



# CODE OF CONDUCT

## PART 1 – SCHOOL RULES

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The School rules are intended to establish a disciplined and purposeful environment to facilitate safe, effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules.

### A. General Principles

- 1) Learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the School. Respect is of highest importance.
- 2) Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
- 3) No learner is to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
- 4) The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

### B. School and Class Attendance

Parents/guardians, learners, teachers and Trustees are jointly responsible for ensuring that all learners attend School.

- 1) If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
- 2) Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.
- 3) Absence from a class, without the permission of the relevant register or subject teacher, is prohibited. Any absence from School must be covered by an absentee note from a parent/guardian.



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- 4) Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
- 5) Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
- 6) No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child *and* the permission of the Principal/Deputy Principal/Grade Head from whom an exit note must be obtained

### C. School Uniform and General Appearance

- 1) Learners are expected to wear the official School uniform and appear neat and tidy at all times. Black, navy or white sport shoes must be worn with the school uniform.
- 2) No additions to the uniform that are not in accordance with the regulations will be allowed.
- 3) No excessive jewellery or accessories are allowed.
- 4) Hair should always be kept out of the face.
- 5) Fingernails must be kept trimmed short and clean at all times.
- 6) During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed.
- 7) Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the Head may deviate from official School uniform for religious and cultural reasons.

### D. Valuables and Personal Belongings

The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).

- 1) Learners should not bring cell phones, any money or valuables to School.
- 2) School fees are not to be paid in cash, but should be paid by EFT or stop order into the school bank account.
- 3) No valuables should be sent to school.



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### E. General Rules

- 1) Loitering and/or playing in and around the classrooms and toilets is not allowed.
- 2) All litter must be placed in bins.
- 3) Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is not allowed. Theft of School and private property is also prohibited.
- 4) Any act of cheating in class work, homework, informal and formal tests or internal or external examination is not allowed. Furthermore, copying of and/or borrowing another learner's work is also not allowed.
- 5) Disruptive, unruly, rude and/or offensive behaviour will firstly be dealt with by the class teacher before being reported to the HOD.
- 6) The timeous handing in of work is the responsibility of each learner.
- 7) The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- 8) Language that is seen as discriminatory or racist is not allowed.
- 9) Any act that belittles, demeans or humiliates the schools chosen religion (Christianity) is not allowed.
- 10) All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is not allowed.
- 11) The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
- 12) The carrying, copying and/or reading of offensive material is not allowed.
- 13) Learners must keep clear of areas that are indicated as out of bounds. These include:
  - 14.1 The area where cars are parked, the playing fields except while attending official sports practice and matches or during a lesson while under the supervision of the subject teacher.
  - 14.2 Electrical mains distribution boxes, waterpumps, fire extinguishers and behind the classes.

### F. Rules Governing Public Places

The School is a place of safety where laws pertaining to public spaces are applicable.

- 1) No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property. Dangerous objects include knives, firearms or any item that could harm a person.
- 2) The carrying and/or smoking of cigarettes is prohibited. Alcohol is not permitted on School premises or during any School activity.



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## G. Transport

The following rules apply when students make use of the school bus. **Refer to the Transport Policy for more instructions.**

### BUS RULES :

- Pupils are to remain in their designated seats, and are not allowed to walk around on the bus.
  - Pupils are to remain quiet while traveling on the bus.
  - Eating and drinking is not allowed on the bus.
  - Pupils are to be respectful of the driver and designated teacher at all times
  - There is to be no littering on the bus.
  - Pupils may only enter the bus with a designated monthly Bus Pass issued by the school
  - Pupils are to wear the correct school uniform when using the bus service
  - Pupils are to follow the General school code of conduct when on the bus.
  - Parents are not to approach the school bus and intimidate the learners, teachers or driver.
- Any grievance to be taken up with the School Principal or Executive Head by arrangement.

## Part 2: Disciplinary System

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A trauma-informed school system is one in which all teachers, school administrators, staff, students, families, and community members recognize and respond to the behavioral, emotional, relational, and academic impact of traumatic stress on those within the school system.

Every teacher is responsible for discipline and has the full responsibility to connect with the student to work through the challenge. De-escalation and redirection is the first line response any time discipline is needed.

A school-based system has been implemented that encourages self-reflection and invites restorative justice instead of punitive punishment. Learners each have a card which records any areas in which they need intervention and praises their efforts, these are checked by the management team daily to help support teachers and learners with any difficulties. Learners are given the opportunity to make better decisions and mend relationships in a supportive environment. Regular communication between teachers and parents is important and letters are sent home to make parents aware of any areas that the learner might be struggling in.

All learners and parents are expected to respect the discipline system that has been developed to assist and guide learner behaviour in the school and on the school bus.

Learners are to follow and respect the classroom management system set out by the teacher. In the case that class intervention does not suffice, the HOD may choose set up a meeting with the parents, management and class teacher to determine a way forward. A BIP (behavioural



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intervention plan) will need to be drawn up and kept on file for the learner. We will suggest the learner attends our Reflection program for one or two afternoons as positive behavioral support. Activities like gardening and library admin will form part of this restorative justice program.

Serious offences will require immediate intervention with the School Management Team to discuss the way forward.

### **Suspension of a Learner as a Precautionary Measure**

The Trustees authorises the Executive Head and school principal to institute a suspension, as a precautionary measure, with regard to a learner who is charged with a misconduct offence as contemplated in section 8 of the SA Schools Act.

In-school suspensions will be carried out in a separate room and the learner will be facilitated during the day and parents will be contacted to discuss the way forward. In-school suspension for a minimum of one day (first offence) up to a maximum of three days. This will be put in writing and a copy kept on record.

Before a learner is suspended from school, the learner and his/her parents must be given an opportunity to indicate why the suspension *should not* be considered.

- A daily Check-In will be required for the first 5 days after the suspension has been lifted. These Check-In's are done with the Management Team at the end of every day to reflect on their personal goals.
- The learner will be expected to attend a session with the school social worker.
- Payment to cover the cost of repair or replacement of the damaged lost or stolen item.

Expulsion (for extreme cases), will be reviewed and brought before the Trustees, a mediator, and together with parents and educators, a final decision of what is best for the learner, will be made and relevant paperwork must be filed.