

Code Of Conduct

1. Introduction and objectives

A certain standard of conduct is expected from the Guardian(s), Teachers and the Learner. To sustain a healthy learning environment, it is important that these parties to the education relationship acknowledge their respective responsibilities and conduct themselves accordingly.

The Code of Conduct strives to provide a framework for orderly and purposeful education, but with enjoyment and fellowship with peers as an added advantage. Through this Code of Conduct, the School strives to develop and grow all its Learners in an environment of positivity and acknowledgement. Children are recognised and rewarded in many ways thus following our focus to be on positive reinforcement, development and growth rather than on disciplinary action and remediation.

It indicates the broad standards of behaviour that are expected of Guardian(s), Teachers and Learners at the School and encourages a responsible and self-disciplined approach, rather than a punitive one based on fear.

It should be noted that the School's Code may also have a bearing on the behaviour of the Learner outside of normal school hours, should the Learner's conduct impact negatively on the Teacher/Learner relationship or reflect badly on the School. All Learners need to abide by the discipline system that has been developed to assist and guide learner behaviour in the School. The Discipline Policy can be found at the end of the Code of Conduct.

2. General conduct expected of Teachers

Teachers at the School subscribe to the SACE Code of Professional Ethics and the School's own Code of Conduct for Staff.

Inter alia, the School's Teachers are required to:

- Be punctual, well prepared and professional in their approach to education
- Manage Learner performance effectively and motivate Learners to achieve realistic and meaningful personal and educational goals
- Be sensitive to the needs of their Learners and address learning difficulties in a positive manner
- Praise, encourage, recognise and reward Learners who strive to achieve
- Create a classroom climate which is based on a learning partnership which makes education both relevant and stimulating
- Set a positive example for their Learners to follow
- Administer discipline correctly and with dignity when necessary

3. General conduct expected of Guardian(s)

The Guardian(s) expect the School and its Teachers to provide the best education possible with the resources available to the School. However, Guardian(s) must also accept responsibility to help the School achieve this goal.

The School's role is to educate within the time spent at school, but it is equally the Guardian(s)'s responsibility to carry this through. The Guardian must instil the same discipline and standards, identify, correct and guide their children in making the right choices and achieving the desired outcomes.

Guardian(s) are required to:

- Ensure that the Learner understands the School's Code and complies with the terms thereof accordingly;
- Involve themselves to the fullest possible extent in the School's education process and the learning environment;
- Encourage the Learner to participate fully in the School and co-curricular activities;
- Participate in the learning process and assist the Learner with homework, provide encouragement, check results;
- Communicate freely and promptly with the School;

- Support the disciplinary structures and procedures of the School in the interests of maintaining an orderly, respectful and positive educational environment. Guardians are therefore not permitted to take the disciplining of another child into their own hands;
- Never openly slate, criticise or ridicule any staff member, particularly in front of a child;
- Conduct themselves courteously and refrain from making disparaging remarks about referees, judges or players during sports fixtures. Coaching from the side or interfering with the coaches is not permitted and it is expected that good play will be applauded and encouraged by both sides; and
- Ensure that children are delivered to school on time for the school day as well as for all school functions.

4. General conduct expected of Learners (Learners to review)

Learners are required to:

- Recognise that they have responsibilities to their Guardian(s), the School, Teachers, their fellow Learners and themselves;
- Comply with the school rules and instructions given by the Teachers and Head of the School;
- Behave responsibly and not endanger the safety and welfare of others;
- Respect and care for the property of the School and others and not take things that do not belong to them;
- Maintain sound relations with others at the School, be courteous and respect the dignity and self-worth of others;
- Be punctual and observe the timekeeping practices of the School;
- Behave honestly and conduct themselves with integrity;
- Accept legitimate punishment and disciplinary action taken against them as being both necessary and corrective; and

- Take care of their environment.

