

RIGHTS OF ALL ALEXANDRIANS

These rights are to be enjoyed by all members of the school community who, in turn, guarantee, through their conduct and human relations, the same rights to others.

- * THE RIGHT TO BE TREATED COURTEOUSLY AND RESPECTFULLY
- * THE RIGHT TO WORK AND LEARN WITHOUT BEING DISTURBED BY OTHERS
 - * THE RIGHT TO TAKE PRIDE IN THE SCHOOL
- * THE RIGHT TO WORK IN A CLEAN, SAFE AND ORDERLY ENVIRONMENT
 - * THE RIGHT TO BE TREATED WITH FAIRNESS AND JUSTICE
 - * THE RIGHT TO BE HEARD

To expect the RIGHTS is to acknowledge the OBLIGATIONS which ensure their enjoyment by all.

The Code of Conduct is drawn up in accordance with:

- The Constitution of South Africa,
- The Bill of Rights,
- The South African Schools Act No. 84 of 1996 and
- KwaZulu-Natal Schools Education Act No. 3 of 1996.
- The Children's Act 38 of 2005.
- The Education Laws Amendment Act No 31 of 2007.

GENERAL CODE OF CONDUCT

1. All learners are expected to take **pride** in the school, show due **respect** for it and protect its good **reputation**.
 - 1.1 They are expected to be familiar with the school's history and traditions, know its rules and the names of all staff, and prominent senior learners.
 - 1.2 The school's uniforms must be worn correctly, and with pride. All dress code rules must be adhered to including shaving etc. Learner's appearance is expected to be such as to bring no discredit to the school.
 - 1.3 Behaviour in school uniform, at a school activity or even out of it if a learner is recognised as a member of the school, must be nothing but creditable. (A school activity – any official educational, cultural, recreational or social activity of the school).
 - 1.4 School property is to be respected at all times. Vandalism, of any description, will be regarded as a serious offence. All learners are expected to play their part in looking after the physical environment of the school.
2. Learners are expected to be **friendly, considerate and respectful** in their dealings with all people, especially those who are older than they.
 - 2.1 Learners are expected to **greet** all members of staff and visitors to the school.
 - 2.2 **Good manners, courteousness and politeness** are expected at all times. These are to include such conventions of etiquette as are considered proper and gentlemanly/ladylike.
 - 2.3 The possessions of others are to be considered sacrosanct. They are not to be touched, or interfered with in any way, without the specific permission of their owner.
 - 2.4 It is expected that learners should exhibit tolerance of all people, especially their fellow learners. **Bullying**, of any description, and **mockery** will not be tolerated. Intimidation whether overt or covert, explicit or implied is unacceptable. This includes cyberbullying and any other abuse of Social Media to humiliate or denigrate others.

- 2.5 The school is Christian in character, and learners are required to respect this. (The propagation of **Satanism**, either explicitly or implicitly by the display of symbols, is forbidden). Tolerance must be shown to learners of other religions.
3. Learners are expected to show **respect** to all people, societal values and the conventions adopted by the school as part of its ethos.
 - 3.1 It is expected that respect will be afforded to members of staff and senior learners.
 - 3.2 It is expected that people of different gender will treat each other with mutual respect and neither sexual harassment nor any other offensive conduct will be tolerated.
 - 3.3 Learners are expected to conduct themselves in a decent manner at all times. Thus, among other indecent conduct, sexual contact is not permitted.
4. Learners are expected to exercise **responsibility**.
 - 4.1 They should take care of their own possessions, handing in for safe-keeping anything of value which should not be left in desks, bags or change rooms. Books should be looked after and maintained in a careful fashion.
 - 4.2 The following are forbidden at school: MP3 players and I PODs or cell phones, I Pads, tablets etc. Any of the above if seen at school will be confiscated, locked away for safekeeping and returned on the last day of term. Offenders will also be given detention.
 - 4.3 Notices which are given to learners to take home must be delivered to parents promptly. Where reply slips are required it is expected that learners will return these promptly.
 - 4.4 Textbooks issued to learners are to be treated with care. Damaged and lost textbooks will be replaced by the learner and punishment given.
 - 4.5 Learners must be responsible in their approach to their various commitments, doing their best and not opting out of them.
 - 4.6 All excuses for absence from practices, matches and other functions which constitute commitments should be presented **in advance** and **in writing**.
5. Learners are expected to be **obedient**.
 - 5.1 The rules relating to the various aspects of school life are to be obeyed.
 - 5.2 Instructions given by members of staff are to be obeyed without question. Running away when called will be regarded as defeating justice.
 - 5.3 Student Leaders, who have been granted certain authority by the Principal, are to be respected and supported with full co-operation.
 - 5.4 Learners are expected to carry their ID Cards on them at all times. Failure to produce the card on request will result in punishment. Entrance to exams will only be permitted if this card is produced.

