

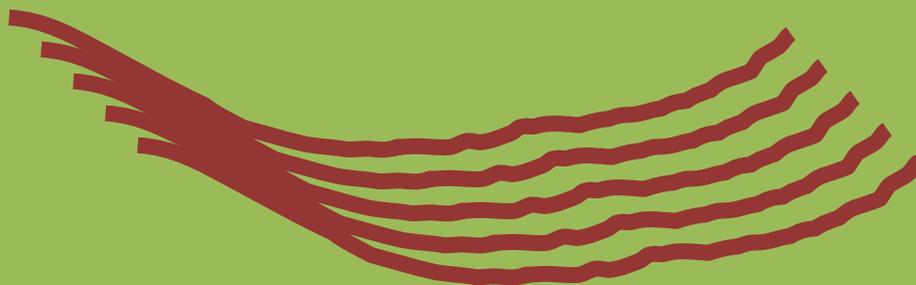


Mpumalanga Department of Education

School: Highveld Park High School

Circuit: Highveld Ridge East

Region: Gert Sibande



SCHOOL POLICIES – *the dais for democratic governance and leadership practices in the schools of Mpumalanga Province*

The Code of Conduct for Learners

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Code of Conduct for Learners

School Stamp

This Code of Conduct for Learners was adopted

by the SGB on

11/05/2018

(Date)

Signatures:

SGB Chairperson

SGB Secretary

School Principal

Code of Conduct for Learners

1. Preamble

Subject to any applicable Provincial laws, a governing body of a public school must adopt a code of conduct for the learners after consultation with the learners, parents and educators of the school. A code of conduct must be aimed at establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process. This policy shall uphold the rights of all individuals affected by it as enshrined in the Constitution of the Republic of South Africa.

2. Purpose

The purpose of this Policy is to define how Highveld Park High School community will establish a disciplined and determined school environment. It is a proactive tool that seeks to guide the ways in which bad and inconsistent behaviour shall be dealt with in this school. This code of conduct must not be considered as a simple list of rules for learners but a direction giving and behaviour changing guide.

3. The vision of the school

Highveld Park High School has established itself as one of the leading schools in the community that manifests a strong sense of pride and belonging. We strive to help each student prepare for life so that he/she may develop his/her unique personal and intellectual potential to the fullest and take his/her place as a responsible citizen and leader in an evolving South Africa.

Highveld Park High School seeks to achieve this by emphasizing a balanced, comprehensive and dynamic education program, a concern for each individual student and adherence to sound values and traditions in the pursuit of excellence in all endeavours.

4. The mission statement of the school

To prepare our learners to be young competent and responsible adults in the 21st century.

5. Principles and values: The rights of learners

- a. All learners and parents of Highveld Park High School shall have the democratic rights to due process and participation in decision making on matters directly affecting them at the school. Learners shall have rights to the following agreed upon procedures with the SGB and Learner Representative Council (LRC) for expressing and resolving school and learning related grievances:
- b. No corporal punishment shall be applied in this school in whatever manner and method.
- c. No one may discriminate against a learner who must enjoy the equal opportunity, treatment, protection and benefits before the law.
- d. Learners have a right to a clean, safe, harassment-free and healthy environment which provides for conductive teaching and learning.
- e. Learners have the right to expect educators to maintain high standards of professionalism in practice, behaviour and ethics.
- f. Learners have the right to freedom of expression. This freedom has the following limits:
 - No learner may place any footage on social media in disrespect of schools name.
 - No learner may portray degrading behaviour towards any stakeholders.
- g. All learners have the right to privacy and may not have their property seized without reasonable suspicion.
- h. Respect for the human dignity of learners shall be maintained. This includes religious, cultural and other convictions.
- i. Learners have a right to discipline based on respect and dignity and without inhuman treatment, degradation, and inconsideration.
- j. A pregnant learner may not be denied access to education. The handling of learner pregnancy in this school shall be dealt with in the Policy on pregnancy.
- k. No learners shall be locked in isolation and/or solitary detention.
- l. Learners shall have the right to education. This right includes the right to attend all classes in all approved subjects in the school, to be informed regularly about his/her school progress, to make use of all the school facilities and to have their potential developed to its possible fullest.
- m. Learners shall have the right to attend extra classes except where behaviour problems occur.