5. School rules

The following specific rules are not exhaustive and define the behaviour expected of Learners. Learners must be advised of these rules and are bound to comply with the rules.

- **Behaviour of Learners towards Teacher and all other adults**
 - It is expected that Learner show appropriate respect and good manners to all adults.
 - Children are to greet all adults whom they see, walk past or come in contact with when on campus.
- **Punctuality**
 - All learners are expected to start the school day promptly at 07:30 and to start each lesson or co-curricular activity at the designated time, unless otherwise approved by a member of staff.
 - Learners will need to report to reception to collect a late slip before going to class. Warning letters will be issued to repeat offenders and Guardians will be contacted.
- **Assembly**
 - Assemblies are compulsory for all Learners in the relevant grades.
- **Maintenance of property and tidiness**
 - All Learners are expected to look after school property and to respect the property of others. Litter may not be dropped anywhere.
 - No ball games may be played in the vicinity of any building or parking area. Trees may not be climbed at any time.

- All clothing and any personal belongings brought to the School are to be clearly and regularly marked.
- On no account may any large sums of money, radios, iPods, MP3 players, tape recorders, computers, iPads, computer games or any other expensive items be brought to the School unless required for school purposes. In the event that these goods are brought to school, the School, its members and its staff are not liable for any loss or damage caused to the goods in any manner whatsoever.
- **Cellular Telephones**
 - Cell phones are not permitted at the School in all grades under any circumstances.
 - Cell phones are strongly discouraged at the School.
 - The School is not responsible for loss or damage to phones under any circumstances on the school campus.
- **Absence from School**
 - Should a Learner be absent from school as a result of illness, the School must be notified before 08:00 that morning. A letter or doctor's note must be sent on his/her return to school, should absence exceed one day. In all other instances, Guardians are to request permission from the Head of School, in writing, prior to the absenteeism.
 - Absence from school on account of holiday arrangements is not encouraged, although the Head of School, or a duly authorised representative, as the case may be, may be approached where special reasons pertain.

- Guardian(s) are requested to notify the School if their son/daughter has an infectious illness; in these circumstances, s/he will only be allowed to return to school when s/he has been away for the full period recommended by a Medical Officer of Health and a certificate of recovery must be presented to the School obtained from the health practitioner.
- A doctor's note must be presented when an exam is missed. The Learner will be marked absent in the event of an exam being missed. Missed tests will be written when the Learner returns to school, wherever possible.
- A doctor's note is required when a child is away ill for three or more days.
- **Participation**
 - It is the School's policy to encourage all Learners to participate fully in the life of the School: academically, culturally, and in the sports programme.
 - There are some school sports that may be compulsory for the children.
- **Breakages and damages**
 - Any wilful damage to, or breakage of school property, or the property of others at the School, is a serious offence and will incur appropriate punishment. Any accidental breakage must be reported immediately to a member of staff.
- **Eating and breaks**
 - Eating and drinking may only take place during the designated break times and outside the classrooms, unless permission has been given by a staff member.
 - All classrooms are out of bounds at break-times.
 - The chewing of gum is prohibited under all circumstances.

- **Transport and travelling**
 - Learners are expected to act sensibly when travelling to and from school, or while travelling on school business. Seat belts must always be worn.
- **Classroom behaviour**
 - Learners are expected to present a positive work ethic in the classrooms. Courteous and sensible behaviour is expected at all times.
 - Learners may not disrupt lessons or cause any disruptions in the classroom.
- **Bags and containers**
 - School bags should be labelled. They may not be left lying around the classrooms or grounds.
- **Behaviour in the school grounds**
 - There may be no running between any buildings.
 - Earth, stones, sticks etc may not be thrown.
 - Litter must not be dropped. Learners are expected to keep the grounds tidy.
 - Learners are not allowed in the hall or staffroom without permission.
- **Books and homework**
 - Learners are expected to complete the work timeously, correctly and neatly.
 - All books belonging to the Learners should be covered, named and well looked after.

