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Learner's Code of Conduct

LEARNER'S CODE OF CONDUCT:

Tambotie Preparatory School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners and teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function. Section 84 of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to fill in a statement of commitment to the Code of Conduct (Annexure A)- Intermediate and Senior Phase learners. The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

PART 1 SCHOOL RULES:

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

A. GENERAL PRINCIPLES:

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, class monitors, all members of staff and visitors to the School.
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 has the right at any time 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, School Governing Body (SGB) members and management 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 to the parent and the Principal in writing. 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. All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers are completed at the beginning of each School day. Subject teachers keep their subject registers up to date and marked for each period.
3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
4. Any absence from School must be covered by an absentee note from a parent/guardian.(FP).
5. 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.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor.
7. 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.

8. Truancy from School is prohibited.
9. All learners will attend assembly for the full duration thereof. Learners are expected to wear the official School uniform and appear neat and tidy at all times.

C. SCHOOL UNIFORM AND GENERAL APPEARANCE

1. No additions to the uniform that are not in accordance with the regulations will be allowed.
 2. No hanging or large stud earrings, jewellery and accessories allowed.
 3. No colouring of hair or wearing of exotic hairstyles is allowed.
 4. Fingernails must be kept trimmed short and clean at all times.
 5. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Hair, shoes and accessories should be neat at all times.
 6. Only learners that have applied submitted relevant supporting documents and received the necessary permission from the School may deviate from official School uniform for religious and cultural reasons as contemplated in Part 1 paragraph I of this Code of Conduct.
- 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).

D. VALUABLES AND PERSONAL BELONGINGS:

1. Learners should avoid bringing cell phones, large sums of money and valuables to School. Cell phones may not be switched on during a normal School day.
2. If a parent requests a learner to pay School fees on his/her behalf, such School fees should be paid before the start of the School day. **ELECTRONIC FUNDS TRANSFER (EFT) IS RECOMMENDED AND PREFERRED.**
3. Learners may not bring computer games, iPods or similar electronic devices to School.

E. GENERAL RULES:

1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. 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 prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
8. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
11. 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 forbidden.
12. 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.
13. The carrying, copying and/or reading of offensive material is prohibited.
14. Learners must keep clear of areas that are indicated as out of bounds. These include:
 - 14.1 The School motor vehicles parking areas.
 - 14.2 The classrooms during breaks and in the mornings unless under the instruction of an educator.
 - 14.3 Electrical mains distribution boxes, fire extinguishers and hoses.
 - 14.4 Areas explained by educators as an 'out of bound area'.

F. THE RULES GOVERNING PUBLIC PLACES:

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

1. No dangerous objects as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes.
2. The carrying and/or smoking of cigarettes is prohibited- older learners.

G. TRANSPORT:

1. Learners may not hitchhike while in School uniform, whether formal or sports dress.
2. The Code of Conduct is applicable when making use of public transport to and from School.

H. SCHOOL ENRICHMENT PROGRAMME:

Involvement in activities making up the School Enrichment Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in sport, cultural and/or service activity.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity. Recurrent late picks ups after games can cause learner to be removed from the team.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
4. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one fixture.
5. Appropriate kit/uniform will be worn to practices. These will be issued by the coaches and required to be returned as per request. Lost or damaged sport kits- parent has to pay the cost of a replacement kit.
6. The correct match kit/uniform will be worn to inter-school league fixtures.
7. Learners travelling to an away fixture will travel in full School uniform, unless other arrangements have been made.
8. Sports and other kit must be carried in an appropriate bag.
9. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform.

I. ACCOMODATION OF RELIGIOUS OR CULTURAL RIGHTS

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the

Governing Body under the following conditions:

1. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the School to accommodate such religious rights.
4. The learner must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.
6. The School must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
8. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed.
9. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

PART 2: DISCIPLINE PROCEDURE:

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School.

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 3 offences are the most serious. *REFER TO DISCIPLINE POLICY FOR INDEPTH PROCEDURES.*

The level of an offence will determine the procedure to be followed.

1. LEVEL 1 offence – verbal warning, inform parent, a written warning followed by a final written warning, then a disciplinary hearing.
2. LEVEL 2 offence – a final written warning followed by a disciplinary hearing, then a tribunal hearing.
3. LEVEL 3 offence – a disciplinary hearing or a tribunal hearing (depending on the severity of the particular offence).
4. LEVEL 4 offence – offence immediately reported to the school management team.

All Level 1 offences will be dealt with by the class teacher, with supervision of HOD or a member of the disciplinary committee.

REFER TO DISCIPLINE POLICY FOR INDEPTH PROCEDURES.



Annexure : A *(IP and SP Learners)*

Learner Commitment

I, _____, a learner at TAMBOTIE PREPARATORY SCHOOL understands the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, the LRC, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks and homework on time.
- Cooperate with my teachers and other School staff.
- Assist in making the School a safe place for all.
- Seek help if I need it.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.