6. Responsibilities of learners

- a. All learners have the responsibility to attend school regularly. Absence from school must be reported to the school in due course.
- b. Learners are expected to show respect to educators, visitors, parents, fellow learners and other individuals found in the school.
- c. 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).
- d. Each and every learner is responsible to catch-up with work done in their absence from class or school.
- e. It is the responsibility of every learner to ensure that they do not disrupt teaching and learning and other activities of the school.
- f. Learners are responsible for ensuring that they do not damage school property. They should take good care of school property.
- g. Any learner who intentionally damages any property of the school will be held responsible for paying for the repair or replacement of such.
- h. The learners are responsible for upholding the following values of the school:
 - Honesty
 - Diligence
 - Dignity
 - Respect
 - High morals
- i. Learners are expected to be tolerant to other people's religious and cultural beliefs in the school.
- j. The LRC shall represent the interests and welfare of learners and also promote good conduct among learners.
- k.

7. Responsibilities of educators

In ensuring that 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:

- a. Conduct themselves in a professionally acceptable manner.
- b. Educators shall be punctual and report for duty regularly.
- c. Be well prepared for teaching and carrying out any responsibility accorded to them.

- d. To engage in class teaching which will foster a purposeful progression in learning and which is consistent with the learning areas and programmes of subjects and grades as determined.
- e. To be a class teacher.
- f. Take on a leadership role in respect of the subject, learning area or phase, if required.
- g. To plan, co-ordinate, control, administer, evaluate and report on learners' academic progress.
- h. To recognise that learning is an active process and be prepared to use a variety of strategies to meet the outcomes of the curriculum.
- i. To establish a classroom environment which stimulates positive learning and actively engages learners in the learning process.
- j. To consider and utilise the learners own experiences as a fundamental and valuable resource.
- k. To assist the departmental head to identify aspects which require special attention and to assist in addressing them.
- l. To cater for the educational and general welfare of all learners in his/her care.
- m. To assist the principal in overseeing learner counselling and guidance, careers, discipline and the general welfare of all learners.
- n. To co-ordinate and control all the academic activities of each subject taught.
- o. To control and co-ordinate stock and equipment which is used and required.
- p. To perform or assist with one or more of other non-teaching administrative duties such as:
 - Secretary to general staff meeting and/or others
 - Fire drill and first aid
 - Time tabling
 - Collection of fees and other monies
 - Staff welfare
 - Accidents

8. Responsibilities of parents in advancing the code of conduct of learners

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:

- a. It is the responsibility of the parent/guardian to provide for a conducive environment, resources and time for the child to learn.
- b. Support the school and encourage learners to observe the school rules and regulations and accept responsibility for their actions.
- c. Take part in the child's learning by providing the child with the necessary support, such as ensuring that school work is done and completed accordingly.
- d. Parents are expected to attend SGB and school meetings when invited.
- e. Parents have a responsibility to ensure that the children are protected and are in safe environments.
- f. Parents may take legal action against any person who is found to have infringed the right of the child.

