



## **NORMS OF CONDUCT FOR STUDENTS**

The standards of behavior enumerated below serve a guide and a help to students to always act in a way that reflects the education they receive at home and in school. As is expected, these rules are observed by students in a natural and spontaneous way as they go about their normal activities. Roseville School is not so much interested in a meticulous observance of rules, as in the students' possession of clear principles and criteria to guide them in their personal conduct and in their relationship with other persons.

Our rules are categorized based on:

1. **RELATIONSHIP WITH PARENTS**
2. **RELATIONSHIP WITH TEACHERS**
3. **DEALINGS WITH NON-TEACHING STAFF**
4. **CLASS CONDUCT**
5. **STAIRWAYS, PASSAGE WAYS AND CORRIDORS**
6. **RECREATION**
7. **THE ORATORY**
8. **THE DINNING HALL**
10. **SPORTS & PHYSICA EDUCATION**
11. **PERSONAL HYGEINE & EXTERNAL COMPORMENT**
12. **ATTENDANCE TO CLASS**
13. **SERIOUS OFFENCES**

## **INTRODUCTION**

1. Proper conduct in society is based on self-mastery and concern for others.
2. Students owe a natural obedience to those who educate them.

## **RELATIONSHIP WITH FELLOW STUDENTS**

1. A student's relationship with his fellow students is based on respect and mutual help. Those who happen to fall ill are well taken care of.
2. Students address one another by their names rather than their surnames. Use of nick names is not allowed among students.
3. One should never make fun of another student on account of some defect or academic disability.
4. It is important to cooperate with the class council
5. Never take anyone's belonging without permission.
6. All forms of physical, verbal or moral violence are forbidden.



## RELATIONSHIP WITH TEACHERS

1. Students should relate with their teachers with simplicity and naturalness, but also with the utmost respect. Always address them using the title mister, for example, Mr. Nwankwo, or simply using the word, “Sir”.
2. Students should never make derogatory or insulting remarks about their teachers. If there is something you are not happy about, you may bring it to the attention of your TIC or advisor who will advise on what to do.
3. On entering a room or along the corridors, it is a mark of respect to give way to your teachers, other members of staff, visitors and older persons in general. Students stand up to greet teachers or visitors who enter their classroom. They remain standing until asked to sit down.
4. Priests and visitors (especially parents) are accorded a special respect by students.
5. When addressing or being addressed by a teacher, a student should keep a respectful posture. He should stand up and should not have his hands in his pocket.

## DEALINGS WITH NON-TEACHING STAFF

1. Students address non-teaching staff with respect and apply the terms “sir” and “mister” to them.
2. Students strive to keep the school clean and in order to reduce the work of the cleaning and maintenance staff as much as possible. At the end of classes, they leave the floor free of litters and keep all furniture neatly arranged.
3. Students should learn to give way and avoid interrupting, hampering or spoiling the work especially of the cleaning staff.
4. Student should show gratitude for the work of the non-teaching staff by greeting or thanking them when appropriate.

## CLASS CONDUCT

1. Always be punctual to class and ensure that you have all the materials required for learning. The classroom, being a learning space should be characterized by silence at all times. Only what could be described as “working noise” is allowed in the class.
2. Students attend classes well dressed. It is indeed their place of work and appearance has much to do with the right disposition to work well.



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3. They should participate actively in lessons, intervening when necessary, in an orderly manner, by putting up the hand to ask for permission.
4. Sit properly in class: with the back straight on the back-rest of the chair so as to facilitate attention and learning. Avoid leaning on the desk, slouching or rocking the chair so as not to weaken its joints.
5. Eating, chewing gum, taking sweet, biscuits, etc., must be avoided in class.
6. Always use the seat assigned to by the TIC unless a subject teacher permits or asks you to sit elsewhere during his lesson.
7. Keep your working materials – notebooks, textbooks, writing materials, etc. – in good state. Attention to such details as turning the pages of your books gently and avoiding “dog ears”, not placing a book inside another, keeping the cover of a biro, etc., are expected of a good and orderly student.
8. Do your small jobs well and promptly. It is your contribution to the good atmosphere of the classroom and a way of serving others.
9. Do not use someone else’s material without his permission. This is a matter of justice and courtesy.
10. Students remain in class in between classes. Those few minutes are for you to note down assignments in your diary, put the books and other materials that you no longer need back into your bag and prepare for the next class.
10. Students are only allowed to write with pencil, blue or black biro. The use of pen and ink is not allowed. This is to avoid staining books and furniture with ink.
11. During examinations, tests or individual class work, students must avoid any behavior that smacks of dishonesty: copying someone else’s work, allowing one’s work to be copied, using or simply having some unauthorized material that could compromise the independence required of such an activity, etc. The school takes a very serious view of all forms of examination malpractice. Honesty and honour are highly valued.

### **STAIRWAYS, PASSAGEWAYS AND CORRIDORS**

1. These places are only used for what they are areas to walk through.
2. Students walk along them normally, without running, pushing or shoving one another, etc. During lessons, silence should be observed at these places.
3. They should be kept clean and free of litter.
4. Students should avoid loitering about the principal’s office.