SPECIFIC RULES

1. **Punctuality**
Learners are expected to arrive at school prior to the first bell. They must be in their classrooms punctually and move quickly from classroom to classroom between periods.

Learners are expected to be present at the lesson venue when the second bell rings to mark the start of the lesson.

They may not leave at the end of the day until they are dismissed by the educator following the final bell.

A learner who is late for school must report on arrival.

2. **Absence from School**

Only a good reason, endorsed by a parent, will be accepted for a learner's absence from school. The reason must be presented **in writing** on the day of the learner's return. If a written absentee note is not available for any reason, the returning learner must report to the Deputy/HOD in charge of registration on the morning of his/her return. Any learner caught forging an excuse note or parent who colludes will be dealt with as fraudulent conduct.

Absence from **an examination**, control or any test/oral/practical must be accounted for by a medical certificate.

This applies to all **internal examinations**, at half-year and at the year's end, as well.

3. **Out of Bounds**

No learner may **leave the school grounds** after his/her arrival in the morning without permission from a member of the school Management. This includes breaks. Normally learners will not be permitted to go home for lunch, and certainly not without written parental request.

Classrooms and school buildings will normally be out of bounds during breaks, and learners may not enter them without permission either before or after school.

School Management will determine from time to time which other areas of the school building should be out of bounds at various times.

Learners may not enter the following rooms without supervision and/or permission: staffroom, committee room, staff offices, the library, A.V. room, the team-teaching room, laboratories, workshop, computer room, printing room, staff toilets.

Founders House (the Boarding Establishment) is out of bounds to all but boarders. Day-scholars must seek permission, from a member of the Resident Staff, before entering.

The bicycle parking area, and that used for the parking of motor-cycles is out of bounds to all learners who are not actually parking their cycles, or preparing to leave.

The Car parks are out of bounds, except for learners who may park cars there **with permission** from the Deputy Principal.

Swimming Pool is out of bounds – unless supervised by a member of staff or official school representative.

All change rooms are out of bounds except when being used for the purpose of changing.

Corridors – learners are not allowed on corridors during lessons unless carrying the required teacher card.

Other areas of the school premises, such as parts of the fields etc, which are out of bounds during school breaks, will be made known from time to time.

Learners may not use the Administration or Hall foyer as an entrance to or exit from the school.

No visitors may be on corridors without a visitor's card – they must report to the foyer in the first instance. No visitors in vehicles may interact with learners during school hours.

4. **Indecorous Behaviour**

The **consumption of alcohol or drug abuse** – No person may bring alcohol or an illegal drug onto school premises, or have such a drug in his or her possession on the school premises or during any school activity. The Principal or his or her delegate may at random administer a urine or other non-invasive test to any learner or learners that are on fair and reasonable grounds suspected of using illegal drugs or alcohol. (Illegal drug – any unlawful substance that has a psychological or physiological effect).

Smoking is not permitted. Learners will be assumed to be guilty of smoking if there is evidence that they have been doing so. The possession of cigarettes, lighters etc, or the smell of smoke on the breath, will be considered as ample evidence. The Principal or a delegate may, at random, search any learner, group of learners, or the property of a group of learners for any or illegal substance, if fair and reasonable suspicion has been established. Consumption of prescription drugs without parents consent is also prohibited.

The use of bad language is not permitted.

Chewing of Gum is not allowed.

Other indecorous actions, such as spitting, will be regarded as serious misconduct.

The possession of any books, pictures or magazines which are considered 'dirty' in a sexual way, or satanic, are not allowed, nor is it permitted to have similar offensive decorations on bags or books. This includes cell phones and on school computers.

Fighting is not permitted. **Violence** will not be condoned in the school and the bringing on to the school premises, or the use of, weapons of any description will be regarded as a serious offence.

Hitch Hiking or caging of lifts is prohibited. Likewise loitering at intersections is discouraged. Learners should get lifts from designated laybys.

5. **Dishonesty and Theft**

Theft, whether in or out of the school, will be regarded in a very serious light. It is expected that learners hand in lost property. Being in possession of lost property or the property of others without their consent can be interpreted as theft.

Learners are expected to tell the truth at all times.

Unacknowledged copying of the work of other authors be it from a text or the internet is considered plagiarism – a crime punishable by law.

