

SCHOOL CODE OF CONDUCT FOR LEARNERS

1. PREAMBLE:

The South African Schools Act 84 of 1996 obliges the Management of a school to adapt a Code of Conduct for learners. This document is aimed at establishing a disciplined and purposeful environment to facilitate effective teaching, learning and assessment in schools. This policy shall uphold the rights of all individuals as enshrined in the Bill of Rights in the Constitution of SA.

Space Age Independent School strives to promote and establish close co-operation amongst all stakeholders based on;

- Professionalism
- Respect
- Tolerance
- Solidarity for the benefit of the learners, parents, and school community in general.

2. INTRODUCTION AND DEFINITION

This code of conduct is an agreed set of behaviours that are acceptable within our school. The code of conduct includes the levels of misconduct and disciplinary actions that apply. It also includes the rules that govern the conduct and relations between learners, educators, parents and the community.

Section 8(4) 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 sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Principal and Disciplinary committee of the school

3. THE RESPONSIBILITIES OF LEARNERS

Learners undertake:

- To learn
- To attend all classes daily and on time.
- To do all academic activities including homework
- To be in possession of appropriate working materials
- To be responsible for their own work
- To respect all persons and property
- To refrain from abusive language and inflammatory actions
- To conduct themselves in a safe and respectable manner
- To promote the standard of cleanliness and neatness
- To protect school property
- To refrain from and report any unauthorised removals of school property from the school premises
- To practise tolerance within the context of interpersonal relations in the school
- To refrain from the use of drugs, assault, carrying of dangerous weapons, bullying, sexual harassment, drunkenness, and smoking.

4. THE RESPONSIBILITIES OF PARENTS WITH REGARD TO LEARNERS

Parents must ensure that:

- They receive regular academic report from the school regarding their child's progress.
 - Their child attends school each day, is punctual and in cases of absence explains the reasons for such absence to the school.
 - They protect and ensure the rights of their child to learn
 - As far as possible, their child attends school in good health and conforms to generally accepted norms of personal cleanliness and neatness.
 - They provide for a proper immunisation of the child as required by law. They provide their children with the resources, basic equipment and learning material needed to complete schoolwork.
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- They refrain from abusive language or inflammatory behaviour.
 - They bring to the attention of school authorities any problem, condition or circumstances that effect their child or other children or persons in the school community.
 - They seek change in an orderly and approved manner
 - They keep the school informed of any changes of address and any other personal details as required.
 - They provide the school upon request with original reports received at other educational institutions, particularly at the time of initial enrolment to the school. Parents of learners who are not South African citizens must provide the school, upon request with original study permits or temporary residency permits.
 - They discuss report card, work assignments and homework with their children.
 - Their children abide by the rules, regulations and procedures set forth by the school.
 - They endeavour to promote positive inter-personal relations between learners, educators, other parents and the wider school community in the best educational interest of their children.
 - They pay school fees as determined by the Directors and school. This is accepted by the parents at a meeting of parents and members of the SGB.

5. THE SCHOOL CODE OF CONDUCT AND DISCIPLINING LEARNERS

Discipline and punishment

- The main goal of the school code of conducts and disciplinary procedures for learners is to ensure that the education of learners at school happens in a safe and secure environment.
- Learners are encouraged to develop self-discipline.
- Discipline must be fair, corrective, and educative, rather than punishment orientated.

Misconduct

- It is defined as "wrong behaviour" or "misbehaviour"
- The code usually includes school rules. The school SGB will negotiate what steps and processes will be taken if learners break the code of rules.

Levels of misconduct or offences and sanctions recommended

- All the disciplinary committee members will be in a position of knowing that misconduct is understood in terms of levels of seriousness. There are four (4) levels of misconduct and four (4) levels of corrective sanctions

LEVELS OF MISCONDUCT/ OFFENCES AND CORRECTIVE SANCTIONS

Level 1 offences	Level 1 corrective sanctions
<ol style="list-style-type: none"> 1. Academic: Homework/ books left at home or incomplete 2. Non- attendance at extra and co-curricular activities without a valid reason. 3. Questionable behaviour in class, disruptive, uncooperative, discourteous, damage done, littering, etc. 4. Dress code not followed. 5. Punctuality flouted, bunking classes 6. Failing to respond to reasonable instructions. 7. Being dishonest with minor consequences 	<ul style="list-style-type: none"> None of these actions can be condoned. Action will be taken by the form or subject educator. Verbal warning, written punishment, detention, extra work, providing the work is constructive. Tidying the classroom. Removing graffiti from bags, walls, etc. Written notification

Level 2 offences	Level 2 corrective sanctions
<ol style="list-style-type: none"> 1. Frequently repeated Level 1 misconduct 2. Smoking or carrying tobacco 3. Leaving School without permission 4. Using abusive language 5. Interrupting education in the classroom 6. Showing disrespect for another person 7. Engaging in minor vandalism, like graffiti 8. Being dishonest with more serious consequences 	<ul style="list-style-type: none"> Disciplinary talk with the learner Talks with parents of the learner Written warning Behavioural contracts (whereby learner promises to improve) Daily report (taken around by learner) Duties that can contribute to the improvement of the school e.g. cleaning, gardening, administrative tasks

Level 3 offences	Level 3 corrective sanctions
These are regarded as serious and include:	
<ol style="list-style-type: none"> 1. Frequently repeating Level 2 misconduct where action taken by school authorities is considered ineffective 2. Inflicting minor injury on another person 3. Gambling 4. Being severely disruptive of classes 5. Forging documents or signatures with minor consequences 6. Racist, sexist or other discriminatory behaviour 7. Possessing or distributing pornographic, racist or sexist materials 8. Possessing dangerous weapons, theft& vandalism 9. Cheating during all forms of assessment/ tests and examinations 	<ul style="list-style-type: none"> Any of level 2 punishment Suspension from some school related activities e.g. sport Written final warning that out of school suspension may be implemented Referral to psychologist / counsellor / social worker.

Level 4 offences	Level 4 corrective sanctions
These are regarded as very serious and include:	
<ol style="list-style-type: none"> 1. Repetition of level 3 misconduct disciplinary actions 2. Threatening another person with a dangerous weapon or bullying. 3. Causing intentional limited injury to another person 4. Verbally threatening the safety of another person 5. Engaging in sexual activity 6. Selling drugs 7. Possessing or using alcohol or narcotics 8. Disrupting the entire school (e.g. boycotting or picketing without consent) 9. Forging documents or signatures with serious consequences. 	<ul style="list-style-type: none"> Any of the above level 3 punishment Referral to relevant outside agencies Recommend Expulsion The school views bullying in a very serious light. Hence, after investigation, if the learner or groups of learners are guilty of this offence, the learner or groups of learners will be expelled.

S. NAIDOO-EXECUTIVE PRINCIPAL

MR. FARAI MUKWAVAYA: PRINCIPAL