- **Hairstyles and personal hygiene**
 - Both boys' and girls' hair should be kept neat at all times. Fashion haircuts and styles are not permitted. Hair colouring, highlights and hair products are also prohibited.
 - Girl's hair needs to be out of the eyes and tied up, once it reaches shoulder length. The correct coloured elastics and clips, as per the school uniform requirements, should be used.

- **Jewellery and dress code**
 - Learners are expected to look smart at all times when wearing the school uniform on or off the campus.
 - Blazers are to be worn for assemblies and any formal functions.
 - The full school tracksuit should be worn by the Primary School children for sports, excursions and for assembly in the Winter Term.
 - At all official school functions, full school uniform must be worn.
 - Religious and cultural jewellery may be worn, only in exceptional circumstances.
 - Only girls are permitted to wear gold or silver studs or sleepers in pierced ears (only one per ear).
 - Watches may be worn, but no rings or bracelets.
 - Girl's skirts should be at knee length, at all times.
 - Boy's pants should be kept in its original retail form.

- **Erotic material and undesirable material**
 - It is a serious offence and possibly illegal for a Learner to be in possession of any erotic, pornographic or other undesirable material or objects on the campus or while wearing their school uniform.

- **Alcohol or other illegal substances**
 - It is illegal for any learner to drink alcohol or partake of any illegal substances while on the campus or while wearing their school uniform. Appropriate action will be taken in the event of a Learner contravening this rule.
- **Smoking**
 - It is a serious offence for any Learner to smoke on the campus or while wearing his/her school uniform. Appropriate action will be taken in the event of a Learner contravening this rule.
- **Weapons**
 - It is a serious offence for any Learner to have a weapon at school, unless specifically approved by the Head of School as it relates to some school activity. Appropriate action will be taken in the event of a Learner contravening this rule.
- **Intimidation**
 - Intimidation or bullying of any sort- physical or emotional, using social media or any other means- is a serious offence and will be punished accordingly.
 - Racial insults, harassment or victimisation are prohibited and regarded as serious offences.

6. Dispensation for compliance with the School's Code

Whilst the school values form the basis of the School's Code, the religious beliefs and cultures of all Learners will be respected.

On the ground that any practice or rule set out in this School's Code conflicts with the religious and/or cultural practices of a particular Learner, dispensation may be sought for such Learner not to be required to comply with such practice in terms of the procedure set out below.

7. Procedure for dispensation for compliance with the School's Code

The Guardian(s) wishing to request dispensation must motivate the request in writing, detailing in full the grounds for the dispensation. The request for dispensation must be submitted to the School and addressed for the attention of the Head of School.

Guardian(s) seeking dispensation for a Learner not to comply with any rule/practice set out in the School's Code, must acknowledge that no dispensation can be granted if, by virtue of the granting of such dispensation, it places any concomitant obligation(s) on the School, the Management, the Teachers or the Staff.

The Head of School will respond to the Guardian(s) in writing, confirming whether the dispensation sought has been granted or not. The Head of School's decision in this regard is final.

DISCIPLINE POLICY

Centurion's Student Welfare system is based on the values we embrace as a school, namely humility, life long learning, perseverance, courage, community and trust. As a staff, it is our goal to develop the emotional quotient (EQ) in the learners to enable them to remain focused and motivated to perform to their full potential in all areas of school life.

Centurion College uses a 'restorative' approach to deal with social and emotional issues. In the restorative approach, learners are encouraged to explore various options when faced with a problem and are empowered to make their own choices in dealing with a particular situation or incident. A staff member may serve as the facilitator in this process. Instead of isolating learners who do not conform, the staff strives for an amicable solution through building relationships and finding common interests to ensure that all children feel a worthy part of the school system.

To encourage and motivate the children in the School, we award merits to acknowledge those children who display a positive work ethic and uphold the values of the school. 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 pupils will abide by the Discipline System that has been developed to assist and guide learner behaviour in the School.

