



# CODE OF CONDUCT FOR LEARNERS

*January 2018*

## **Code of conduct for students.**

The personal appearance and dress of students must fit in with the norms generally accepted by the community served by school, and as set out in the printed uniform prescriptions.

Students must attend school for the full academic day. They may not leave the school site without the permission of the principal.

Students may not leave the school premises early for no reason. If a student needs to go home early for whatever reason, the parent must give a suitable reason in writing. (If no letter has been received, reception will have to communicate with the parent by phone before a student may leave the school premises early.)

If a student is absent, his or her parents must furnish the principal with an acceptable reason for the absence. (preferably a doctor certificate) Kindly inform the school, first thing in the morning before 09:00, if the child is absent from school.

Students are required to obey the reasonable instructions of the staff.

While under the supervision of the school, a student may not damage or endanger the physical welfare of another person or animal.

No weapons, implements or materials which can cause bodily harm may be in the possession of students at school or while under the supervision of the school.

Students may not have in their possession, nor use, cigarettes or any tobacco products, other drugs, alcoholic beverages or objectionable printed or recorded matter or objects, when on the school's premises, when in school uniform or when under the supervision of the school.

School property, or the property of others, may not be taken, damaged, defaced or polluted.

Students must participate in the educational programme prescribed by the education department, unless exemption has been granted by the department.

Students may not use any facilities or equipment of the school, including those for sport, nor be on the school grounds, outside school hours without the principal's permission.

Students may not bring discredit to the name of their school in any way.

Students may not sexually harass, bully, fight with, or tease other students or members of the school community.

## **Vision**

- \* We send well balanced, well-educated and winged young adults into the world by offering them the main stream curriculum in an alternative and creative way
- \* Together we make the difference

## **Mission**

- \* We are committed to quality education
- \* Delivering excellent service to learners, parents and the general public.
- \* Creating a place where each individual can discover themselves and reach their full potential.
- \* We encourage overall maximum growth
- \* Encourage balance between academics and the personal growth/welfare of each child (and teacher).
- \* A place where teachers commit themselves to grow, change and adapt with the school and the needs of learners.
- \* To create a place where teachers are encouraged to be balanced (body, mind and soul) in order to help the child to discover their full potential.

## **PREAMBLE**

The 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 teacher
- Ensuring learners' responsibility for their own actions and behaviour's
- Prohibiting all forms of discrimination and intolerance.

The Code of Conduct of MONDEOR ECO SCHOOL (Pty) Ltd in accordance with the Constitution of the Republic of South Africa (Act 108 of 1996) and the South African Schools' Act (SASA) (as amended) strives to uphold and protect the rights of learners as individuals and as group. The Code of Conduct spells out the rules regarding learner behaviour at school and describes the disciplinary system to be implemented by the school concerning transgressions by learners. It is applicable to the learner not only when at school but at all times and places for as long as the learner is enrolled at the school.

Section 8(4) of the South African Schools Act 84 of 1996 (SASA) (as amended) 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 sign a statement of commitment of the Code of Conduct.

The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

## **THE PRINCIPLES UPON WHICH THE CODE OF CONDUCT IS BASED**

1. The best interests of the learner are its primary consideration
2. The Code of Conduct focuses on positive discipline
3. It is not punitive and punishment-orientated
4. It seeks to promote self-discipline
5. It seeks to suit the developmental level of the learner
6. It strives towards the establishment of a culture of tolerance and peace
7. It strives to establish a sustainable learning environment conducive to high quality achievements.

## **THE ROLE OF PARENTS / GUARDIANS**

The ultimate responsibility for learners' behaviour rests with their parents/guardians. It is expected that all our parent/guardians should

1. Support the school at all times
2. Require their children to adhere to school rules
3. Accept responsibility for learner misbehaviour
4. Take an active interest in their children's curricular and co-curricular activities
5. Make it possible for children to complete their homework
6. Attend related meetings, official parent/guardian evenings and other intervention-related meetings
7. Be actively involved and accept the invitation to join all official school activities where parent/guardian involvement is required.

## **SCHOOL RULES**

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

## **GENERAL PRINCIPLES**

1. Learners are always expected to behave in a courteous and considerate manner towards each other, Monitors, members of staff, parent/guardians and visitors to the school, and ultimately to respect themselves.
2. Learners and parent/guardians 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. Learners may not say or do anything that will discredit themselves or the school, as both learners and parent/guardians are ambassadors of 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 parent/guardians when a learner's behaviour becomes a cause of concern and will Endeavour, in a spirit of constructive partnership to resolve the problem.