6. **Littering** is not permitted.

7. Learners may not engage in any action which may result in damage to property.

8. **Eating** is not permitted in the library, A.V. room, hall, team-teaching room or classrooms.

9. Learners are expected to read **notice boards** regularly. Such notices, together with assembly or other announcements, will convey information. Ignorance, owing to lack of attention, will not be accepted as an excuse.

Public address announcements, made each day, are to be attended to. Learners are expected to stand still and listen.

10. The possession of any article considered to be dangerous is not permitted. (Includes explosive objects, firearms, any article that can cause harm.)
- 10.1 The Principal or a delegate may at random search any learner or group of learners, or the property of a group of learners for any dangerous object if there is fair and reasonable suspicion.

11. **Cycles/Motor Cycles/Motor Cars**

Only licensed vehicles are permitted on school property. These must be driven in a responsible way on the school premises. Vehicles must be driven at a slow speed. Reckless driving (speeding, wheel spinning etc.) endangers learners and is not allowed. Learners who encourage others to behave in such a manner will be considered complicit.

Entry to the school must be effected through the road adjacent to Founders' House. Only matrics may use the main pedestrian entrance.

Learners who bring motor cars, motor cycles or cycles to the school must have valid drivers licenses. Any cars driven by learners must be registered with the Deputy Principal.

The school cannot accept any responsibility for any theft of or damage to motor cars, cycles or motor-cycles. They should be locked at all times.

12. **Behaviour on Corridors, Staircases and in Quads**

Learners are not permitted to shout, sing, run or whistle on the corridors. They are expected to move quickly and in an orderly fashion to where they need to be. Learners are not to congregate on corridors, stairs or in quads between lessons. Once the bell indicating the beginning of a lesson has rung, there is to be silence on the corridors until the end of the lesson.

No learners are to be on the corridors during a lesson unless they have the specific permission of an educator to be out of the classroom. In such cases they must carry proof of such permission with them.

Learners are expected to stand aside in order to allow adults who are on the corridors to pass.

13. **Assemblies, productions or talks held in the Hall and Team Teaching Room**

Learners are expected to remain silent once an assembly, production or presentation has commenced. Conversations are not permitted during assemblies, productions or presentations.

Applause should be appropriate. Booing, hissing, whistling, loud laughter, comments or any form of mockery are not acceptable.

Learners should not pass comments on what is said by the speaker or actors on such occasions.

14. No learners may trade/sell any item/or items on the school property without the consent of the Principal.

PUNISHMENT

While punishment is the sanction and deterrent in any Code of Conduct, rehabilitation, remediation counselling and support measures will also be available to a learner involved in disciplinary proceedings.

Such support measures may be imposed as mandatory should the learner not request help. Such measures may include compulsory attendance of a rehabilitation course or psychological evaluation. Parents permission will be sought for the latter. Failure to co-operate in rehabilitative measures will be viewed as tacit disregard for the Code of Conduct.

1. Two types of punishment will be imposed.

1.1 **Impositions**

These may include:

- a) Extra homework
- b) Detention (after school) including Fridays
- c) Graft Party (during, or after, school)
- d) Other written impositions
- e) Some form of 'community service' within the school

Impositions will usually be constructive, either for the learner or for the school. They will relate to academic infractions and other instances of misconduct which would be appropriately punished in this way. 'Trivial' offences will be dealt with by imposition, although this form of punishment may sometimes be imposed for 'non-trivial' offences, as well.

Failure to carry out an imposition will be regarded as disobedience and dealt with accordingly.

'Trivial' offences may become 'non-trivial' if they are repeatedly and/or deliberately committed.

1.2 **Suspension**

This is the most serious form of punishment. Subject to the South African Schools Act and any applicable provincial law, the governing body of a public school may, after a fair hearing, suspend a learner from attending the school -

- 1) as a correctional measure for a period not longer than one week; or
- 2) pending a decision as to whether the learner is to be expelled from the school by the Head of Department.

It would be the responsibility of a learner receiving suspension to complete any work and notes missed during that period of time, according to the arrangements made by the school for the learner to be able to proceed with the learning programme.

1.3 **Steps leading to expulsion**

- Investigation
- Tribunal Hearing
- Recommendation to Head of Department for Education K.Z.N.

2. **Parental Role**

Parents will be informed of their child's misdemeanours at school if they are considered serious and, therefore, the sort of thing that responsible parents would need to know. Suspensions are never done without reference to parents.

