

# CODE OF CONDUCT FOR LEARNERS

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**FOR**



**PHUZA ULWAZI ACADEMY**



# CODE OF CONDUCT FOR LEARNERS

## **Policy purpose**

The purpose of this policy is to establish and describe the Code of Conduct for learners at Phuza Ulwazi Academy. It therefore acts as a synopsis and reference to learners and parents as to the level and standards of conduct and behavior required from learners enrolled at the school mentioned above.

## **The vision**

The academy is driven by passion to see young future scientists and researchers emerging.

## **The mission**

The academy shall:

- Enroll learners who are passionate about science
- Admit learners who are goal driven
- Imbue a complete human being with noble qualities whose identity is not questionable
- Indoctrinate learners with biblical truth
- Instill discipline and values
- Inspire learners to fall in love with Science and Mathematics through intensive teaching and learning sessions, the use of technological devices, career path orientation, research and experimentation.

## **Values**

- Discipline
- Honesty
- Respect
- Diligence
- Punctuality
- Courteousness

## **Responsibility of stakeholder**

This policy is applicable to all Educators, learners, parents of learners, guardians acting on behalf of learners and sponsors responsible for the payment of school fees on behalf of learners.

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## **It is the responsibility of the school to:**

- Ensure that copies of the Code of Conduct for learners and parents/guardians and any other stakeholder will have free access to the policy.
- That should a learner request a copy of the Code of Conduct he/she will be supplied with a copy free of charge.

## **It is the responsibility of Educators to:**

In ensuring that all learners behave accordingly, educators are also expected to uphold certain responsibilities to ensure the promotion of a healthy school environment. Educators will uphold the following responsibilities in the school:

- Conduct themselves in a professionally acceptable manner.
- Be punctual and report for duty regularly.
- Be well prepared for teaching and carrying out any responsibility accorded to them.
- Ensure that all stakeholders are aware of the content and implementation requirements of this policy.
- Ensure that the determinations of this policy are enforced.
- To make the code of conduct available to learners, parents and guardians when requested to.

## **It is the responsibility of learners to:**

- Familiarize themselves with the contents of this Code of Conduct.
- Sign a copy of the pledge attached to this policy as commitment to adhere to it.
- Comply with instructions from Educators and the general rules 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.
- All learners have the responsibility to attend school regularly. Absence from school must be reported to the school in due course.
- Learners are expected to show respect to educators, visitors, parents, fellow learners and other individuals found in the school.
- Learners must show their commitment to doing their school work either in the classrooms or at home (assignments, class work, homework, projects and group work).
- Each and every learner is responsible to catch-up with work done in their absence from class or school.
- It is the responsibility of every learner to ensure that they do not disrupt teaching and learning and other activities of the school.
- Learners are responsible for ensuring that they do not damage school property. They should take good care of school property.
- Any learner who intentionally damages any property of the school will be held responsible for paying for the repair or replacement of such.



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- The learners are responsible for upholding the values of the school:
- Learners are expected to be tolerant to one another.
- Maintain sound relations with others at 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 disciplinary action taken against them as being both fair, reasonable and rehabilitative.
- Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts to learn.
- Conduct themselves within the policies, codes and rules of the school, whether described in this Code of Conduct or any other policy or rule implemented by the school.

## **It is the responsibility of parents/guardians/sponsors to:**

The parents and guardians have a role to play in advancing the acceptance and compliance of learners with this policy. Parents are henceforth expected to uphold the following responsibilities:

