

EDU EXCELLENCE

*Code of Conduct for
Learners*





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PRIVATE PERSONAL EDUCATION

Code of Conduct

Preamble:

In terms of the South African Schools Act (Act No 84 of 1996) hereafter referred to as SASA, it is the duty and responsibility of the School to develop and adopt a Code of Conduct for learners. Such policy must be in line with the provision of the Provincial Gazette, relevant National Education Legislation as well as the Constitution of the Country. In a case where the Code of Conduct is in contrast with any provincial or national legislation then such legislation shall take precedence.

Purpose:

The EduExcellence code of conduct defines a set of behaviours which are acceptable or unacceptable within our school.

The purpose of the policy is to set out the parameters within which learners should behave in order to protect and promote the integrity and security of each learner and all members of the school community.

The policy shall apply to all learners registered at EduExcellence Group of Schools.

Objectives:

- a) To ensure that no learner is unlawfully and unfairly treated;
- b) To foster mutual respect and establish a culture of tolerance and peace amongst learners and educators in the school.
- c) To ensure that the administrative procedures are clearly defined.

The Principle and Values:

The Rights of the Learner:

- a) At EduExcellence PRS Group Campuses, all learners shall have the democratic right to due process, participation in decision - making on matters affecting them and a method of appeal.
- b) Any form of discipline embarked upon by the school is underpinned by dignity and respect.
- c) Corporal punishment is prohibited at EduExcellence PRS Group Campuses.

b) The school will endeavour to provide learners with a clean, safe, healthy environment with access to clean running water and toilets and an environment that protects them from harassment and intimidation thereby creating an atmosphere conducive for teaching and learning.

c) Learners have the right to expect educators to maintain high standard of professional ethics.

The Legal Authority for the Control and Discipline of Learners:

The South African Schools' Act empowers a management team of a school to maintain discipline in a school. The Code of Conduct must prescribe behaviour that respects the rights of learners and educators.

b) The school will make every effort to ensure that learners understand that action may be taken against them if they contravene the Code of Conduct. In cases where action has to be taken the school will inform the learners why:

- (i) Their conduct is considered as misbehaviour or misconduct.
- (ii) They are to be disciplined accordingly.

c) All learners at the school are subject to the Code of Conduct without exception. The learners will be informed about its contents on enrolment at the school, and copies will be available via the Parent Portal on the school's website.

d) An educator at the school shall have the same rights as a parent to control and discipline the learner in accordance with the Code of Conduct during the time the learner is in attendance at the school or school related activities.

e) The Principal or an educator, upon reasonable suspicion, has the legal authority to conduct a search of any learner or property in possession of a learner for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property or pornographic material brought onto the school property.



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School Rules:

School Wear and General Appearance:

Please also see: EduExcellence Uniform Policy

Learners should be neatly dressed in their school uniforms daily, unless otherwise determined by the Principal.

- Learner's hair

All hair must have a neat appearance. If long, the hair must be neatly tied with the approved accessories.

Highlights and coloured hair are not allowed.

- Jewellery

All learners are allowed to wear a wristwatch.

Earrings, necklaces and bangles are prohibited for boys and girls.

- Learners nails

Nails of both boys and girls must be short and well cared for.

Polished nails are not allowed.

School Attendance:

Please also see: EduExcellence Learner Attendance Policy

All learners are expected to attend school regularly and punctually.

- All learners are required to assemble in designated areas by 7h30 daily.
- Should a learner be absent from school, his/her parent is required to notify the school in writing or by telephone call to the Front Office.
- Learner truancy/absence from class/bunking will not be tolerated.

Classroom Rules:

Please also see: Behaviour Goals

It is expected that each educator will together with the learners develop their own classroom rules. The following rules are applicable to all classes:

- Every educator is responsible for discipline at all times at the school and at school related activities. Educators have full authority and responsibility to correct the behaviour of learners whenever such correction is necessary at the school. Serious misconduct must be referred to the Campus Principal.



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- Learners must commit themselves to do their school work during classes, complete assigned homework and catch up on work missed because of absence.
- An educator's instruction must be followed at all times. Under no circumstances will the undermining/disregard of an educator be tolerated.
- Classrooms may only be left with the permission of an educator.

Care of School Property:

Please also see: Behaviour Goals

Every learner is expected to protect and use all school equipment and facilities with care.

- Vandalism will not be tolerated.
- Any learner who intentionally misuses, damages or defaces any school property should replace it or pay for the damage to property.

Drug, Alcohol and Weapon Free Zone:

Please also see: Behaviour Goals & EduExcellence Substance Abuse Policy

Smoking, alcohol, drug use is not permissible at the school.

- Possession of cigarettes, cigarette lighters, matches, drugs, alcoholic drinks, pornographic material, firearms, knives and other dangerous weapons is prohibited at the school.