## **VALUABLES AND PERSONAL BELONGINGS**

1. The school will not be held responsible for theft or damage to personal belongings on school premises. This includes cell phones, books and clothing, digital devices, large sums of money and valuables.
2. If a parent/guardian requests a learner to pay school fees on his/her behalf, such fees must be paid in to the relevant secretary not later than the register period every day.
3. Learners may not bring computer games, iPods or similar electronic devices to school
4. Cell phones (with or without earphones) may not be used to play music during school hours accept with the permission of an educator or the principal.

## **GENERAL RULES**

1. All litter must be placed in refuse bins or wastepaper baskets.
2. Wilful damaging, vandalizing or neglect of school property and the property of others (either by writing or by a physical act) is prohibited
3. Any act of cheating in class work, homework, informal and formal tests or internal examinations is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden except with special permission by the relevant subject teacher.
4. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
5. The timeous handing in of work is the sole responsibility of each learner.
6. Each learner will respect the beliefs, culture, dignity and rights of teachers and of all other learners, as well as their right to privacy and confidentiality.
7. Language that is seen as pejorative, discriminatory or racist is prohibited, both towards teachers and learners.

8. Any act that belittles or humiliates a teacher or another learner's culture, race or religion is prohibited.
9. All learners have the right to an education free of interference, intimidation and/or physical abuse.
10. Each learner will respect the property and safety of other learners and members of staff
11. Fighting or threatening of other learners as well as members of staff is forbidden.
12. Each learner will respect those in positions of authority
13. Any learner in a position of authority will conduct him/herself in a manner befitting someone in authority. He/she will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
14. The possession of, copying, reading and/or distribution of offensive material (including pornography) is strictly prohibited on the school grounds and at school functions.
15. The possession of or copying of test and exam papers prior to them being written, is strictly prohibited on the school grounds.
16. All learners participating in sport must strictly abide by the rules of relevant sports code.
17. If a learner is injured or falls ill during school hours, it must be reported to the office immediately.
18. Strangers or people not connected to the school may not be on the school grounds without the Principal's permissions.

## **RULES GOVERNING PLACES**

1. The school is a place of safety and a "weapon free zone" and laws pertaining to public spaces are applicable.
2. No dangerous objects or illegal drugs as defined in the South African Schools' Act (SASA) or the Safety Regulations shall be brought onto and/or used on the school property. This includes knives, firearms and any sharp object.
3. Alcohol is not permitted on the school premises or during any school activity.
4. The possession of and/or consumption of illegal chemical substances and drugs on school grounds or at school functions are prohibited including anabolic steroids.
5. The school area may not be entered after hours, or during weekends, or holidays without the Principal's permission.
6. The staff room, staff work room and Photostat rooms are out of bounds

## **BEHAVIOURAL TRANSGRESSIONS**

Contracts relating to positive behaviour will be signed by all learners, Gr. 8 – 12 at the beginning of the academic year.

1. **Level one: to be dealt with by the respective subject teacher: (the parent/guardian must be contacted after the third consecutive transgression)**

<ul style="list-style-type: none"> <li>*Shouting and screaming during class rotations</li> <li>*Talking repeatedly during instructional time</li> <li>*Continuous late-coming for class</li> <li>*Graffiti on walls, desks</li> <li>*Violation of dress code</li> <li>*Eating during instructional time</li> <li>*Hiding others' school cases/uniforms</li> <li>*Littering of classroom/school grounds</li> <li>*Non-cooperation in class (defiance)</li> <li>*Back-chats teacher (disrespect)</li> <li>*Cell phones in class</li> <li>*Spitting</li> <li>*Farting</li> <li>*Making inappropriate noises in class</li> <li>*Failing to carry out a reasonable request relating to school work</li> <li>*Books left at home/homework not done on time or copied</li> </ul>	<ul style="list-style-type: none"> <li>*Written warning</li> <li>*Performing tasks under supervision</li> <li>*Temporary isolation of learner</li> <li>*Detention during break</li> <li>*Cleaning of grounds/classroom</li> <li>*Confiscation of unwanted items (e.g. cell phones)</li> <li>*Parents/guardians phoned to come and fetch the learner</li> </ul>
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2. **Level two: to be dealt with by the specific Phase Disciplinary Head: (the parent/guardian has to be contacted after the third consecutive transgression)**

