



# Student Code of Conduct

2017/2018

Sacred Heart Minor Seminary  
Victoria Gozo



**2017/2018**

**Dear Student,**

On entering our school you have enrolled in an institution which for over 150 years has provided our students with the highest level of academic preparation, combined with a sense of discipline and spiritual care. We are proud of the success of our past-pupils and look ahead to continue fulfilling each student's academic potential and instil in each one a set of Christian values which will mark them for the rest of their life. "Virtute et Labore" – by skill and work – is as actual today as it was on our foundation back in 1866.

**Student Code of Conduct**

As today's life becomes more challenging, complex and goal-oriented, it is important that in this stage in your life you learn to be self-disciplined. By following school regulations you not only help in keeping a harmonious environment, but you also assimilate those values and skills which will help you distinguish yourself in your future workplace.

**(1) Smart Appearance**

**(A) The School Uniform**

You are to attend school wearing the school uniform, as indicated:

Period of Year	Clothing		Footwear
Summer Sept – end of October May – June	normal day	<ul style="list-style-type: none"> <li>• Blue School Polo Shirt</li> <li>• Dark Grey School Trousers</li> </ul>	<ul style="list-style-type: none"> <li>• Black Shoes</li> </ul>
	PE day	<ul style="list-style-type: none"> <li>• School PE Maroon T-shirt</li> <li>• School PE Track Suit Trousers</li> <li>• School Black PE shorts ( to be worn only during PE lesson)</li> </ul>	<ul style="list-style-type: none"> <li>• Sports Shoes</li> </ul>
Winter November - April	normal day	<ul style="list-style-type: none"> <li>• White Shirt</li> <li>• School B/W striped tie</li> <li>• Dark Grey School Trousers</li> <li>• Grey School Jersey</li> <li>• Blue School Blazer</li> </ul>	<ul style="list-style-type: none"> <li>• Black Shoes</li> </ul>
	PE day	<ul style="list-style-type: none"> <li>• School PE Maroon T-shirt</li> <li>• School PE Full Track Suit</li> </ul>	<ul style="list-style-type: none"> <li>• Sports Shoes</li> </ul>

**(B) Hairstyle:** Your hair should be kept neat. Highlights, un-natural colour, very short hair (under grade 3), too long hair (below the collar), designs (incl. shaved lines) are not allowed.

- (C) Accessories: You can wear a wrist watch. However, wrist bands, necklaces, rings and ear-rings (or other piercing) are not allowed to be worn on school premises. Non-transparent contact-lenses are also prohibited.
- (D) Personal Hygiene: You should present yourself to school fresh and well groomed. Make sure you do not smell of body odour (especially in the hotter months) and that you take care of your oral health (teeth & breath). Higher Form students are expected to duly groom their facial hair.

## **(2) Being on Time**

Every school-day, the school doors open at 7:30am. You are expected to be on school premises by 8:05am, when the bell calls for General Assembly.

School finishes at 2:15pm (12:00pm in June). No student can leave school earlier unless picked up personally by a parent/guardian following communication with the school.

If you are sick, your parents/guardians should call the school before 8am to indicate your absence. Students who do not inform the school that they are sick will be considered as having been truant and recorded as "Absent".

In case you need to be absent from school due to some appointment or extra-scholastic engagement, your parents/guardians must inform the school at least one day before the occurrence. Your parents/guardians are to pick you from school and you are solicited, if possible, to return to school to continue with your lessons once ready.

If a student feels sick during school-time, the parents will be informed and asked to pick up their son from school. In case the student has an injury that warrants immediate medical attention, the parents are informed that their child will be taken to the nearby polyclinic until the parents arrive.

Students should leave their mobile phone at home. However, those who would need to bring it with them (for use after school), should leave their mobile phone with the School Secretary. The school cannot be held responsible for any damage/loss/etc. when a student deposits his mobile phone.

While you wait for General Assembly you should stay in the main ground (unless indicated otherwise by Assistant Head or Teachers). Then, on hearing the General Assembly bell, you should quickly assemble in your class-line, in alphabetical order.

After reciting the prayer, the Headmaster (or Assistant Head) will usually issue important notifications. Make sure to pay attention to what is said. At the end of Assembly, each class is to orderly enter in class in a single-file, led by the teacher.

During the course of your school-day avoid time-wasting. You are to reach your assigned lesson location (be it your classroom, language room, lab, etc) within 5 minutes from the beginning of the lesson.

### (3) Behaviour for Learning

A school's purpose is to educate the students who attend it. The major part of this is achieved through teaching of subjects following the curricula set by the local education authorities. Your teachers will do their best to prepare interesting and engaging lessons, to motivate and facilitate your learning and to guide you towards reaching your potential.

You need to help them out in this! We call this "Behaviour for Learning". By following some simple steps you will become a more successful, a more active and a more efficient learner.