- Provide for a conducive environment, resources and time for the child to learn.
- Support the school and encourage learners to observe the school rules and regulations and accept responsibility for their actions.
- Participate in the learning process and assist their children with homework, provide encouragement, check results and communicate freely with the school.
- Attend all meetings when invited by the school.
- Ensure that the children are protected and are in safe environments
- Familiarize himself/herself with the contents of the Code of Conduct and to ensure that the Code of Conduct is properly understood.
- Actively support the efforts of the school and its educators to teach their children.
- Involve themselves to the fullest possible extent in school activities.
- Make positive suggestions and contributions to improve the school's education process and the learning environment.
- Work with the school to overcome any learner behavior which negatively impacts on the learning environment.
- Support the disciplinary structures and procedures of the school in the interests of maintaining an orderly and positive learning environment.
- Encourage their children to participate fully in the school and extra-mural activities.
- Ensure that learners are in attendance at all compulsory attendance functions and activities and that school timekeeping requirements are observed.
- Keep themselves informed about their child's progress and behavior as reflected on progress reports.
- Inform the school in writing of any changes in their contact details. Ensure that school and other fees are paid in time.

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## Guidelines and Rules

- This policy shall be widely publicised to all the school community.
- Educators shall have the same rights as parents when it comes to the application of discipline to and controlling of a learner during the activities of the school.
- Ignoring of the school rules shall not be an acceptable excuse.
- Any discipline that has to be carried out shall be done so expeditiously, fairly, justly, consistently, and it shall be a corrective not punitive measure.
- Parents shall be involved in the corrective measure taken against a learner
- No discipline of a learner can be delegated to other learners.
- All disciplinary measures shall match the offence committed and shall be more severe as the behaviour becomes repetitive.
- All serious misconduct should be reported to the school principal.
- The school must keep a register of all reported misconduct which also reflect the outcomes of actions taken.
- Every learner at the school is bound by this Code of Conduct.

## Conduct of learners

- All Learners shall support the staff in establishing and maintaining good order and an environment and conditions in which the process of teaching and learning can take place.
- All learners shall be required to obey and promptly carry out any instructions reasonably given by the Director, Principal, any educator, or class or any other official visiting the school.
- In their dealings with one another, learners shall be required to show mutual respect and tolerance. In particular, learners shall refrain from any conduct calculated to harm the physical, mental or moral welfare of any other learners, or which may have that result.
- Phuza Ulwazi Academy is a smoking free, drug free, alcohol free, weapon free, gun free, fighting free and gambling free zone.
- Educators have the right to make and display rules regarding classroom conduct in their own classrooms and insofar as these rules do not interfere with this Code of Conduct, School Rules or the rights of the learners, learners must adhere to these rules.
- Learners should refrain from damaging school property which includes: the land and buildings occupied by the school and any permanent or relatively permanent fixture or fitting on or in such land or buildings including equipment, books, materials, motor vehicles, and the like, owned by the school, hired by the school or stored by the school, the property of members of staff, fellow learners, visitors to the school and others.
- These rules apply to property on the school premises, in the vicinity of the school, at or in the vicinity of the venue of any school activity, as well as any mode of transport, conveying learners to or from school or school activity.
- Every learner has a right to education.
- Registers must be kept to record the learner attendance in every class.



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- Although the school will make an attempt to make parents/guardians aware of any notices issued to learners, through sms or email, it is the responsibility of the learners to ensure that parents/guardians receive notices.
- Learners must adhere to the school dressing code at school, during sport events and during all other school events.
- Be neatly dressed at all times during the school day and during all school events.
- Have neat hairstyles, in accordance with the School Rules.
- Only wear the jewellery stipulated in the School Rules.
- Learners are not allowed to display any form of religious orientation or political support or ideology through physical appearance or the wearing of clothes, garments or jewellery.
- Learners are not allowed to have tattoos or any other form of body art that are visible whilst wearing school clothes or sport clothes.

## **Dealing with misconduct**

The disciplinary proceedings on dealing with misconduct shall, depending on the nature and level of the misconduct, be attended to in the following manner:

### **Level 1 – misconduct inside the classroom**

This level of misconduct includes the following acts by a learner:

- Failing to be in class on time
- Bunking classes
- Failing to complete school work
- Failing to respond to reasonable instructions
- Being dishonest with minor consequences
- Use of cell phone/other device other those require by the lesson offered being disruptive.