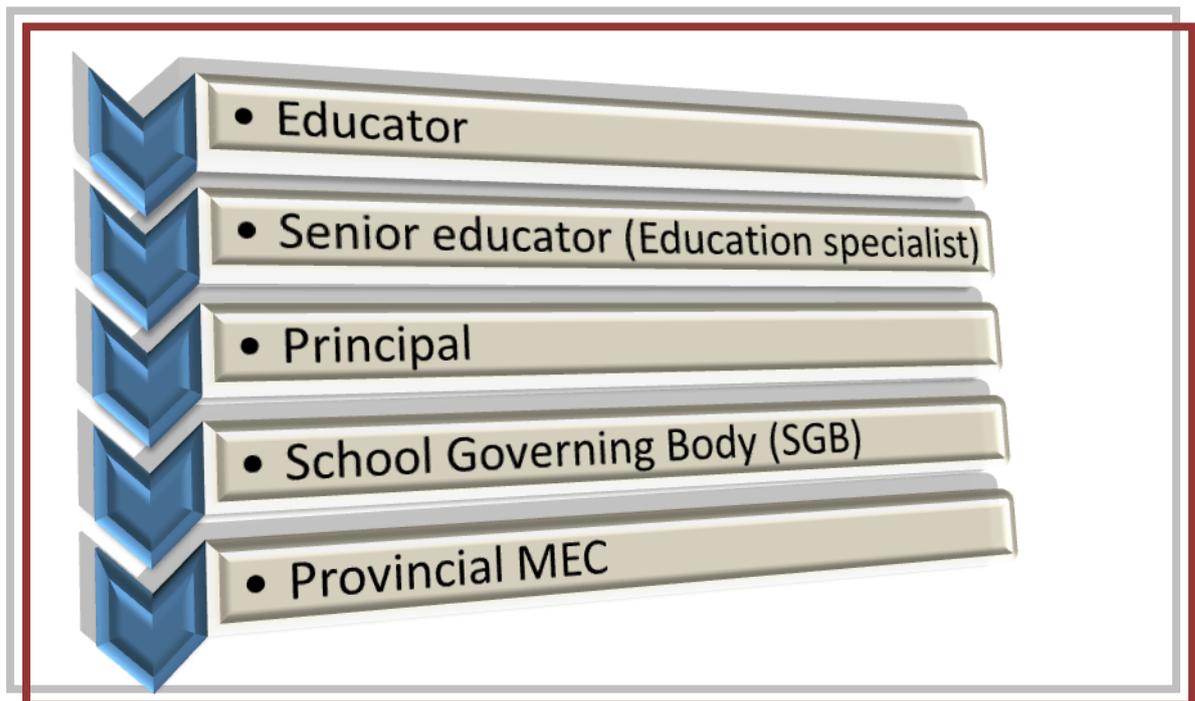
9. The operationalisation of the school rules

- a. The school shall have clearly outlined and publicised school rules.
- b. 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.
- c. Learners shall be involved in the drawing of school rules. The following are ways in which learners will be involved in the process:
 - RCL Representatives will assist in assessment on learner needs once a term to give feedback to the SMT
- d. Ignoring of the school rules shall not be an acceptable excuse.
- e. This policy shall be widely publicised to all the school community.
- f. 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.
- g. Parents shall be involved in the corrective measure taken against a learner.
- h. No discipline of a learner can be delegated to other learners.
- i. All disciplinary measures shall match the offence committed and shall be more severe as the behaviour becomes repetitive.

- j. All serious misconduct should be reported to the school principal.
- k. The school must keep a register of all reported misconduct which also reflect the outcomes of actions taken.

10. 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:



10.1 Level 1 – misconduct inside the classroom

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

- a. Failing to be in class on time
- b. Bunking classes
- c. Failing to complete school work
- d. Failing to respond to reasonable instructions
- e. Being dishonest with minor consequences

10.2 Dealing with level 1 misconduct

- a. To be carried out by the educator in class.
- b. Verbal warning
- c. Demerits
- d. Additional work which is constructive
- e. Small menial tasks like cleaning the classroom
- f. Detention where the learner uses the time fruitfully for learning purposes

10.3 Level 2 – misconduct by breaking school rules

- a. Frequently repeating level 1 misconducts
- b. Smoking or found in the possession of tobacco
- c. Leaving school without permission
- d. Using abusive language
- e. Interrupting teaching and learning in the classroom
- f. Engaging in vandalism like graffiti
- g. Being dishonest with more serious consequences