#### (A) Personal Level

- Every day you will learn something new! Look forward for your lesson!
- Time flies! Make sure you are in your place within 5 minutes from the start of the lesson, and keep your out-of-class time (e.g. toilet break) to a minimum.
- Take care to have your books/notes/etc. and all the accessories needed to get the best from your lesson. You will not be allowed to phone home to fetch the missing stuff. Accept the consequences of your negligence and take it as a lesson for next time.
- Pay attention to the lesson delivery. Follow the teacher's instructions and participate in the given tasks.
- Ask when something is not clear! Capture the teacher's attention by raising your hand.
- Always be polite and respectful when addressing a teacher or an LSA.
- You should focus on your learning. Try not to talk to or disturb other students during lesson time. Never mock some other student's question or remark.
- Always obey the teacher's instructions and accept any reprimanding as coming from someone who wants what is best for you.
- Do any assigned HW with honesty (in other words, the teacher wants your work, not one copied from your friend!), and return it on time.  
HW's are not some kind of punishment set by the teachers. They have two aims: to set tasks by which you consolidate your learning, and for teachers to gauge whether their lessons have been effective. If you present a copied work, the teacher would not be able to know whether you really achieved the targeted learning outcome. So it is in your interest to do your best in your HW's.
- Study and prepare in the best way possible for scheduled tests and examinations.
- Relay any school communication like circulars, forms, diary annotations, etc. immediately to your parents/guardians and stick to any deadlines set by the issuer of this communication.

## (B) Relationship with classmates

*As Jesus taught us: "Do to others as you would have them do to you." (Luke 6:31). This is the Golden Rule which should guide your relationship with your friends and will help everyone contribute towards Behaviour for Learning.*

- You might not be friends with everyone, but be friendly to everyone.
- Treat your fellow students with respect, regardless of their intellectual abilities, religion, ethnicity, background and family status.
- Call them by their name, not their nickname.
- Never resort to verbal or physical abuse to resolve disputes.
- Ask the guidance of your teacher, Form Teacher or Guidance Teacher to help you tackle issues with your mates.
- Try to emulate the good example set by other students.
- Advise those who are doing wrong and help them rectify their path. More importantly be of good example to others.
- Be collaborative when given team tasks.
- Respect other students' property (bag, accessories, lockers, etc.) and never borrow without asking.

## (C) Enjoying Recreation Time

*You have 2 breaks every day (1 in half-days). These are precious moments where you can rest, eat and drink, socialise with your mates and play.*

- Check which is the assigned Break location for your class. Follow these guidelines as they are set to ensure everyone's safety.
- Students cannot stay in class during break (unless asked to do so, and are accompanied by a teacher). Take your lunch and drink with you as you depart the classroom.
- The first break is only 15 minutes long. Ball games are only permitted in the second, longer, break.
- Rough play can lead to injury, and a moment of leisure can end up with serious consequences. So be moderate with the physicality of your play.
- Always show sportsmanlike behaviour in your play.
- Follow the orders imparted by the supervising teachers and LSA's.
- Dispose of litter, like wrappings, in the appropriate bins. However, it is suggested that you contribute in safeguarding the environment by bringing your food in re-usable air-tight containers and your drink in re-usable bottles.
- Soft drinks like cola, or energy drinks are not allowed to be consumed on school premises, even if brought from home.
- Keep ordered queues when using the school canteen and help keep the area clean.
- Consume your food before the end of the break. No eating or drinking is allowed in corridors and classrooms.
- Students involved in break-time sports tournaments can change into their sports kit at the start of the break. Any change of clothes must take place in the bathrooms. Students involved in break-time tournaments must change back to their uniform and return to their lesson location within 5 minutes from the end of the break.

#### (D) Respecting Superiors

*The School staff is there to ensure you obtain the best education possible. They are older than you and want what is best for you. Therefore:*

- Always address teachers or LSA's by calling them "Sir", "Miss" or "Father". First name is only acceptable if you add the title "Mr", "Miss" or "Fr" before the teacher's or LSA's first name.
- Greet the teacher appropriately at the beginning of the lesson.
- Listen to the advice given by your superiors. Show them you are worthy of their trust.
- Never use rude or violent behaviour or words with reference to teachers, LSA's, SMT members and staff. You are bound to show this respect even in out-of-school contexts and social media.
- Never place teachers in awkward situations, like asking them to provide you with private tuition while they concurrently teach you at school.
- Treat issues with whom it is pertinent. So, first try to tackle the matter as indicated below. The teacher will then guide you as how to proceed.
  - Class issues can be brought to the attention of the Form Teacher.
  - Disciplinary issues are to be brought to the attention of the Form's Disciplinary Master.
  - Career, choice of subjects, emotional and social interactions issues are to be brought to the attention of your Guidance Teacher.
  - Spiritual Care issues are to be brought to the attention of the Spiritual Director.
  - Administrative issues should be dealt with the Assistant Head.