### **Dealing with level 1 misconduct**

- To be carried out by the educator in class.
- Verbal warning
- Demerits
- Additional work which is constructive
- Small menial tasks like cleaning the classroom
- Detention where the learner uses the time fruitfully for learning purposes
- Confiscate unauthorised device

### **Level 2 -Misconduct by breaking school rules**

- Frequently repeating level 1 misconducts
- Smoking or found in the possession of tobacco
- Leaving school without permission

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- Using abusive language
- Interrupting teaching and learning in the classroom
- Engaging in vandalism like graffiti
- Being dishonest with more serious consequences
- Wearing of exotic hairstyle and colouring of hair untrimmed hair and nails (Boys)
- Wearing of see-through and or to revealing clothes
- Wearing of earrings (Boys)
- Wearing of Jewellery.
- Visible Tattoos
- Deadlocks
- Bringing of unauthorised cell phones, large sums of money and valuables to school
- Bringing of unauthorised computer games, iPods or similar electronics device

## **Dealing with level 2 misconduct**

- Any of the level 1 disciplinary actions
- Disciplinary talk with the learner
- Talks with the learner's parents
- Written warnings
- Signing an agreement with a learner who agrees and promises to improve

## **Level 3 – serious misconduct or serious violation of school codes**

- Frequently repeated level 2 offences
- Inflicting minor injury on another person
- Gambling
- Being severely disruptive in class
- Forging documents or signatures with minor consequences
- Using racist, sexist, or other discriminatory behaviour
- Possessing or distributing pornographic material,
- Possessing dangerous weapons
- Theft
- Vandalism
- Cheating during examinations

## **Dealing with level 3 misconduct**

- Any of the disciplinary action of the level 2 misconduct
- Written warning with the possibility of suspension from the school
- Referral to a counsellor or social work

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## **Level 4 – very serious misconduct or very serious violation of school codes**

- Continuous repetition of level 3 misconduct
- Threatening other people with dangerous weapons
- Causing intentional injury to other persons
- Verbally threatening the safety of other persons
- Engaging in sexual abuse such as forceful grabbing
- Engaging in sexual activity
- Selling drugs
- Possessing or using alcohol and drugs
- Being under the influence of narcotics
- Disrupting the entire school
- Forging documents or signatures with serious consequences

## **Dealing with level 4 misconduct**

- Any of the actions to deal with level 3 misconduct
- Referral of the learner to an outside agency for counselling
- Suspension from all or some (specified) school activities for an agreed period with all parties involved.

## **Level 5 – criminal acts which breach the law**

- Repetition of level 4 misconduct
- Assault
- Intentionally using dangerous weapons
- Sexual harassment
- Sexual abuse and rape
- Robbery
- Major theft
- Breaking and entering locked premises
- Murder

## **Dealing with level 5 misconduct**

The disciplinary actions taken to deal with these kinds of misconduct are solely the responsibility of the Principal and the Disciplinary committee and Director of the school to:-

- To expel or transfer the learner from the school to an alternative school for further assistance.
- Allow for criminal and/or civil prosecution processes to take effect



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## **Disciplinary action**

- A disciplinary hearing takes place when a very serious misconduct has been committed.
- The principal shall refer the problem to the Disciplinary committee for a decision on a hearing.
- The Disciplinary committee must make arrangements for a hearing.
- The Disciplinary committee must ensure that a fair hearing shall take place and that it will not contravene the Bill of Rights, the Constitution, and any provincial education department regulations.