Levels of Offences

Offences are classed into levels according to the nature and degree of severity of the offences, of which Level 4 offences are the most serious.

Disciplinary Procedures

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

Level 1 offences

- All Level 1, offences are dealt with by the staff member concerned.
- The staff member must make sure that the corrective action/sanction is carried out by the pupil.
- Should the particular Level 1 offence recur after disciplinary intervention has occurred, the staff member, in consultation with the Class Teacher/Grade Co-ordinator, must arrange a meeting with the parents/legal guardian or, at the very least, contact them.
- All relevant documentation relating to the offences and the disciplinary measures must be sent to the Director of Student Welfare or Deputy Head and kept in the child's file.
- Please note that **NOT** all offences deserve a demerit.
- **Counselling/Restorative Justice must be the first option.**

Level 2 offences

- All Level 2 offences will immediately be referred to the Grade Co-ordinator.
- The offender will be interviewed by the Grade Co-ordinator and referred to the Director of Student Welfare/Deputy, if deemed necessary.
- A written warning will be issued (sent to parents/legal guardian) and disciplinary action applied.

- All relevant documentation relating to the offences and the disciplinary measures must be sent to the Director of Student Welfare or Deputy Head and kept in the child's file.
- When a second Level 2 offence occurs after a written warning has been issued for the first offence, parents/legal guardian are to be called in for a meeting, a final written warning will be issued and disciplinary action applied.
- Should the particular Level 2 offence recur after the issuing of a final warning slip and disciplinary action imposed, a disciplinary hearing will be convened and parents/legal guardian will be advised in writing thereof.
- The outcome of a disciplinary hearing could include sanctions such as an internal or external suspension.
- **Counselling must be given to the learner. Restorative Justice to be applied if applicable.**

Level 3 offences

- All Level 3 offences will immediately be reported to Director of Student Welfare/Deputy Head.
- Depending on the severity of the offence, the Director of Student Welfare in consultation with the Deputy Head/Head of School, will convene a disciplinary hearing.
- The parent/legal guardian will be advised in writing and will be asked to attend a meeting with the Director of Student Welfare/Deputy Head.
- **Counselling must be given to the learner. Restorative Justice to be applied if applicable.**

Level 4 offences

- All Level 4 offences will immediately be reported to the Director of Student Welfare/Deputy Head.
- The Director of Student Welfare/Deputy Head will refer the matter to the Head of School who may file a report with the SAPS and convene a hearing.

- The parent will be informed of the offence and be advised in writing, a minimum of five (5) days before the designated date on which a hearing has been convened.
- Counselling must be given to the learner.

List of offences per level and the disciplinary sanctions to be applied in each case respectively

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The sanctions applied are generally implemented as follows: verbal warning or reprimand; demerit, warning slip, suspension, expulsion.

Provided in the table are **guidelines** to be followed by staff at Centurion College.

<u>LEVEL 1 OFFENCES</u>	<u>DISCIPLINARY SANCTIONS</u>
1. Academic: Books/work materials left at home; homework not done on time/copied	1. Verbal reprimand; Subtracting marks (homework); Daily Report (if deemed necessary); Demerit (-1)
2. Extramural activity: Non-attendance at practices and matches (without a valid excuse to teachers/coach); school dress code not followed	2. Demerit (-1)
3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners, late arrival for class; unco-operative/hurtful behaviour; discourteous behaviour/insolence/temper tantrum; foul language; eating/chewing in class; littering	3. Demerit (-1)

4. Dress code: Untidiness/unkept appearance; school dress code not followed	4. Verbal warning; Demerit (-1)
5. Hairstyles and personal hygiene: hair untidy (girls' hair to be tied up, away from eyes, school coloured clips and elastics- emerald/bottle green, black and white), inappropriate haircut, hair colouring, highlights, hair products	5. Verbal warning; Demerit (-1)
6. Late arrival at school	6. Verbal warning; Demerit (-1)
7. Inappropriate behaviour while travelling on school business/not wearing a seatbelt	7. Demerit (-1)
8. Cell phone found on child during school time	8. Learner to be sent back home; Demerit (-1)