#### (E) Actively Participating in Activities

*As part of your holistic education, the school organises a series of Activities, both on-school premises and off-school premises. These include Holy Mass, Seminars, Parties, Visits, Outings, Live-In's, Concerts, Competitions, Fund Raising Activities, Sports Days, Career Exposure, etc. You should remember that in all these activities you represent your school, and therefore, any praise or incurred disciplinary action will take this into account. Therefore:*

- Return any forms, documentation, tickets, etc. related with an activity within the stipulated time.
- Be proud in representing your school. Attend in full uniform (or as indicated).
- These activities are integral part of your education. Never play truant to any event organised by the school.
- Act in your best behaviour to give observers the best impression of your school.
- Be diligent in your manners and participative in the organised activities.
- Always follow the instructions set by organising and accompanying teachers and LSA's.
- Never wander off beyond permitted locations.
- Keep the locations tidy.

## (F) Taking Care of My School

*You may not realise it, but you spend three-quarters of your year, and half of your awake time on this premises. The school has, and is continuously investing a lot of financial resources, to ensure that you have well-furnished and well-equipped learning spaces. Therefore you are expected to:*

- Help the school save on its energy bill by switching off lights and fans during break-time, and when the class is not in use.
- Make correct use of sanitary facilities, helping to keep hygiene standards by flushing the toilet after using it.
- Avoid damage to desks, chairs, walls, class furniture, etc. through accidental or intentional acts. You must be ready to pay/compensate for any damage caused to the school as indicated by the school.
- Dispose of litter in the appropriate bins, following the school's waste separation policies.
- Use school-provided equipment (like lab apparatus, PC's, etc) in the correct manner as indicated by the teacher for the purpose set by the lesson.
- Take care of class plants.
- Involve yourself and relatives in fund raising activities organised by the school.

## (4) Behaviour Management

Teachers and LSA's will issue verbal or written praise to students who do the right thing when it comes to attitude, participation in activities and HW performance. Moreover, noteworthy gestures of goodness observed by staff members will be brought to the SMT's attention for special mention during the annual Celebration Day.

As regards to Misbehaviour, the School has a points system based on the KLIKKS platform whereby teachers and LSA's can report student misbehaviour. Each misbehaviour incurs the issuing of "infraction points", which accumulate throughout the scholastic year. The Infraction Points appear on official evaluation and examination result slips. On reaching a set threshold of infraction points, the Form Disciplinary Master will inform the student that he has incurred a "Disciplinary Action", as indicated in this table.

Students who do not reach 10 Disciplinary Points during the length of a scholastic year will get special commendation during the Celebration Day.

On reaching...	Disciplinary Action	Notification <sup>1</sup> to parents
10 points	Student is summoned and corrected by A/Head or Guidance Teacher	
20 points	3 consecutive Break-In's with Extra Work	
30 points	After School	✓
40 points	School Meeting with Parents/Guardians	✓
50 points	25 min. Community Work <sup>2</sup>	✓
60 points	50 min. Community Work	✓
70 points	2hr on Saturday wearing uniform doing Extra Work	✓
80 points	Decision of Board of Discipline	✓

<sup>1</sup> A written notification, sent by post, to the Parents/Guardians of a student.

<sup>2</sup> The type of community work is decided by the Board of Discipline and must take place on school premises, during school hours.

## **(5) School Communication**

The School communicates with students and their parents/guardians in a number of ways:

- **KLIKKS Online Platform**

*This is the main means of communication of the school. The student and parents/guardians will receive an individual log-in name on enrolment at the Sacred Heart Minor Seminary.*

*The KLIKKS Platform will be used by the school to:*

1. Notify students and parents/guardians of upcoming activities
2. Notify students of HW's/reports/projects and their due date
3. Collect and monitor student misbehaviour points
4. Publish Official Academic Results

*You should check your KLIKKS account every day to be informed of latest updates.*

- **School e-mail**

*Each student is given a personal e-mail account on the gozoseminary.com domain. Teachers may use this platform to communicate with students.*

- **School Diary**

*In here, students can annotate information regarding tasks and HW, or other information as instructed by their teachers. Teachers and LSA's may use the Parents Information pages as a communications book with parents/guardians.*

- **Circulars/Consent Forms**

*Issued from time to time to notify students if important upcoming events and/or for parents to authorise the participation of their son in an event. These are usually distributed to students at school, for them to forward to their parents/guardians at home. It is the student's duty to hand such documents on time.*

*You will not be permitted to take part in an event if the required consent form has not been returned.*

- **Parents Days**

*Two Parents Days are held each year: one in November and one in March. Parents/guardians are expected to attend these events to have verbal feedback of their son's progress from the teachers.*

