



Audeamus Private School and activity centre

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Audeamus Private School

Policy for:

E. Code of Conduct

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1. Introduction

The Code of Conduct has been formulated to support the Mission Statement of Audeamus Private School.

Mission Statement

To establish a unique and individualised learning environment that facilitates academic excellence, personal growth and social competence within the context of each child's potential in partnership with dedicated parents and professionals.

Audeamus Private School's Code of conduct serves as the school rules and is applicable to all parties associated with the school when they are:

- On the school premises before, during and after school hours.
- During all school activities, on or off the school property.
- Where and when ever a learner or educator is identifiable because of school uniform or by association.

2. Purpose

The purpose of the Code of Conduct is to:

- Promote disciplined and responsible behaviour, coupled with an understanding of and respect for the rights of learners, educators, parents and the broader community.
- Ensure the safety and fair treatment of all.
- Safeguard the integrity of the School so that it provides a safe and effective learning environment.
- Clarify for learners, educators and parents the behaviours and conduct expected of them.

3. Principles

- It is the duty and responsibility of the educators, parents and learners to promote disciplined and acceptable behaviour at Audeamus.
- Disciplinary action should be taken immediately in response to any infringement upon the Code of Conduct.
- Upon the learner's admission to the School, the parent/guardian and learner are required to sign the Code of Conduct in order to indicate their acceptance of its terms.
- The learners and parents should keep a copy of the Code of Conduct for on-going reference.

4. The **Privilege** and Responsibilities of Learners

It is the privilege of every Audeamus learner to:

- Attend school.
- Have access to motivated, trained and approachable educators.
- Receive individualised and specialised education.
- Learn without hindrance.
- Receive quarterly progress reports.
- Be treated with respect regardless of personal, religious or cultural beliefs.
- A safe and clean learning environment.
- Enjoy Privacy and receive respect for his/her personal possessions.
- Enjoy an environment free of victimisation.
- Have access to good communication between his/her educator and parents.
- Develop an environment where life-long learning possibilities are created.

In accordance with the above privileges the following expectations are applicable:

4.1 Dress and Appearance

Learners are expected to abide by the compulsory dress code as determined by the School Principal in conjunction with the Governing Body. Learners are expected to adhere to the standard of general appearance, neatness and personal hygiene.

Should any learner not keep to the dress code, it is within the rights of the educator/principal to send the learner home to correct their dress code. Should a learner not keep to the dress code during assessments, tests or exams (any assessment method) it is within the educator/principal's right to send the learner home.

1.1.1 Compulsory Dress Code

Compulsory Dress Code Grade RR – R

A. Summer Uniform

Students wear Audeamus sport shirts, navy shorts, navy blue socks and sport shoes.

B. Winter Uniform

Students must wear an Audeamus sport shirt, an Audeamus tracksuit, socks and sport shoes. Students are allowed to wear navy school drimacs and blue school jerseys on cold days.

C. Shoes

It is NOT compulsory for Gr. RR and Gr. R students to wear shoes to school.

Compulsory Dress Code Gr.1 - 7

A. Summer Uniform

Students wear White school shirts, grey shorts (boys) or school blue check Tunic (Gr1-3) skirts (Gr 4-7 girls), navy (boys) or navy (girls) socks and black school shoes. Girls are expected to wear short, navy/black ski-pants under their skirts.

B. Winter Uniform

Students must wear long, grey pants, a white long sleeved shirt, blue school jersey, grey socks and black school shoes.

It is NOT compulsory for students to come to school and leave school wearing black school shoes. Shoes may be taken off during the school day, permitted they are put back on before leaving the school.