10.4 Dealing with level 2 misconduct

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

10.5 Level 3 – serious misconduct or serious violation of school codes

- a. Frequently repeated level 2 offences
- b. Inflicting minor injury on another person
- c. Gambling
- d. Being severely disruptive in class
- e. Forging documents or signatures with minor consequences
- f. Using racist, sexist, or other discriminatory behaviour
- g. Possessing or distributing pornographic material,
- h. Possessing dangerous weapons
- i. Theft
- j. Vandalism
- k. Cheating during examinations

10.6 Dealing with level 3 misconduct

- a. Any of the disciplinary action of the level 2 misconduct
- b. Written warning with the possibility of suspension from the school
- c. Referral to a counsellor or social worker
- d. Community service, with permission from the MEC

10.7 Level 4 – very serious misconduct or very serious violation of school codes

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

10.8 Dealing with level 4 misconduct

- a. Any of the actions to deal with level 3 misconduct
- b. Referral of the learner to an outside agency for counselling
- c. Application to the provincial education department for limited suspension from all school activities

10.9 Level 5 – criminal acts which breach the law

- a. Repetition of level 4 misconduct
- b. Assault
- c. Intentionally using dangerous weapons
- d. Sexual harassment
- e. Sexual abuse and rape
- f. Robbery
- g. Major theft
- h. Breaking and entering locked premises
- i. Murder

10.10 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 SGB together with the provincial education department.

- a. Application to the provincial education department for expulsion or transfer of the learner from the school
- b. Allow for criminal and/or civil prosecution processes to take effect

11. Disciplinary action

- a. A disciplinary hearing takes place when a very serious misconduct has been committed.
- b. The principal shall refer the problem to the SGB for a decision on a hearing.
- c. The SGB must make arrangements for a hearing.
- d. The SGB 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.
- e. The SGB shall appoint the Grade Tutor to check whether the seriousness of the case warrants a hearing.
- f. Once the SGB decides to continue with a hearing, it must appoint members for tribunal (committee) to hear the case. These members will consist of:
 - 1 SGB representative
 - HOD
 - Grade Head
 - Grade Tutor and relevant teachers
 - Principal/Deputy Principal
 - Three members of the SGB must facilitate any appeals
- g. The tribunal members do not have to be members of the SGB.

12. Disciplinary hearing process

- a. The tribunal shall have a formal sitting to conduct the hearing.
- b. The SGB 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 5 days before the formal sitting for the hearing. The information shall include the date, time and venue where the hearing will take place.

- c. The parents must be fore-warned that the hearing may result in a suspension and expulsion of the learner from the school.
- d. The learner and his/her parents must be told that they have the right to bring evidence to the hearing.
- e. The learner charged with the misconduct and his/her parents may attend the hearing but cannot be forced to give evidence.
- f. Witnesses may be called to the hearing and may be questioned by all parties.
- g. All participants at the hearing must have access to all documents presented.
- h. Everything said at the hearing must be recorded.
- i. The tribunal shall draw its conclusions on the basis of the evidence presented before them.
- j. The tribunal shall make its recommendations to the SGB.
- k. The SGB does not have to accept the recommendations of the tribunal and may refer some of the matters back to the tribunal for further deliberations.

13. Populating/publishing the code of conduct

- a. The code of conduct shall be displayed openly in the school diaries
- b. Each and every learner at the school shall be given a copy of the code of conduct in the beginning of the year.
- c. The code shall be read to younger learners at primary school level.
- d. The code shall be in the official language of teaching and learning in the school.
- e. The school shall keep a record to prove that all learners know and understand the content of this policy.

14. Policy review

The policy shall be reviewed every three years.

15. Effective date of implementation

This Code of Conduct of learners of Highveld Park High School becomes effective and functional as of the date on which the policy was adopted and signed into effect.

16. 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.

