

# Code of conduct policy

## Code and rules of conduct

### 1. Introduction

This document is the code of conduct of Union Preparatory School, as approved by the governing body. The governing body has consulted the school's parents, learners and educators on the content of the code of conduct. The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 2001, as amended) and relevant provincial legislation.

### 2. Objective

Although the State is obligated to make education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely educators, learners and parents. This code of conduct is intended to promote such dedication and commitment.

This code of conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.

The code of conduct endorses the school's mission statement.

**Learners and their parents/guardians are expected to acquaint themselves with the school's code of conduct and its provisions. As soon as learners are enrolled at the school/hostel, they are subject to the code of conduct, and must strictly adhere to it. Should learners transgress or violate the code of conduct, they will be acted against in accordance with the disciplinary procedure for learners.**

### 3. Code of conduct, General rules

3.1 Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times.

#### 3.1.1. GENERAL MANNERS AND RESPECT

Learners are expected to:

- Greet staff and all visitors to the school.
- Respect other members of the school community, regardless of personal, religious or cultural differences.
- Stand when staff or visitors enter the classroom, or meet/speak to them in the playground.
- Remain silent before, during or after assembly.
- Always be courteous, friendly, and helpful.
- Be respectful to staff members at all times.
- Stand quietly at lines.
- Be honest and act with integrity.

Signed by parents: \_\_\_\_\_



### 3.1.2. GENERAL BEHAVIOUR

Learners must adhere to the following general rules:

- No bad language will be tolerated.
  - No skateboarding or rollerblading is permitted on school grounds, including during organised functions or activities held at the school.
  - Bicycles may not be ridden in the school grounds.
  - Learners may not run in the school buildings.
  - Learners should not bring items of value to school.
  - Learners may not play in the areas designated for staff parking.
  - Learners may not tamper with any other learner's suitcase, tog bag or other possession without permission of the owner.
  - No learner may enter the swimming pool area, Playscape or playpark unless under the supervision of a educator.
- 3.2 While wearing the school uniform, or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.
- 3.3 In their interaction with the principal, vice-principal, educators and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness. (Verbal and physical)
- 3.4 In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.
- 3.5 A school educator shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.
- 3.6 Learners may not eat or drink in the classroom or library. The chewing of gum during school and sport activities is prohibited.
- 3.7 The use of cellphones during school activities must be limited to emergencies only. The use of cell phones during school activities is strictly prohibited. All calls to parents will be made through the office.
- 3.8 The smoking, possession and/or use of tobacco products, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited.
- 3.9 In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.

Signed by parents: \_\_\_\_\_



- 3.10 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
- 3.11 A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.
- 3.12 Transgressions that may lead to suspension and/or expulsion include but are not limited to:
- conduct that poses a threat to others' safety and infringes upon others' rights;
  - possessing, threatening with or using dangerous weapons;
  - the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;
  - fighting, assault or abuse;
  - indecent behaviour or swearing;
  - adopting or assuming a false identity;
  - harmful graffiti, hate speech, sexism or racism;
  - theft, or the possession of stolen goods, including the theft or possession of test or examination papers before such test or examination has been conducted;
  - unlawful conduct towards and/or vandalising, destroying or damaging school property;
  - disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school staff or learners;
  - repeated violations of school rules or this code of conduct;
  - criminal and oppressive behaviour, such as rape and gender-based harassment;
  - victimisation, bullying and intimidation of other learners;
  - the transgression of examination rules; and
  - Intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

#### 4. **Class rules**

- 4.1 The class educator shall formulate class rules upon the adoption of this code of conduct, and at the beginning of each ensuing school year, after having consulted the learners in the class as well as their parents.
- 4.2 The class rules must be compiled in writing and –
- 4.2.1 be displayed in a legible format in a prominent spot in the classroom; and
  - 4.2.2 be made available to all learners and their parents.
- 4.3 Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class educator or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the school.
- 4.4 Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules.

#### 5. **Rules with regard to appearance and school wear**

- 5.1 School wear: All learners must abide by regulations prescribed in **The Learners' dress code policy**

Signed by parents: \_\_\_\_\_



5.1.1 The school uniform must be worn with pride and should be clean and presentable (e.g. no missing buttons) at all times. Shoes must be polished and all items of clothing should be clearly marked.

5.1.2 When wearing the school uniform, learners should not:

- Place their hands in their pockets.
- Display jewellery except if permission has been granted by the Principal.
- Chew gum at any time.
- Wear any form of casual clothes.

5.1.3 A neatly shaped hairstyle, tied up or cut off the collar and ears is considered part of the uniform. The hair should be clean and never cut in a way that will attract attention by being too long, too short, tinted or treated in any way. If braids are long, they must be tied up. No unusual styles may be worn.

5.2 Jewellery: All learners must abide by regulations prescribed in **The Learners' dress code policy**

5.3 Nails: Nails may not extend beyond fingertips. No nail polish may be worn.

5.4 Make-up: No make-up will be allowed.

5.5 Grades 3 and 4 may wear watches to school. **NO SMART WATCHES THAT ARE LINKED TO CELLPHONES ARE ALLOWED.** The learner has to take responsibility for the safety of their watch.

## 6. **Sports and extracurricular activities**

6.1 Participants in sports and extracurricular activities

6.1.1 Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.

6.1.2 Each learner is required to participate in the extra-mural program offered at the school. At least one extra-mural activity per season.

6.1.3 When a learner has committed himself to an extra-mural activity he must fulfill all obligations and responsibilities in this regard to the satisfaction of the principal or master-in-charge.

6.1.4 All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance if a written apology OR A WHATSAPP is handed to the relevant sports coach or to the sports or cultural head in advance. Unforeseen absence from an activity will only be excused if the sports or cultural head or relevant coach receives a written apology OR A WHATSAPP no later than three days following the relevant activity.