C. Sport days

Students must come to school in their school sport shirt, black shorts, white socks and sport shoes. In winter students must come to school in their school sport shirt, tracksuit, white socks and sport shoes

Compulsory Dress Code Gr.8-12

D. Summer Uniform - Girls

White collar shirt with blue pull over. Blue check school skirts with ski-pants. Short navy socks are to be worn with black school shoes. Only school blazer or jerseys are allowed. A school tie must be worn when wearing a blazer. Nails are to be kept short and free of coloured nail polish, clear nail polish may be worn. Hair is to be kept neat and tied back, fringes should not be longer than 1cm above the brow. All other hair must be tied back or secured with hair clips. No hi-lights or full head of colour may be worn at school. (Special occasions like matric fare-well or dance may receive special consent but will be given in written form to the learners.) No make-up may be worn unless discussed with the principal and written consent is given to wear make-up. Earrings should be plain (no colour or diamond/ pearls. Only silver or gold.). Studs no bigger than 5mm in diameter. Hoops/" sleepers" should be gold or silver and no more than 1cm in diameter and only one earring per ear. Only plain watches may be worn, no bling, glitter or charms. One eternity ring may be worn if the ring is small and plain. No other visible jewellery

may be worn, if other jewellery is worn the educator may confiscate the item and the learner's parents can then collect it from the principal. It remains within the rights of the educator to confiscate any jewellery that he/she finds inappropriate. The educator also has the right to address a learner if he/she feels that a learner's appearance is not up to standard.

E. Summer uniform - boys

Grey long pants should be worn with white collar shirts and grey school socks with black school shoes. Pull-overs are optional, however only school blue pull-overs, jerseys and blazers are allowed to be worn. A school tie must be worn when wearing a blazer. No hair styling products may be worn. **Hair should be kept short and neat. Hair should not touch the learner's ears. Fringes should not be longer than 2cm above the brow. No earrings, necklaces or armbands.** A plain watch may be worn. It remains within the rights of the educator to confiscate any jewellery that he/she finds inappropriate. The educator also has the right to address a learner if he/she feels that a learner's appearance is not up to standard.

F. Winter Uniform – Girls

White collar shirt with blue school pull-over, jersey or blazer. Blue check school skirts with ski-pants or navy blue stockings/ grey school pants to be worn with black school shoes. Only school blazer or jerseys are allowed. A school tie must be worn with winter uniform along with a long sleeve white school shirt. Only school scarves are allowed to be worn. Nails are to be kept short and free of coloured nail polish, clear nail polish may be worn. Hair is to be kept neat and tied back, fringes should not be longer than 1cm above the brow. All other hair must be tied back or secured with hair clips. No hi-lights or full head of colour may be worn at school. (Special occasions like matric farewell or dance may receive special consent but will be given in written form to the learners.) No make-up may be worn unless discussed with the principal and written consent is given to wear make-up. Earrings should be plain (no colour or diamond/ pearls. Only silver or gold.), studs with the school emblem on them may also be worn. Studs no bigger than 5mm in diameter. Hoops/"sleepers" should be gold or silver and no more than 1cm in diameter and only earring per ear. Only plain watches may be worn, no bling, glitter or charms. One eternity ring may be worn if the ring is small and plain. No other visible jewellery may be worn, if other jewellery is worn the educator may confiscate the item and the learner's parents can then collect it from the principal. It remains within the rights of the educator to confiscate any jewellery that he/she finds inappropriate. The educator also has the right to address a learner if he/she feels that a learner's appearance is not up to standard.

G. Winter uniform – Boys

Grey long pants should be worn with white long sleeve collar shirts with tie and grey school socks with black school shoes. Pull-overs are compulsory, only school blue pull-overs, jerseys and blazers are allowed to be worn. Only school scarves are allowed to be worn. **Hair should be kept short and neat. Hair should not touch the learners ears. Fringes should not be longer than 2cm above the brow. No earrings, necklaces or armbands.** A plain watch may be worn. It remains within the rights of the educator to confiscate any jewellery that he/she finds inappropriate. The educator also has the right to address a learner if he/she feels that a learner's appearance is not up to standard.

H. Sport days

All students are expected to participate in sport at school on specified days. Students must come to school in their school sport shirt, black shorts, white (boys) or navy (girls) socks and sport shoes. In winter students must come to school in their school sport shirt, tracksuit, white socks and sport shoes.