<u>LEVEL 2 OFFENCES</u>	<u>DISCIPLINARY SANCTIONS</u>
1. Plagiarism of any work or cheating/attempted cheating in a class test 2. Defiance/disregarding of an authority figure's instructions 3. Disregarding test/examination procedures 4. Repeated dress code infringements (including hair and personal grooming) 5. Vulgar language (if repetitive) 6. Defacing desks/walls/books/cases with graffiti 7. The use of Cell phone/iPad in class 8. Fighting- physical 9. Fire crackers 10. Forgery, e.g. parent/guardian's signature 11. Gambling, selling goods for money	1. Notify the parents/guardian in writing and issue a warning slip (-5) 2. Notify the parents/guardian in writing and issue a warning slip (-5) 3. Notify the parents/guardian in writing and issue a warning slip (-5) 4. After three demerits- notify the parents/guardian in writing and issue a warning slip (-5) 5. Notify the parents/guardian in writing and issue a warning slip (-5) 6. Notify the parents/guardian in writing and issue a warning slip (-5) 7. Confiscate device until a meeting has taken place with parents/guardian; issue a warning slip (-5) 8. Notify the parents/guardian in writing and issue a warning slip (-5) 9. Notify the parents/guardian in writing and issue a warning slip (-5) 10. Notify the parents/guardian in writing and issue a warning slip (-5) 11. 1st offence: Notify the parents in writing and issue a warning slip (-5)

12. Repeated late arrival at school- would depend on circumstances 13. Bunking assembly 14. Lying 15. Offensive material (rude notes/pictures) 16. Smoking- possession of cigarette/holding cigarette/caught in the act on School property 17. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow pupil 18. Substance abuse- possession/sniffing of unauthorised substance, e.g. meths, benzene, thinners, glue etc. 19. Threatening/assault/intimidation of a fellow pupil (once off) 20. Truancy- bunking a lesson 21. Truancy- bunking a day or part of a day 22. Directed verbal abuse of a fellow learner	2nd offence: Formal disciplinary hearing plus professional counselling (all money to be confiscated) 12. Notify the parents/guardian in writing after and issue a warning slip (-5) 13. Notify the parents/guardian in writing and issue a warning slip (-5) 14. Notify the parents/guardian in writing and issue a warning slip (-5) 15. Notify the parents/guardian in writing and issue a warning slip (-5) 16. 1st offence: Notify the parents/guardian in writing and issue a warning slip (-5). 2nd offence: Formal disciplinary hearing plus professional counselling (all cigarettes and lighters to be confiscated) 17. Notify the parents/guardian in writing and issue a warning slip (-5) 18. Notify the parents/guardian in writing and issue a warning slip (-5) plus professional counselling 19. Notify the parents/guardian in writing and issue a warning slip (-5) 20. Notify the parents/guardian in writing and issue a warning slip (-5) 21. Notify the parents/guardian in writing and issue a warning slip (-5) 22. Notify the parents/guardian in writing and issue a warning slip (-5)
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<u>LEVEL 3 OFFENCES</u>	<u>DISCIPLINARY SANCTIONS</u>
1. Assault on a fellow pupil (causing bodily harm) 2. Bullying (Bullying is unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated.) 3. Engaging in a conspiracy to disrupt the proper functioning of the School through collective action 4. Drugs- not associated with the School 5. Racist conduct that defames another pupil/staff member/school visitor 6. Improper suggestions of a sexual nature 7. Threatening to assault/intimidating a teacher 8. Sexual harassment of teacher/another pupil 9. Verbal abuse of a teacher	1. Disciplinary hearing plus warning slip (-5) 2. Suspension from School, disciplinary hearing and warning slip (-5) 3. Disciplinary hearing, internal suspension plus warning slip (-5) 4. Interview with parents plus professional intervention 5. Disciplinary hearing, internal suspension plus warning slip (-5) 6. Disciplinary hearing, suspension from school plus warning slip (-5) 7. Suspension from school, disciplinary hearing and warning slip (-5) 8. Suspension from school, disciplinary hearing, warning slip (-5) plus professional counselling 9. Suspension from school, disciplinary hearing and warning slip (-5). Repeated verbal abuse will lead to expulsion.