## **Disciplinary hearing process**

- The DC shall have a formal sitting to conduct the hearing.
- The DC shall sanction the principal to communicate the charges brought against the learner in writing and shall inform the learner and his/her parents/guardian at least Seven (7) days before the formal sitting for the hearing. The information shall include the date, time and venue where the hearing will take place.
- The parents must be fore-warned that the hearing may result in a suspension and expulsion of the learner from the school.
- The learner and his/her parents must be told that they have the right to bring evidence to the hearing.
- The learner charged with the misconduct and his/her parents may attend the hearing but cannot be forced to give evidence.
- Witnesses may be called to the hearing and may be questioned by all parties.
- All participants at the hearing must have access to all documents presented.
- Everything said at the hearing must be recorded.
- The DC shall draw its conclusions on the basis of the evidence presented before them.
- The DC shall make its recommendations to the Principal and the Director respectively for decision making.

## **Policy review**

- The policy shall be reviewed every year (on a date communicated).

## **Effective date of implementation**

- This Code of Conduct of learners of Phuza Ulwazi Academy becomes effective and functional on 1 January 2016.



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## Conclusion

- The code of conduct for learners is a guiding document that provides a directive and corrective platform towards the expected behaviour and conduct of learners at our school. The code is to be adhered to by all learners of this school at all times.

Design and development by the Director of the Academy

\_\_\_\_\_  
Director (Mr Shongwe BC)

\_\_\_\_\_  
Date

## Addendum A

### PERSONAL PLEDGE BY LEARNER

I, as learner, acknowledge that I form an integral part of the school and I recognize that my behavior, actions and attitude reflect both on me as an individual and as a member of the school. I know that my main priority at school is to learn and to succeed academically, as well as to take part in physical activities and to grow as a person. As part and as a representative of this school, I undertake to:

- ❖ Attend school regularly and be punctual.
- ❖ Allow every other pupil the right and opportunity to learn.
- ❖ Refrain from any action that might disrupt a class or jeopardize learning.
- ❖ Use every opportunity to learn from my teachers, fellow learners and my homework.
- ❖ Conduct myself in a manner that upholds the principles of the school's reputation.
- ❖ Report all incidents of social misconduct immediately to a member of staff.
- ❖ Contribute to the beautification of the gardens and school buildings.
- ❖ Maintain a neat and tidy environment.
- ❖ Do my homework and assignments punctually, neatly and to the best of my ability.
- ❖ Do my best each day to improve my work by learning from my mistakes and using them to my benefit.
- ❖ Refrain from attempting to leave the classroom for any reason whatsoever (unless deemed valid by the teacher) during instruction/teaching time.
- ❖ Refrain from any action which discredits the school, myself and my family.
- ❖ Make maximum use of the facilities at school and to display respect for those facilities.
- ❖ Do all I can to preserve school property for the use and benefit of all present and future learners of the school.
- ❖ Return to school all equipment/property made available to me for my use and enjoyment at the appointed time and in the same condition in which it was when it was handed to me, fair wear and tear excepted.
- ❖ Compensate the school or other persons for the loss of or damage to any property due to my negligence.
- ❖ Be loyal to the school and display loyalty in my behavior and speech.
- ❖ Uphold the traditions and the rules of the school.
- ❖ Uphold the qualities of truth, motivation, discipline and hard work.
- ❖ Strive to develop emotionally, socially, spiritually and academically in all of the opportunities that are presented to me at school.
- ❖ Be an active member of the school through participation and ensuring that I meet all school commitments, including financial, academic, sporting or social commitments.
- ❖ Show respect to all people's rights, including the right to equality and dignity.



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I acknowledge that I have read the contents of the Code of Conduct and I undertake to comply with them and be bound by the contents.

\_\_\_\_\_  
Learner Name

\_\_\_\_\_  
Learner Signature

\_\_\_\_\_  
Date

I acknowledge that I, the parent of the above learner, have read the Code of conduct and Learner's Pledge and I undertake to ensure that my child follows the above Code of Conduct and attached annexures A. I agree that should my child commit any of the above transgressions the school will have the right to follow the above disciplinary procedures and I agree that my child and I/we will comply with the imposed sanction.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Discipline