<ul style="list-style-type: none"> <li>* Use of vulgar language</li> <li>*Bunking classes (truancy)</li> <li>*Leaves school grounds without permission</li> <li>*Bullying/threatening other learners</li> <li>*Damage the property</li> <li>*Defiance/disregard for authority</li> <li>*Disrespectful behaviour in class leading to</li> </ul>	<ul style="list-style-type: none"> <li>*Verbal warning</li> <li>*Written warning</li> <li>*Counselling</li> <li>*Find out reason and make appropriate arrangements</li> <li>*Repair or replacement of property</li> <li>*Temporary suspension (removal) from class</li> <li>*Sit an additional detention session</li> </ul>
<ul style="list-style-type: none"> <li>frustration of teaching and learning/disruption of classes</li> <li>*Misconduct during (at) an assembly</li> <li>*Continual interferences with another learner(s), causing physical or mental discomfort</li> <li>*Failure to attend detention without prior arrangements made</li> <li>*Plagiarism of any work or cheating/attempted cheating in class test/assignment</li> </ul>	<ul style="list-style-type: none"> <li>*0(zero) for test (plagiarism) and warning letter</li> </ul>

**3. Level three: to be dealt with by the Principal’s tribunal – a formal disciplinary hearing  
where the Principal with the Phase Heads will hear each case: (the parent/guardian has to be contacted)**

<ul style="list-style-type: none"> <li>* Disrespect of other learners and/or members of staff, questioning the authority of the appointed admin and professional staff members, Prefects and monitors, and bringing the school’s name in disrepute</li> <li>* Serious disruption of classes, during formal contact sessions, making it impossible for teaching to take place</li> <li>* Falsification of documents</li> <li>* Threatening the safety of others (including causing bodily harm to another person and intimidation including cyber bullying)</li> <li>* Fighting (where the intend of the person is to cause physical harm)</li> <li>* Hurting others on purpose (where the intend of the person is to cause physical harm)</li> <li>* Verbal abuse of a teacher</li> <li>* Forgery of signature parent/guardian/teacher</li> <li>* Vandalism (the malicious damage of property) – school,</li> <li>* Possession of dangerous objects and weapons</li> </ul>	<ul style="list-style-type: none"> <li>* In-school suspension</li> <li>* Out-of-school suspension</li> <li>* Suspension from school activities</li> <li>* Final written warning</li> <li>* Refer learner to professional intervention</li> <li>* Monetary compensation</li> </ul>
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**4. Level four: to be dealt with by the Disciplinary Committee of the School: (the parent/guardian has to be contacted)**

<ul style="list-style-type: none"> <li>* Repeated offences relating from levels 1 – 3</li> <li>* Racist remarks towards other</li> <li>* Hate speech</li> <li>* Discrimination : Gender/race/religion</li> <li>* Possession, use and/or distribution of chemical or stupefying substances (including being drunk at school/school functions, or devices relating to this misconduct, e.g. Hookah)</li> </ul>	<ul style="list-style-type: none"> <li>* Referral to professional intervention</li> <li>* Final written warning</li> <li>* Community service</li> <li>* Out-of-school suspension</li> <li>* Monetary compensation</li> <li>* Suspension from school activities</li> <li>* Compulsory attendance of a life skills program</li> <li>* Progress monitoring report for a minimum of 2(two) weeks</li> </ul>
<ul style="list-style-type: none"> <li>* Forming of and/or participating in gangster activity (informal organizations which could have a harmful influence on the ethos of the school)</li> <li>* Disruption of the entire school (e.g. bomb threats or threatening the life-support systems of the school: fire hydrants, etc)</li> <li>* Sexual harassment (verbal, cyber, written and Physical)</li> </ul>	



**5. Level five: to be recommended for expulsion by the Head of Department of Education, Western Cape, following a formal disciplinary hearing by the Disciplinary Committee of the School where a learner has been found guilty after due process has been followed:**