<u>LEVEL 4 OFFENCES</u>	<u>DISCIPLINARY SANCTIONS</u>
1. Dangerous weapon or object, e.g. knife- possession at school 2. Dangerous weapon or object, e.g. firearm- possession at school/on school outing 3. Theft 4. Malicious damage to school/pupil/staff member's property (Vandalism) 5. Assault on a teacher 6. Assault on another pupil causing serious bodily harm 7. Drugs/Alcohol/Illegal substances- consumption/under the influence at school/on school property 8. Pornography (this includes possession and distribution thereof) 9. Rape	1. Suspension from school, disciplinary hearing, appropriate punishment, e.g. expulsion 2. Suspension from school, disciplinary hearing, appropriate punishment, e.g. expulsion 3. Disciplinary hearing, replacement of stolen articles, warning slip, internal suspension/external suspension/expulsion 4. Disciplinary hearing, repair damage, warning slip, internal suspension/external suspension/expulsion 5. Suspension from school, disciplinary hearing, expulsion 6. Suspension from school, disciplinary hearing, expulsion 7. Suspension from school, disciplinary hearing, warning slip, professional counselling 8. Suspension from school, disciplinary hearing and expulsion 9. Suspension from school, disciplinary hearing and expulsion

NB: VERY IMPORTANT !!!!

- All level 4 offences disciplinary sanctions will constitute an immediate suspension
- Suspension from the School shall be a maximum of five school days.

List of offences per level of offence (continuation)

Level 1: Offences	Level 2: Offences
○ Littering ○ Work not handed in on time ○ Poor quality work ○ Shaving infringement ○ Display of visible tattoos ○ Misconduct in assembly ○ Failure to attend a compulsory activity as a spectator without excuse note from parent ○ Interference with another learner causing minor physical/mental discomfort ○ Spitting in public	○ Interfering with another person's possessions without owner's permission ○ Damaging another person's property ○ Racist or sexist remarks/insults ○ Insolence ○ Public disturbance or indecency ○ Failure to attend detention without written letter to Principal ○ Failure to complete previous punishment ○ Tampering with safety equipment or other school equipment ○ Improper suggestions of a sexual nature ○ Any act which in the opinion of management endangers a person or school property ○ Found in "out of bounds" areas ○ Misconduct during detention ○ More than five detentions for Level 1 offences ○ An accumulation of various Level 1 offences ○ Other similar offences

Level 3: Offences	Level 4: Offences
○ Possession of weapons/objects to cause bodily harm ○ Entering College under influence of alcohol/drugs harm ○ Truancy from school or leaving grounds without permission ○ Taking part in illegal acts on college property ○ Intentional behaviour to the detriment of the maintenance of order or discipline in college ○ Cheating in examinations ○ Cheating- per GDE assessment/or portfolio work ○ Willful damage/theft of portfolio work ○ Non-compliance with the safety requirements of any learning environment ○ Continued misconduct after principal's detention ○ Unreasonable repetition of a Level 2 offence ○ Other similar offences	○ Disciplinary hearing punishment not completed ○ Smoking on College premises ○ Forgery of any document or signature to the potential/actual prejudice of the College ○ Fraud (financial) ○ Hostage ○ Trading in test/examination material for personal monetary gain ○ Satanic practices that damage property or cause harm to people or living creatures ○ Any offence punishable by law