Violence, Bullying and Offensive Language:

Please also see: Behaviour Goals & EduExcellence Anti-Bullying Policy

- No violence, bullying, intimidation or threatening of any kind is allowed at the school.
- Learners are not allowed to swear or use offensive language.

Property of Learners:

Please also see: EduExcellence Electronic Device Policy.

- Learners are not allowed to bring electronic devices etc to school unless permission to do so has been obtained from the Principal.
- Learners are encouraged not to bring valuable items to school. In cases where such items must be brought to school they should be handed in to the office for safekeeping.
- Stealing/Theft is prohibited at the school.



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Early Departure from School

Please also see: EduExcellence FAQs

No learner may leave the school premises without permission from the office during school hours.

- The school prefers that appointments to e.g. doctors, dentists, etc be made after school hours, however we understand that unavoidable situations arise.
- A learner who needs leave during school hours must supply the office with a letter from the parent requesting permission for early departure.
- A learner who falls sick during school hours must report to the class teacher, who will contact the parent in conjunction with the Front Office.

General Behaviour:

- Under no circumstances will learners be allowed to sell anything at the school, unless it relates to school fundraising or a project for which a teacher has sought the necessary permission.
- Dishonesty, telling of lies, indecency or an act which in the opinion of the principal is condemnable will be acted upon by the Principal.
- Disrespect towards the national symbols (national flag, anthem, etc) of the Republic of South Africa as well as the school flag and anthem will not be tolerated.
- Any ill disciplined behaviour in the classroom, on the school premises, during school trips/excursions or any school function, including any action that brings the school into disrepute will not be tolerated.
- All litter must be thrown in the bins provided and not thrown around the class or school.
- Learners must not disregard/undermine the authority of the Principal or staff of the school.
- Disruption of classes or school by learners is unacceptable.
- Learners are not allowed to enter areas restricted by the Principal or Staff unless express permission is given.



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Behaviour goals:

- Regular school and class attendance
- Adherence to the uniform code
- Punctuality, tolerance, acceptance and goodwill
- Courtesy and respect for individuals and property
- Co-operation and participation
- Reasonable decision-making
- Constructive critical thinking
- Diligence in study
- Good sportsmanship
- The pursuit of excellence
- Trustworthiness and honesty
- Respect for the whole environment

Unacceptable behaviours:

Learners are expected to exercise sound judgement about appropriate behaviour at all times. At no time may a Learner indulge in behaviour that is regarded as unacceptable at school, such as the following acts:

- Assault
- Consumption of alcohol or drugs or smoking
- Sexual activity
- Bullying
- Vandalism / Malicious damage to property
- Theft
- Repeated misbehaviour/ Insolence / Use of offensive language
- Carrying of weapons
- Initiation
- Gender, religious or other discrimination
- Dishonesty
- Transgression of the specific rules that apply in the laboratories, library and other specialist facilities.



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Consequences:

Final judgement rests with the Principal, who may involve management, staff members and student representatives as consultants in reaching fair judgement in serious cases. The Principal may delegate responsibility for judgement, where appropriate, in certain matters, to Heads of Departments, class educators, other educators and/or Learner representatives.

- No corporal punishment or other unjust punishments are allowed.
- Consequences could include detention, community service and repair of damage caused.
- Costs of repairs may be levied on the school accounts.

In line with the current practice in labour law, first warnings can be of a verbal nature, followed by first, second and third written warnings. The warning letters will be placed on the Learner's file, for a period commensurate with the nature of the offence. Parents may be asked to sign acknowledgement of these warning letters.

In serious cases, a final warning may be issued without any previous warnings having been given.

In more serious cases, the consequence of unacceptable behaviour will be that parents will be called in, and/or the suspension of the Learner from the school for a period, and/or the expulsion of the Learner from the school.

In very serious cases, the Principal may summarily expel a Learner without any warnings having been given.

Parents of an expelled Learner have the right of appeal to the EduExcellence Directors.



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Responsibilities of Learners:

On acceptance of the Code of Conduct by parents, learners must implement the Code of Conduct.

Responsibilities of the Parent/ Caregiver:

The ultimate responsibility for learner behaviour rests with the parent/ caregiver who is expected to support the school and ensure that learners observe the school rules and regulations and accept responsibility for their misbehaviour.

Note:

This policy will be made available for perusal via the schools website.

This policy will be made available in our primary language of teaching and learning.

This policy shall clarify in positive terms what the expectations of the school are.

The following actions shall be taken to clarify the expectation of the school to learners:

Each learner is to be given a copy of the code of conduct at the beginning of each year, younger learners at primary to be informed verbally.

Classroom rules must be displayed in the class.