- 5.1 Repeated offences relating to levels 1 – 4
- 5.2 Possession and/or distribution of pornographic material (printed and electronic)
- 5.3 Performing sexual acts on school premises or at school activities
- 5.4 Murder and assault with the intent to cause serious bodily harm on the school property or school-related events
- 5.5 Possession of weapons (fire arms, knives, etc) on school grounds or at school functions
- 5.6 Poisoning or attempting to poison another person on the premises or school-related functions
- 5.7 Indecent exposure
- 5.8 Rape (including attempted rape and indecent assault/any sexual contact or intercourse by minor in nonconformance with the Children's Act re sexual behaviour of minors)
- 5.9 Robbery (on school grounds or at school functions/learners, teachers, parent/guardians or visitors falling prey)
- 5.10 Engaging in a conspiracy to disrupt the proper functioning of the school through collective action (illegal strikes or other non-compliant activities) resulting in sound education not taking place.
- 5.11 Involving/attempting to involve outsiders in dispute between learners (without permission, e.g. Cosas or any other representative bodies not having permission to raise their thoughts on current matters)
- 5.12 Breaking and entering (e.g. stealing of exam materials)
- 5.13 Public indecency (overwhelming public display of affection)
- 5.14 Financial fraud / embezzlement
- 5.16 Sedition any form of illegal strike action/meeting/campaign, political activity other than acts complying with prescribed education
- 5.17 Dealing in forbidden or contraband substances (on school grounds and at a school functions)
- 5.18 When a learner is found guilty by a Court of law for breaking the laws of the country and sentence has been passed by the legal presiding authority

**ISSUES PERTAINING TO HEARINGS**

- Written notice of hearing must be given at least (5) days prior to the date of the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests, examinations and orals which count towards the term/year mark.
- When a notice is issued to a learner, the learner must acknowledge receipt of the notice by signing it. The parent/guardian has to sign such a notice as well. *The signing of this receipt is NOT an admission of guilt.*
- If a learner does not appear at a hearing, the hearing will be conducted in his/her absence. A written verdict will be issued to the offender who must acknowledge the content of it by signing the document.
- The disciplinary Committee of Mondeor Eco School will consist of at least the following :
  - \*The Chairperson/Deputy Chairperson
  - \*Two SGB (parent/guardian) representatives
  - \*the School Principal or a delegated member of staff \*The Grade Head
- The hearing must be attended by the learner, and he/she may request other learners to attend or his/her defence.
- The following rights of the learner will prevail at a hearing:
  - \*the right to a formal hearing
  - \*the right to be present at the hearing

- \*the right to be given time to prepare his/her case
  - \*the right to be given advance notice of the charges
  - \*the right to be represented at the hearing by an internal representative
  - \*the right to be assisted at the hearing by parent/guardians, if under-age
  - \*the right to ask questions on any evidence produced, or on statements of witnesses
  - \*the right to call witnesses to testify on behalf of the learner
  - \*the right to an interpreter or legal aid (to be requested in writing by the learner, 24 hours prior to the hearing)
  - \*the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist.
- The Principal will ensure that all documentation related to the offence is kept, and that the disciplinary measures are imposed.

### **LOCO PARENTIS**

- The school is compelled to refer behaviour that constitutes a criminal offense to the SAPS for further investigation
- If the learner's behaviour is a threat to him/herself or other learners, the school reserves the right to take the necessary steps to find alternative placement or treatment for the said learner.
- The school reserves the right to refer a learner for counselling if his/her behaviour is deemed to be socially unacceptable.

### **SEARCH**

The principal or an educator, upon reasonable suspicion (supported by sufficient information) has the legal authority to conduct a search of any learner or property in possession of the learner for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property, or pornographic material brought on to the school property. A search may be performed in terms of the following Acts of general application: Control of Access to Public Premises and Vehicles Act (Act 53 of 1985), Drugs and Drug Trafficking Act (Act 140 of 1992), Arms and Ammunition Act (Act 75 of 1969), Education Laws Amendment Act (Act 24 of 2005 and Act 31 of 2007), as well as Government Gazette Notice 1440 of 2008.

During a search human dignity shall be observed and learners shall be searched in private by persons of their own gender, in the presence of at least one other person. A record shall be kept of the search proceedings and the outcome. All the stipulations pertaining to disciplinary proceedings applicable to learners as set out in the South African School's Act (Act 84 of 1996), as amended, is incorporated and included in this Code of Conduct.

**LEARNER COMMITMENT (CODE OF CONDUCT)**

I, ....., in Year....., a learner at Mondeor Eco School of Skills, understand 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 prefects, all members of the staff and visitors to the school.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks 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.

ALL THUS done and signed on \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
STUDENT

\_\_\_\_\_  
REGISTER TEACHER

\_\_\_\_\_  
PARENT

\_\_\_\_\_  
PRINCIPAL