### RECREATION

1. Breaks are a good time for students to rest and stretch their legs. This also facilitates learning and fosters social interaction. Students are therefore not allowed to remain in class during break, but should go out to the designated recreation areas outside the building. At the end of break, they should return to class promptly.
2. Students never leave the school compound without permission from the TIC who, as the case may be, will have notified or have been notified by the parents.
3. Students must learn how to use the lavatory and toilets appropriately and well.
4. The school is an extension of the home. All facilities are to be used for the purpose for which they are provided, and should not be misused, vandalized or taken away. Graffiti – drawing or writing on walls, doors, desks, etc. – is clearly unbecoming of a Hillrange student and not allowed.
5. Quarrels, heated arguments, insults or fights are never allowed. Matters are resolved by civilized means such as taking them up to the appropriate authorities. A truly strong man knows how to control his temper.
6. Do not play with or throw stones or objects that can cause harm to persons or damage to properties.
7. Senior students are friendly towards the juniors, allowing them to use the playground or to play with them, to enjoy their conversations and jokes, and avoiding all forms of discrimination or bullying. Seniors are loved and respected by their juniors because of their exemplary behaviour and spirit of service.
8. Students readily obey indications from any teacher attending to them during break, at lunch, at sports, etc.
9. Students should use the toilet during break periods so as avoid asking for permission to leave the class during lessons.

### THE ORATORY

1. Students should take special care of personal comportment, posture and silence while in the oratory. It is a holy place, a place of prayer.
2. Students enter and leave the oratory in an orderly manner, never rushing, running or pushing.



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3. On entering or leaving the oratory and while crossing the tabernacle, one genuflects as a gesture of adoration of Jesus Christ in the Blessed Sacrament. However, if the sacrament is not present, one does not genuflect, but simply bows before the crucifix.
4. The same happens when the tabernacle is covered during Holy Mass.
4. The priest is treated with dignity, addressed and greeted as “Father”, and his indications are carefully followed.
5. The holy water placed at the door of the oratory is used to make the sign of the cross only on entering, but not when leaving.
6. Avoid walking with your hand in your pocket while in the oratory.
7. Do not place your feet on the kneelers so as not to dirty them.
8. Only Catholics who have received the First Holy Communion and are in the state of grace may receive communion at Mass.
10. Non-Catholics should remain in their pews and pray silently. They could, among other prayers, pray the Spiritual Communion.
9. Silence should be maintained around the oratory as a sign of reverence to God.
10. On arrival to school and upon departing at the end of the day, each student goes to greet our Lord by genuflecting in the oratory. He may also stay in briefly to pray. Students are also encouraged to pray in the oratory and to read spiritual books when they are free, but never during classes.

### THE DINNING HALL

1. Students should be well dressed and have his hands clean before entering the dining hall. Sports wears are not allowed in the dining hall.
2. They pray the prayer before and after meal table by table or all together according to the indication given.
3. Students should always finish the food dished out to them so as not to waste food. They do have the option of taking a little at first and afterwards going for a second helping. Also, It is a mark of good manners to eat what is served without being choosy about food.
4. Student should observe the rules of etiquette at table: speaking in low tone, being of service to one's neighbour, using cutlery correctly, observing details of orderliness, etc.



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5. They avoid getting up and walking about during meals. They do not throw anything to anyone and avoid communicating with someone who is far away. If one needs something on the table, one quietly asks one's closest neighbor for it.
6. Before leaving the dining hall, students return their tray to the serving area and leave the table perfectly clean.
7. Eating outside the dining hall is not allowed. Therefore, no student should take food out of it – not even fruits.
8. Always obey the indications of the supervising teacher.

### SPORTS AND PHYSICAL EDUCATION

1. Follow the rules indicated by the trainer, coach or teacher in charge.
2. Dress appropriately for sporting activities.
3. The students of a particular class go to the changing area to prepare for sports and return to their classrooms as a group.
4. It is a mark of sportsmanship to accept the decisions of the referee without protests. A sportsman knows how to win and to lose with dignity. Victories should not be celebrated overmuch, or losses lamented excessively.
5. At competitions with other school, Hillrange representatives are conscious of their responsibility to act with elegance and dignity, promoting the good name of the school.
6. As spectators, our students know how to cheer their representatives but never insult or boo the opposing team.
7. At the end of sports, students help to return all the materials used, leaving the ground as they met it.

### PERSONAL HYGIENE AND EXTERNAL COMPORIMENT

1. Students have their bath and comb their hair before coming to school. They keep a low haircut and do not wear facial hair. Finger nails are always cut and clean. Do not bring comb to school – it is only for use at home.
2. Take care of dental hygiene – brush the teeth well and at the appropriate time. Older students should use deodorant or anti-perspirant.



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3. Uniform has to be worn clean and should be well taken care of. This consists in:
  - a. ensuring they are washed and ironed
  - b. attending promptly to tear or loss of button
  - c. replacing items of clothing that are outgrown or worn out
  - d. not using socks and other inner wears more than once before washing
  - e. wearing a white undershirt and carrying a white handkerchief in their pockets
  - f. keeping shoes always clean and polished
  - g. Not flying their shirts; wearing ties properly and at the appropriate length (up to the position of the belt).
4. Students always comport themselves with moderation and self-control. They avoid shouting. When they have to queue up, they do so in an orderly manner.
5. They strive to speak well, making an effort to enrich their vocabulary as the years go by. They never use profane or obscene language or expressions.

### ATTENDANCE TO CLASS

1. Students are obliged to attend classes.
2. In the case of illness, the family informs the school through the TIC.
3. A student who is absent from school is required to hand in a written explanation for his absence from his parents.
4. Permission to be absent from school is sought in writing. Such a letter should come from the parents and addressed to the TIC

### SERIOUS OFFENCES (OFFENDING STUDENTS COULD BE SUSPENDED OR EXPELLED FROM THE SCHOOL)

1. Disobedience or lack of respect to a teacher.
2. Intentional destruction or damage of school property.
3. Unjustified absence from class.
4. Accumulation of small offences.
5. Physical, moral or verbal violence.
6. Falsification of documents.
7. Absence without permission from school.
8. Stealing, smoking or use of alcohol.
9. Any action that can cause grave harm.
10. Sexual immorality in any form.