



I.D.MKIZE B.C.M. SCHOOL

CODE OF CONDUCT

2018

1. INTRODUCTION:

Parents, learners and Educators of I.D. Mkize BCM School are responsible for the compilation of this code of conduct. It is the duty of the School Governing Body to implement this code of conduct and to ensure that the school is governed in a sound manner and that discipline is maintained at all times.

2. DEFINITIONS:

Code – A set of rules to maintain consequent behaviour.

Behaviour – Behaviour of a person towards others.

Code of Conduct – Code of conduct as indicated in the S.A. Schools act of 1996.

Learners – As defined in the S.A. Schools act of 1996.

Educators – As defined in the Education Employment Act of 1994.

Parents – As defined in the S.A. Schools act of 1994.

Standard of Head – Educator responsible for Standard group.

3. AIM AND IMPORTANCE OF A CODE OF CONDUCT:

3.1 To promote a discipline focused environment in learning and teaching.

3.2 To develop leadership characteristics in learners.

3.3 To give guidance in terms of learners as well persons responsible for learner behaviour at school.

3.4 To equip learners with necessary knowledge and skills to develop into responsible Citizens.

4. DUTIES:

4.1 Every learner has the right to be developed to his/her full potential.

4.2 Every learner shall receive equal treatment before the law.

4.3 Every learner shall respect the inherent worth of the next person.

4.4 Every learner shall respect the convictions and cultural traditions of the other persons.

5. SCHOOL RULES:

Learners are expected to move quickly and quietly from one class to the next.

6. BEHAVIOUR AT SCHOOL OR FUNCTION:

6.1 Learners must behave at all times during school hours and after school.

6.2 Misconduct will be dealt with according to S.A. Schools Act 84 of 1996.

7. THE DISCIPLINARY COMMITTEE:

Consist of:-

7.1 Principal, Deputy, teachers and learners.

8. FUNCTION OF THE D.C:

- 8.1 The D.C. as well as every teacher has the right to address learners whose behaviour is not in accordance with the code of conduct.
- 8.2 To see the pupils are dressed according to the dress code.
- 8.3 To act in a supervisory capacity to see that discipline procedures are carried out.
- 8.4 To give an overall view from time to time of the successes, failures and shortcomings of the disciplinary procedures.
- 8.5 To make recommendations with regard to the disciplinary procedures if necessary.

9. THE FOLLOWING OFFENCES CAN LEAD TO SUSPENSION OR EXPLUSION:

- 9.1 Use of alcohol at school.
- 9.2 Theft - **major**
- 9.3 Use or sale (peddling) in dagga, phonographic material and similar debilitating actions.
- 9.4 Threats to educators.
- 9.5 Deliberate and serious undermining of the authority of the Principal and educators.
- 9.6 Possession of any dangerous weapons.
- 9.7 Intimidation of others to force acquiescence (force love affairs).
- 9.8 Serious action provoking racism, discrimination, sexism, tribalism, etc.
- 9.9 Assault of educators.
- 9.10 Defiance of school authority
- 9.11 Any form of assault.
- 9.12 Theft involving violence and any form of violence.
- 9.13 Guilt proven by a court of law: anyone who commits crime while registered as a learner at I.D. Mkize and is proven guilty by the court of law.
- 9.14 Any act, which in the opinion of the DC endangers the life and safety of others.
- 9.15 Sexual coercion: aggressive action aimed at procuring sexual favors.
- 9.16 Sexual assault: sex-related crimes/misconduct – including rape and sexual assault.

10. DISCIPLINARY MEASURES:

- 10.1 **Suspension** – temporary exclusion from the school programme for a maximum of 5 days.
- 10.2 **Expulsion** – permanent exclusion from the school programme.
- 10.3 **Detention** –
- 10.4 After hours or Saturday or intervals. Learners are confined to a place where they can be constructively busy with school work.
- 10.5 **During school hours** – Learners are isolated and placed under supervision.
- 10.6 Community work by any organisation if it can be arranged.
- 10.7 **Working on school premises** – cleaning.
- 10.8 **Treatment** – Social Worker.

11. TRANSGRESSION:

Vandalism.

School property – parent pay damages.

Property of learners / educator – parent pay.

Writing on property – learner clean/wash walls. If necessary supplies paint for painting.

12. PETTY THEFT:

- 12.1 Replace articles or refund the money.
- 12.2 SH referred to Social Worker if problem persist.
- 12.3 If necessary Governing Body.

13. AGGRESSIVE BEHAVIOUR:

- 13.1 Victimization of learner or educator.
- 13.2 SH investigate – detention.
- 13.3 If matter is serious written warning.
- 13.4 Refer to Governing Body.

