Adequate written notice must be given before withdrawing a child from the school.
16. Any child who damages the school furniture will be fined for the damage
17. Any object confiscated on school premises will be returned only at the discretion of the school Authorities.

N.B (I) It is to be clearly understood by all who are to be governed by the above regulations that the Principal has the right and authority to exercise search of person and/ or belongings in any case that so warrants it; in the interest of the safety of all present on school compound.

(II) Withdrawal may be required either after a first violation of the above rules or after repeated admonitions, according to the gravity of the offence.

GENERAL REGULATIONS

1. The hours of attendance are 8:15 am to 12:00 noon, and 1:00 pm to 3:00pm
2. Pupils must be punctual in their attendance and orderly on their way to and from school. Should any arrive after assembly or leave before dismissal, it is essential that the Dean be notified and an excuse be presented.
3. All pupils attending St Joseph's Convent get homework every day. Parent should see to it that the girls devote the necessary time to their studies outside of school hours, and not accept the excuse that no work has given to be done at home. Any excuse for homework not done must be signed by parent/guardian and presented to relevant class Mistress/Master.
4. The Convent Authority alone have a right to exempt students from the Convent rules. No student then, may absence herself from school without obtaining beforehand the permission of the Principal or Dean, except in cases of illness. In this latter case or from any unforeseen cause, the respective Dean must be notified by parent/guardian as soon as possible. All excuses for absence **MUST** be in writing.
5. Parents and guardians can do a great deal to advance those under their charge by taking serious interest in the girl's school work, regarding good work done and reproving the opposite. The Convent authorities will always be glad to interview, by appointment parents or guardians with regards to girls attending St Joseph's Convent.
6. Students attendance at the school's annual Awards Evening is at discretion of the administration. Automatic bars against attendance at Awards Evening include failure to attend at least 80% of classes, failure to attain five subjects on a single certificate including **Mathematics and English**, general deportment in and out of school; submission of all SBAS.
7. RATIONALE OF MARKS
A-Outstanding B-Very Good C-Good
D-Fair E-Minimal F-Unsatisfactory

SOME COMMON EXAMPLES OF BULLYING ARE:

- STUDENT/STUDENT
- STUDENT/TEACHER
- TEACHER/STUDENT

WHAT DO I DO IF I SEE SOMEONE ELSE BEING BULLIED?

Act Now!

- Help or get help
- Tell someone you can trust
- Report any incident calmly and discreetly
- Do not tolerate those who bully in your social group/class, bullies

WHAT DO I DO IF I REALISE MY BEHAVIOR IS CAUSING A PROBLEM?

Act Now!

- Think about your actions and why you may be behaving this way
- Talk to someone you can trust about your worries/concerns regarding your behaviour
- Admit that what you have done is wrong
- Apologise for your behaviour

ST JOSEPH'S CONVENT POLICY ON BULLYING

EVERY STUDENT at ST JOSEPH'S CONVENT SECONDARY SCHOOL has the right to enjoy her learning and her break times **free from intimidation.**

It is therefore of primary importance that students are encouraged to report **incidents of bullying** and be assured that appropriate means are in place to act on such incidents.

Bullying is repeated aggression, verbal, psychological, physical or electronic conducted by an individual or group against others.

Isolated incidents of aggressive behaviour can also be described as bullying if they are unjustified and serve to intimidate on an on-going basis.

SCHOOL RULES WITH REGARDS TO UNIFORM

HAIR ACCESSORIES

- Blue and white ONLY including baby ribbons (black pony tails to hold plait and brown ring combs are acceptable)
- Simple hair styles (No hair color, rinse or permanent dye)
- Small plaits acceptable BUT MUST BE HELD TOGETHER NEATLY and WELL GROOMED. (Fine plaits like locks, big puffs and hairstyles with rubber bands, wigs, hair extension, braids, weave are not allowed)

JEWELLERY

- Simple chains only(should not be visible)
- **NO** chokers, bracelets, wide chains or anklets
- **ONLY** confirmation pins and rosary rings allowed
- **1 small** pair of earrings
Earrings MUST be small (NO LARGER THAN A TEN (10) CENT PIECE, GOLD OR SILVER, NO DIAMONDS OR COLOURED STONES, NO PEARLS)

UNIFORM

- PLAIN white Clean shoes, socks (visible at the ankles)
- CLEAN belts
- PE uniform MUST be worn for PE classes
- PE TOP ONLY with TRACK BOTTOM (NO HOUSE T-SHIRTS)

MODE OF DRESS FOR ATTENDING REHEARSALS, LESSONS OR ANY ACTIVITY AT SCHOOL

Shorts, tubes, halters, spaghetti straps are not allowed by student and parents

I will be a buddy not a bully

CELL PHONES

- These **MUST** be turned off from 8:15am UNTIL AFTER DISMISSAL AT 3:00PM
Please note confiscation policy #17

BELLS AFTER LUNCH

- 12:50PM – tidy lunch areas and line up at the front of classroom
- 12:55PM – students enter the classroom

LUNCH AREAS/CLASSROOMS

- **MUST BE CLEANED** after LUNCH/BREAK- ANNEX INCLUDED
- **NO MARKING** of furniture
- **NO SITTING** on any desk or lunch table
- Classroom furniture **MUST** remain in classroom
- Classrooms **MUST** be closed at lunch time
- Permission must be sought from the Dean to use classrooms at lunch time

EXCUSES

- **MUST** be presented neatly in an envelope addressed to the Class Teacher
- **FAXED** and **E-MAILED** excuses are **NOT ACCEPTABLE**
- Letters must be written for early release from school and presented to the Dean after assembly

AREAS OUT OF BOUNDS

- **BACK GALLERIES**
- **FRONT AND BACK OF LARGE STAFFROOM**
- **STAFF STAIRS**

N.B STUDENTS SHOULD REFRAIN FROM USING THE TAPS OUTSIDE CLASSROOMS ALONG GALLERIES.

MORNING ASSEMBLY

- **NO** sitting or stooping in the HALL
- **ALL** students who arrive during assembly **MUST** go to the designated area and should **NOT** disturb their class in the hall

N.B: FAXED and E-MAILED projects and assignments are NOTACCEPTED by the Office

T.E.A.M.

Together Everyone Achieves More