



# LEARNER CODE OF CONDUCT

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### 1. POLICY STATEMENT

It is the policy of our school, herein referred to as Focus College, to expect all learners to always behave in a manner which includes good conduct on school grounds, at school functions/events, in the classroom and where learners have to represent the school.

Learners must behave on public transport and in public places in a manner that will not bring discredit to the name of Focus College.

This code of conduct is drafted within the framework of:

- the Constitution of the Republic of South Africa
- the South African Schools Act No. 84 of 1996
- the National Education Policy Act No. 27 of 1996

This policy provides a suitable environment to accommodate learning excellence.

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 - referred to in this policy as stakeholders.

This policy prescribes certain responsibilities to the stakeholders in this policy and should stakeholders not adhere to these responsibilities, the school has the right to implement disciplinary procedures in line with the school discipline policy.

In general, this policy expects all stakeholders to uphold the principles of integrity, honesty, respect, high morals, consideration for others, good manners and punctuality.

## 2. POLICY STAKEHOLDERS

**Includes the following: educators, learners, parents of learners, guardians, sponsors**

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

2.1.1 Ensure that copies of the code of conduct will be kept by the deputy principals and the administrative department and that learners and parents/guardians will have free access to the code of conduct.

2.1.2 Should a learner request a copy of the code of conduct, he/she will be supplied with a copy free of charge BUT a second copy request will be issued with a cost of R50.

### 2.2 It is the responsibility of educators to :

2.2.1 Ensure that all stakeholders are at least annually made aware of the content and implementation requirements of this policy by issuing a new policy annually.

2.2.2 Make available to learners, parents/guardians this code of conduct, or any other policy of the school, when requested to.

2.2.3 Keep parents informed about their child's progress and behavior through:

LITNUM Report (Term 1 & 3)

Progress Report with comments (Term 1, 2 & 3)

Parent meetings (Term 1, 2 & 3)

2.2.4 Implement and apply the code of conduct equally and fairly.

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

2.3.1 Familiarise themselves with the contents of this code of conduct.

2.3.2 Sign the addendum at the end of this document as acknowledgement confirming that he/she has received and read the policy document and agrees to adhere to it.

2.3.3 Comply with instructions from educators and the general rules of the school.

2.3.4 Behave responsibly and not endanger the safety and welfare of others.

2.3.5 Respect and care for the property of the school and others.

2.3.6 Maintain sound relations with others at school, be courteous and respect the dignity and self-worth of others.

2.3.7 Be punctual and observe the timekeeping practices of the school.

2.3.8 Behave honestly and conduct themselves with integrity.

2.3.9 Accept legitimate punishment and disciplinary action taken against them as being fair, reasonable and rehabilitative.

2.3.10 Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn.

2.3.11 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.

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

2.4.1 Familiarise himself/herself with the contents of the code of conduct and to ensure that the code of conduct is properly understood by the learners.

2.4.2 Participate in the learning process and assist their child/children with homework, provide encouragement, check results and communicate freely with the school.

2.4.3 Sign the addendum at the end of this document as acknowledgement attached to this policy confirming that he/she has received a copy of this code of conduct and do what is practically possible.

2.4.4 Actively support the efforts of the school and its educators to teach their children.

2.4.5 Support school fundraising events.

2.4.6 Make positive suggestions and contributions to improve the school's education process and the learning environment.

2.4.7 Work with the school to overcome any learner behavior which negatively impacts on the learning environment.

2.4.8 Support the disciplinary structures and procedures of the school in the interest of maintaining an orderly and positive learning environment.

2.4.9 Encourage their children to participate fully in school programs and extracurricular activities.

2.4.10 Ensure that learners are in attendance at all compulsory school functions and activities and that school timekeeping requirements are observed.

2.4.11 Inform the school via email/telephonically/writing of any changes in their contact details.

2.4.12 Ensure that the school and other fees are paid timeously.

### **3. CODE OF CONDUCT**

#### **3.1 Behaviour of learners**

It is expected of learners that they respect their educators, non-teaching staff and other learners. Learners must respect the property of school and others. Learners are deemed to represent the school, whether inside or outside the school and are always subject to the school rules and disciplinary procedures.

(REFER TO CATEGORY OF OFFENCES 1: "B" WORK PERFORMANCE AND GENERAL MISCONDUCT.)

#### **3.2 Absenteeism**

When a learner is absent on a particular day, the parent must contact the school telephonically or e-mail on the day the learner is absent. Absentees must bring with them upon return, a letter in an envelope from their parents/guardians indicating the reason for their absence, no later than 08:30. The letter must also indicate a contactable telephone number. The parent/guardian must address the envelope to the class teacher and in the top right-hand corner of the envelope the full name and surname and grade of the learner must be indicated. This will be kept in the learner file.

REFER TO CATEGORY OF OFFENCES 1: "A" TIME-KEEPING AND ABSENTEEISM

#### **3.3 Bunking**

The school will inform parents/guardians of learners who bunk school/classes. The learner will be sent to same day detention (see level of offense). Should bunking persist, the School Management Team (SMT) will be informed for further disciplinary action.

REFER TO CATEGORY OF OFFENCES 1: "A" TIME-KEEPING AND ABSENTEEISM

#### **3.4 Possession and use of drugs, including alcohol**

Possession and/or use of drugs is a serious misconduct. Learners who are alleged to have been in possession of or who have used drugs will be reported to the SMT for disciplinary action (refer to level of offense) and substance abuse policy.