6.1.5 Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:

Signed by parents: \_\_\_\_\_



6.1.5.1 the sports head and the educator/instructor /coach involved in the relevant sports code;

6.1.5.2 the referee or adjudicator with regard to the relevant activity; and

6.1.5.3 the team captain.

6.1.6 Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

## 6.2 Spectators and supporters at sports and other extracurricular activities

6.2.1 Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.

6.2.2 Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.

6.2.3 The abovementioned rules equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no bearing.

## 7. School property

7.1 'School property' includes the following:

7.1.1 The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings

7.1.2 All other property, including equipment, books, stock, motor vehicles and the like that the school owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss

7.2 As the school has been developed and erected for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property in order for it to be utilised to the benefit of all current and future learners of the school.

7.3 No learner may remove any school property from the school grounds without the prior consent of the principal or an educator of the school.

7.4 Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.

7.5 Learners may not damage, deface or destroy any school property. Any learner who deliberately misuses, damages or vandalises any school property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.

Signed by parents: \_\_\_\_\_



## 8. **School notices**

All learners are obligated to hand to their parents all school notices that were distributed to learners for such purpose by the governing body, principal or an educator of the school, as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

## 9 **School work and homework**

9.1 There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt or hinder teaching.

9.2 Learners must promptly carry out instructions in class.

9.3 All learners must have and maintain such homework book as may be required by the principal or class educator.

9.4 All learners must do their prescribed homework and promptly return it to the relevant educator by the due date. Failure to comply with this rule shall be excused only if, on the day on which the homework was to be completed, the learner hands to the educator a written note from his/her parents with an acceptable excuse for such failure.

9.5 All learners must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.

9.6 Homework must be signed by parent/guardian daily

9.7 Learners are obligated to catch up as soon as possible on any work that they have missed. The work will be provided by the educator and the parent will need to supervise and assist where necessary at home.

9.8 Learners shall move swiftly and in single file from one class to the next. Chatting in groups or visits to the restroom between classes are not allowed.

## 10 **Tests and assessments**

10.1 All learners are obligated to abide by the tests and assessments that educators may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity.

10.2 Learners shall refrain from any form of dishonesty when tests and assessments are conducted.

## 11. **Punctuality**

11.1 Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity. Learners are to arrive at school in the morning before the first bell and are to line up as required. Learners may not leave the school before closing time without written request by the parent and permission of the Principal. Learners may not leave the school grounds during breaks. When learners arrive late, they must provide a written apology from their parents. Learners who arrive late must first report to the office before proceeding to their particular class.

11.2 School times: Will be communicated to you and may vary per grade in summer and winter.

Signed by parents: \_\_\_\_\_



**12. Absence from school**

- 12.1 Learners may be absent from school in exceptional cases only.
- 12.2 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.
- 12.3 Learners who are absent from school for one to three consecutive days must upon their return to school submit a written explanation by their parents. (HARD COPY OR WHATSAP) Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner’s family, or another reason approved by the principal.

**13. Environment**

- 13.1 Learners have the right to a safe environment and school that are conducive to education.
- 13.2 Learners may not litter on school grounds or in school buildings.
- 13.3 Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition, and must ensure that all litter is picked up and placed in garbage bins.
- 13.4 Learners must leave restrooms in a clean condition.
- 13.5 Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.
- 13.6 The application of slogans (graffiti), stickers, posters and the like to any surface at the school is strictly prohibited, unless it is done with the principal’s consent.
- 13.7 Learners shall comply with any reasonable instruction from the principal or educator with regard to maintaining a clean and hygienic school environment.

**14. Exemption from provisions of the code of conduct**

- 14.1 Learners may submit a written application to the governing body for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious or medical grounds.
- 14.2 Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the learner to substantiate the application for exemption.
- 14.3 Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.
- 14.4 In considering an application for exemption, the governing body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.
- 14.5 The governing body shall consider the application for exemption with the necessary earnestness and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing.

Signed by parents: \_\_\_\_\_





**15. RESPONSIBILITY OF PARENTS REGARDING THE CODE OF CONDUCT**

- a. Support the school and encourage learners to observe the school rules and regulations and accept responsibility for their misbehaviour.
  - b. Take part in the child’s education and ensure completion of school work.
  - c. Attend all meetings organized by the SGB.
  - d. To ensure that their children receive quality education through a language of their choice (refer to the School’s language Policy)
- A The Educator shall have the same rights as the parent to discipline and control a learner during any activity of the school.
- B The content of the Code of Conduct will be spread with in the school community.
- C Discipline shall be fair, unbiased, just, corrective, consistent and educative.
- D Discipline of learners hall not be delegated to fellow learners.
- E Serious misconduct shall be recorded in the learners file and parents of the learners will be involved.
- F The Principal and/or class educator can upon reasonable suspicion search a learner for weapons, firearms, stolen property, drugs and pornographic materials. A staff member of the same gender as the learners may be used for such searches and record of what is found shall be kept

**9. PROMOTION OF THE CODE OF CONDUCT**

This policy will be displayed openly in the following ways:

- (a) The SGB shall take it upon them to discuss it thoroughly with the parents during parents meetings.
- B) The code of conduct should be distributed electronically to all parents at the beginning of each school year.
- (b) A copy of the Code of Conduct must be available at the front office
- (c) The learners will be informed verbally.
- (d) Classroom rules will be pasted in the classrooms.

**16 In addition to the code of conduct all school Policies must be adhered to.**

**17 In case of a violation of any provision in this code of conduct, or other school policies, the prescribed disciplinary procedure shall be followed.**

I HAVE READ AND AGREE TO THIS CODE OR CONDUCT POLICY

SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Pupils name

\_\_\_\_\_  
Parents Name