It is hoped that parents will support the school and its disciplinary methods and procedures in the knowledge that

- a) the Principal and those to whom authority has been delegated, have the right in terms of regulations to impose punishment thought by them to be fair and reasonable;
- b) the correction of an errant learner is warranted;
- c) the school's reputation is an important consideration;
- d) the imposition of appropriate punishment serves as an example to others and is vital in the maintenance of standards and values;
- e) it is acknowledged that punishment is not a pre-requisite for the maintenance of discipline, but it is a significant factor;
- f) fairness is a conscious objective, but not always achieved no matter how hard one may strive for it;
- g) punishment is imposed objectively as a consequence of the offence committed and is not subjectively directed against a personality.

Parents are expected to show interest in their child's progress, attend meetings and support.

3. **List of offences / misconduct deserving of a Written Warning, Suspension or Expulsion.**

<u>WRITTEN WARNING</u>	<u>SUSPENSION</u>	<u>EXPULSION</u>
<ol style="list-style-type: none"> 1. Use of vulgar language in public. 2. Cheating in class. 3. Petty theft. 4. Lying. 5. Bringing school's name into Disrepute including in Social Media. 6. Damage to school's property - minor. 7. Damage to property of others - minor. 8. Sexual harassment including: <ol style="list-style-type: none"> 8.1 Sexual remarks. 8.2 Snapping of bras. 8.3 Groping bodies. 8.4 Pulling down of shorts. 8.5 Flipping up of skirts. 8.6 Sexualised jokes in mixed company. 9. Persistent disobedience. 10. Unsporting behaviour. 11. Persistent non-co-operation with an educator or with the school authorities. 12. Smoking at school. 13. Actions obviously aimed at humiliating educators and fellow learners including on Social Media. 14. Possession of obscene / pornographic material. Including on cellphones. 15. Hurtful, nasty personalised graffiti. 16. Truancy. 17. Constant late coming. 	<ol style="list-style-type: none"> 1. Fighting. 2. Theft or possession of stolen property, including test or exam papers prior to writing them. 3. Cheating in tests / examinations. 4. Blatant dishonesty. 5. Threats to educators. 6.a) Deliberate and serious undermining of the authority of the principal and educators. b) Disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees or learners. 7. Threats of violence to fellow - learners. 8. Intimidation of others to enforce acquiescence. 9. Actions provoking racism. 10. Repeated gender harassment. 11. Vandalism or destroying or defacing school property. 12. Repeated violations of school rules or the Code of Conduct. 13. Falsifying documents. 14. Actions/conduct which could be seriously detrimental to the maintenance of order or discipline at the school. 15. Repeated truancy. 16. Plagiarism. 17. Abuse of Social Media Cyberbullying. 18. Obstructing justice e.g. Running away from a staff member. 	<ol style="list-style-type: none"> 1. Serious assault: educator non-educator learner 2. Repeated defiance or violation of the Code of the school authorities. 3. Use and / or sale (peddling) of drugs, alcohol, pornographic material and similar morally debilitating actions. 4. Repeated Theft. 5. Theft involving violence. 6. Guilt proven in a court of law. 7. Possessing a weapon at school, e.g. firearm, knife with blade longer than 4 cm, dagger, panga, stick, etc. 8. Any act, which in the opinion of the disciplinary tribunal, endangers the life and safety of others and violates their rights. 9. Sexual coercion: aggressive action aimed at procuring sexual favours. 10. Sexual assault: sex-related crimes / misconduct - including rape and sexual assault. 11. Where the Disciplinary Tribunal has enough evidence to prove that a learner has persistently violated the rights of other learners to receive education by: <ul style="list-style-type: none"> - Disrupting classes, - Preventing other learners from attending classes, - Preventing educators from providing classes. 12. Refuses, without good reason, to attend classes or to receive tuition, or without good reason absents himself from school or classes.
<p><u>NOTES:</u></p> <ul style="list-style-type: none"> * FIRST OFFENCE: Written warning letter to parents. * SECOND OFFENCE: Final written warning to parents. * THIRD OFFENCE: Appearance before Disciplinary Committee to consider suspension. * DELETION OF WARNINGS after one year. 	<p><u>NOTES:</u></p> <ul style="list-style-type: none"> * SECOND SUSPENSION will evoke a Governing Body Tribunal Hearing to consider expulsion. * Suspension offences stay on record. 	<ol style="list-style-type: none"> 13. Persistent racism.

Updated and approved by: Alex Staff, Representative Council of Learners and Governing Body.

NB: These tabled categories above are mere guidelines and not absolute. They may shift in relation to the context of an incident or the aggravating circumstances.