- **Parents Meetings**

*In October, the school organises meetings for the parents of students in each form. Then, throughout the scholastic year, the school invites parents (or group of parents) for other meetings dealing with career guidance, emotional and social aspects, parenting skills, etc.*

*It is recommended that all invited parents participate in these events.*

- **Telephone Call to Parent/Guardian's Contact Number**

*In case of emergency or to tackle important issues with urgency*



## (6) School Public Relations

The school has a number of channels by which the general public can see information regarding school life:

- Official School Website ([www.gozoseminary.com](http://www.gozoseminary.com))
- Official School Facebook Page (@shmsg)
- Annual Yearbook publication

Make sure to fill the relevant image use (data protection) concession form at the beginning of the school year to allow the site managers to post pictures of the events you have taken part of.

Online comments concerning the school, staff members or students will be considered as if made directly to the school and its community. Therefore, be careful what comments you post as the school and its members will reserve the right to pursue legal action against the author of any comment by which they feel to have been aggravated.

## (7) Prohibited Items

- **Mobile Phones**
  - Mobile phones are not allowed in Maltese Schools (Use of Mobile Phones. Letter Circular OPS/11/2001 dated 7th March 2001)
  - Unless there is a real need to use a mobile phone after school, this should be left at home.
  - In case you need to use your mobile phone after school, you should deposit the switched-off device at the secretary's office when you enter school and collect it at the end of the school day.
  - This is a voluntary service provided by the school. The school cannot be held accountable for any damage, loss or accidental switching which may occur during deposit. The school reserves the right to discontinue this service at any time it wishes.
  - Mobile phones carried by students or found in bags during routine checks will be confiscated. The student will be given back the SIM card, and will be able to collect the device from the Headmaster's Office at the termination of the scholastic year.
- **Any object that can cause physical or moral harm** is absolutely prohibited.
- **Valuable items:** Students are responsible for their own property and should not bring valuables or excessive amounts of cash to school.
- **Electronic devices:** Cameras, tablets, and other equipment is not allowed
- **Smoking and Alcohol Use:** Students are absolutely prohibited from smoking, consuming alcoholic drinks, and using substances prohibited by law.
- **Pornographic (and other non-age appropriate) materials:** Such materials are absolutely prohibited by law and sanctions will be applied against any student responsible for their possession, dissemination and sale.
- **Weapons:** Sharp objects, knives and other weapons which can be used to threaten, bully or harm others are absolutely prohibited from the school.
- **Gambling (and associated) materials:** Playing cards, betting forms and other forms of gambling are prohibited.
- **Materials which are irreverent towards Christianity:** Images, texts or audio promoting sleazy, satanic, or immoral action are prohibited.

## **(8) Worship Policy**

The Sacred Heart Minor Seminary is a Church school of Roman-Catholic denomination.

The school is ecumenical and multi-faith in its intake. However, on enrolment, parents/guardians and students are made aware of the school's Catholic ethos, and students are expected to participate (at least as an observer) to all religious activities organised by the school.

We believe that the whole curriculum should promote the spiritual and moral development of all pupils, although it is in particular activities that the opportunity will be given for the spiritual dimension of school life to find its major expression.

The school has a Pastoral team made up of a number of teachers, headed by the School's Spiritual Director. You are encouraged to participate actively in the events organised by the Pastoral team, showing due respect and best behaviour.

The main spiritual activities organised by the school are:

- Holy Mass for all the School on the first Friday of the month
- Penitential service leading to the Sacrament of Reconciliation almost every month
- Lenten Talks
- Recollection Day during Lent
- Eucharistic Day in June

The Pastoral team organises other activities both in-school and out-of-school, some of them in collaboration with other institutions.

Moreover, all students are encouraged to attend the daily mass celebrated at 7:45am in the upper chapel of the Major Seminary.

As a person, but particularly as a student in a Catholic school, you should:

- Behave and act according to the teachings of the Church
- Nurture your spiritual life by regularly attending mass and partaking in the sacraments of Holy Communion and Reconciliation
- Be careful with your words, and appreciate that blaspheming is a grave act of irreverence towards God and fellow Christians.
- Participate actively in religious activities organised by the school through prayer and song.
- Share any concerns with your faith with the school's Spiritual director, teacher or SMT member. Your confidentiality is guaranteed.

## **Conclusion**

We are sure that if you follow the guidelines set in this document, your school days will be full of happy memories and moreover you will leave this institution as a young gentleman, full of potential, and well prepared to face the challenges and opportunities the future holds for you.

The Sacred Heart Minor Seminary

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## **Note**

All information is valid up till time of publishing. The school reserves the right to make changes to these guidelines in due course. School stakeholders will be informed of any amendments through official school communication channels.

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