14. FIGHTING:

- 14.1 In-case of serious injury, isolate learner. (take him out of the class)
- 14.2 Police can be called in.
- 14.3 Parent and learner appear before Governing Body.
- 14.4 If it is a Police case – suspension / expulsion.
- 14.5 Final warning if injury is not serious.

15. DANGEROUS WEAPON:

- 15.1 Confiscate weapon.
- 15.2 Detention / community work.
- 15.3 Final warning.

16. WEAPONS AND AMMUNITION:

- 16.1 Confiscate weapon.
- 16.2 Inform parent and Police.
- 16.3 Refer case to Governing Body.

17. REPEATED USE OF VULGAR LANGUAGE IN PUBLIC TOWARDS EDUCATORS:

- 17.1 Learner receive written warnings.
- 17.2 Detention / community service / cleaning of the school grounds.
- 17.3 Referred to Governing Body.

18. DRUGS, PONOGRAPHIC MATERIAL/UNDER THE INFLUENCE OF LIQUOR:

- 18.1 Confiscation of items to serve as evidence in a disciplinary meeting/ hearing.
- 18.2 Suspension from school if applicable.
- 18.3 Parent of learner to be notified by the school.
- 18.4 Weekend detention under the super vision of an adult.
- 18.5 Social Worker to be consulted for advice in case of a serious substance abuse.

19. CLASSROOM BEHAVIOUR:

- 19.1 Teacher gives three warnings.
- 19.2 SH – detention / isolation.
- 19.3 If problem continues, a parent is called.
- 19.4 If problem continues, Governing Body calls in parents – suspension.
- 19.5 Continuous absenteeism without a doctor's certificate may lead to expulsion or or non-readmission on the following year.

20. ARRIVING LATE:

- 20.1 Warning.
- 20.2 Detention after school.
- 20.3 If no results, parent is called.
- 20.4 If no result G.B.

21. ABSENTEEISM:

- 21.1 Letter informing parents.
- 21.2 Warn learner.
- 21.3 Call parents.
- 21.4 Referral to GB if problem persists.
- 21.5 May be expelled or suspended and school reserved the right not to re-admit learner.

22. BUNKING, RUNNING AWAY, JUMPING OVER THE FENCE:

- 22.1 Warning to the learner.
- 22.2 Detention after school.
- 22.3 If no results, send to SGB.
- 22.4 Parent and learner to SGB.

23. LATE ARRIVAL FOR CLASSES:

- 23.1 Detention and manual labour (Work Squads).

24. HOMEWORK NOT DONE:

- 24.1 Warning.
- 24.2 Refer to STD Head.
- 24.3 Detention by class teacher (recommendation, give more work)
- 24.4 GB if problem persists.

25. TEXTBOOKS:

Parents are responsible for textbooks issued to the children and have to be expected to Cover the total costs in the event that a textbook should be lost.

26. GENERAL APPEARANCE, SCHOOL UNIFORM AND JEWELLERY:

- 26.1 Establish reasons, if not satisfactory a learner should be sent home in order to change.

- 26.2 A parent must come to explain the situation to the principal or deputy principal responsible for learner discipline.
- 26.3 Allow one-month end to acquire proper uniform.
- 26.4 Cell phones – confiscates and return to parent/guardian on Fridays after payment of R50
- 26.5 Caps & Hats – Confiscate
- 26.6 Jewellery & Earrings – Confiscate

Earrings & Caps/Hats:

- 32.1 Confiscate items.
- 26.7 Confiscated items will not be given back to the offender

27. SEXUAL HARRASMENT / REMARKS:

- 27.1 Grade Heads isolate learner
- 27.2 Detention after school.
- 27.3 Serious offences to be referred to the Governing Body.
- 27.4 Social Worker to be consulted.
- 27.5 Rape cases to be reported to the Police.
- 27.6 Expulsion may be recommended after consultation with WCED.

28. LITTERING

- 28.1. Pick up litter.
- 28.2. Cleaning classrooms after school.

29. PREGNANCY:

Refer to the S.A. School Act of 1996 as amended.

30. SMOKING:

- 30.1 Confiscate the item(s)
- 30.2 Detention or any appropriate punishment.

31. PLAYING GAMES/RADIO ETC IN CLASSROOM DURING PERIODS:

- 31.1 Confiscate items.
- 31.2 Ask parent to come and fetch confiscated item(s).

33. COPYING DURING EXAMINATIONS:

- 33.1 Confiscate answer sheet
- 33.2 Give another answer sheet that there was irregularities for the subject teacher to ignore copied questions
- 33.3 Award marks accordingly

34. REPRESENTATIVE COUNCIL OF LEARNERS :

- 34.1 No learner will serve on the RCL if she/he does not perform academically.
- 34.2 If she/he is not exemplary and does not abide by the code of conduct of the school.
- 34.3 If she/he does not lead by example.