REFER TO CATEGORY OF OFFENCES 1: "F" ALCOHOL AND DRUGS ABUSE

#### **3.5 Smoking**

Smoking is not allowed. Learners who are caught smoking:

- Will be put in same day detention (1 hour cleaning duty) and receive a written warning.
- An incident report will be filed
- Parents will be informed.

REFER TO CATEGORY OF OFFENCES 1: "F" ALCOHOL AND DRUGS

#### **3.6 Vandalism and neglect to report damages of school property**

Acts of vandalism will not be tolerated. Vandalism includes defacing desks, walls, etc. Writing on desks and walls of the school is not allowed. Parents/guardians will be liable for damages incurred by learners.

REFER TO CATEGORY OF OFFENCES 1: "B" WORKPERFORMANCE AND GENERAL MISCONDUCT

#### **3.7 Fighting, including bullying**

Under no circumstances will fighting be tolerated at the school. It is considered an intolerable offence. Learners are to report to the office if they are unhappy and should not resort to fighting.

REFER TO CATEGORY OF OFFENCES 1: "C" VIOLENCE AND HARASSMENT

### 3.8 Theft

Stealing will not be tolerated. Students caught stealing could be reported to SAPS. Parents will be called in and the matter will be referred to the SMT. SMT will conduct a search should learners be suspected of theft.

REFER TO CATEGORY OF OFFENCES 1: "D" DISHONESTY RELATED OFFENCES

### 3.9 General playground conduct

Learners must respect one another. Learners must respect the environment and must not litter. Swearing and abusive language on the playground will not be tolerated and will be dealt with as a serious offence.

REFER TO CATEGORY OF OFFENCES 1: "E" COMMUNICATION AND FACILITIES OFFENCES AND "C" BREACH OF RULES AND REGULATIONS

### 3.10 General classroom conduct

An atmosphere conducive to learning must at all times prevail. Learners must respect their educators and other learners. Learners must cooperate. Learners must keep their classroom clean and tidy. Swearing and abusive language will not be tolerated.

All classrooms will have hand sanitizers. All learners leaving and entering the classroom must sanitize at all times.

REFER TO CATEGORY OF OFFENCES 1: "E" COMMUNICATION AND FACILITIES OFFENCES

### 3.11 Cell phones and other electronic devices, including iPods and mp3 players

Cell phones and other electronic devices are not allowed and should not be visible during class time, unless instructed by teacher for use during lesson to do research or activity e-mailed to learners. Cell phones with sim cards and other items will be confiscated for 3 school days until the monetary fine of R100 is paid for the cell phone/electronic device to be returned. Parents/guardians will be notified.

The school **WILL NOT** be held accountable for stolen or lost cell phones or any other electronic devices.

REFER TO CELL PHONE POLICY

### 3.12 Homework

Learners must present their homework on the due date. They must have the required books in class. Failure to present homework or books will result in afternoon detention on the **SAME DAY** as when homework is due.

REFER TO CATEGORY OF OFFENCES 1: "B" WORK PERFORMANCE AND GENERAL MISCONDUCT

### 3.13 Travelling to and from school/Littering on streets

Learners should adhere to the school rules while travelling to and from school or whenever they are in school uniform. No fighting on the streets/public transport and vandalizing of public transport/property will be tolerated. Littering on streets or street corners will not be tolerated as this will bring our school into disrepute. This is a major offence.

REFER TO CATEGORY OF OFFENCES 1: "B" WORK PERFORMANCE AND GENERAL MISCONDUCT

### 3.14 Punctuality

It is imperative that all learners must be at school before 07:55. The first siren will wait at 07:55 indicating learners to line up at register classes. At 08:00 the second siren will wait and school gates will be locked. Learners arriving after the second siren will be late and have to stay for afternoon detention on the **SAME DAY**. Learners arriving after 08:30 without a valid reason or notification from parents will be sent home.

REFER TO ANNEXURE 1: "A" TIME-KEEPING AND ABSENTEEISM

### 3.15 School uniform

Learners must wear the stipulated school uniform at all times (refer to uniform policy). Any other items of clothing which do not form part of the uniform will be confiscated and learners will pay a monetary fine of R100 for the confiscated item of clothing to be returned.

## REFER TO UNIFORM POLICY AND CATEGORY OF OFFENCES 1: "G" BRIDGE OF RULES AND REGULATIONS

### 3.16 Textbooks

- It is compulsory that all learners must have the required textbooks for their specific grade and subject.
- All textbooks to be acquired by the latest end of Term 1.
- It is compulsory for all grade 12 learners to purchase the resource booklet from the school.

### 3.17 Prefects

Learners must respect the authority of the prefects and Head Boy and Head Girl, (see prefect policy attached).

### 3.18 Tuck shop

Learners may use the tuck shop during the following times:

- before 07:55 in the morning
- during first interval - 5 minutes before end of break
- during second interval
- after school

Under no circumstances will learners be allowed to go to the tuck shop during class time. The school tuck-shop will operate in a cashless environment, KarriApp cards will only be used for learner tuck-shop purchases.

REFER TO CATEGORY OF OFFENCES 1: "A" TIME-KEEPING AND ABSENTEEISM

### 3.19 Visitors and outsiders

Parents/guardians and visitors should be aware that all visitors and outsiders must report to the office upon arrival.

### 3.20 Detention

Learners that have been sanctioned to detention will utilize the allocated session namely: primary academics or cleaning school property to the discretion of the school.