1.1.2 Lost Property

Learners are expected to claim lost property. Unclaimed items will be sold if they are not claimed within one month. All clothing and equipment should be permanently marked with the name of the learner.

NOTE: The school does not accept any responsibility for lost items. All items that are brought to school remain the responsibility of the learner. Any lost, damaged or stolen items will not be replaced by the school. The school will help in trying to locate the item but will not be further held responsible.

General Behaviour

The learners agree to:

- Keep the School's premises free of litter.
- Ensure that the bathrooms are kept clean.
- Move quietly and in an orderly fashion in the passageways.
- **Treat educators, visitors and fellow learners with courtesy and respect at all times.**
- Refrain from using offensive language at all times; this includes speech which is obscene, blasphemous, sexist or racist.
- Hand all cell phones and/or other electronic equipment in a box per class at the office at the beginning of the school day. Learners accept that any contravention of this rule will result in the cell phone being confiscated. Should a learner's cell phone be confiscated, it will be kept at school until the end of the term and can then be bought back at a price of R200. Please note

that although the cell phones are held in the office, the school cannot take responsibility for lost or damaged cell phones. The school keeps the phones in the office to help protect learner's phones, but because other learners come to hand-in and collect the cell phones from the office, the school will not accept any responsibility for damaged or stolen cell phones. The best way to ensure a learner's cell phone will be safe is to keep it at home. Should an emergency arise in which a learner needs to contact someone, they are free to use the office telephone.

- Be punctual upon arrival for the school day, as well as other school functions, events and activities.
- Maintain a good attendance record.
- Adhere to the restriction of 'Out of Bounds' areas during break times as well as before and after school. Learners accept that out of bounds areas are declared as such for the personal safety of learners.
- Refrain from bringing any form of technology, any gadgets or non-educational items onto the School premises (excluding cell phones which will be handed in daily), unless requested by the teacher for practical lesson, oral presentation etc.
- Comply with all regulations pertaining to the care of, and due regard for, school property and equipment, as well as possessions of fellow learners.
- No smoking and no drinking any energy drinks, alcohol etc. If not adhered to the educators have the right to take the necessary steps.

1.2 Classroom Behaviour

Learners understand that in order to promote effective learning, they must act responsibly in lessons and engage only in behaviours that will promote their learning and the learning of fellow students.

Consequently, learners agree to:

- Be punctual for all lessons.
- Respect the rules and process of classroom routines.
- Refrain from eating and drinking anything other than water in class. Learners accept that the chewing of chewing gum, smoking, swearing, making racial or otherwise offensive comments or behaving in any way that puts the image of the school in harm at any time on the School premises or outside of School while in uniform are not permitted.
- Be respectful and polite to teachers and other learners.
- Complete homework by the prescribed time and date.
- Obtain the teacher's permission before leaving a lesson.

- Maintain a clean classroom environment that is tidy and free of litter.
- Value and respect the opinions and perspectives of other learners.

1.3 Academic Work

Learners undertake their actions and decisions guided by a sense of trust, integrity and responsibility. Any overstepping in these areas will result in written warnings and may lead to suspension or expulsion. Guilt in the following areas will not be tolerated:

- Plagiarism – is defined as copying and using other people’s ideas and writings as if they were your own. Plagiarism is viewed as cheating and, therefore, it is a form of dishonourable behaviour.
- Cheating – the learners accept that cheating on tests, homework and any other classwork is dishonourable behaviour and should be regarded in a serious light. In order to maintain the integrity of homework, tests and class work the learner:
 - ✓ Will not be in the unauthorised possession of a test paper. This is regarded as a serious offence.
 - ✓ Who is an accessory to cheating, or who provides information to another learner during a test, are considered to be cheating.
 - ✓ Who copies the homework of other learners or who, alternatively, allow their own homework to be copied are considered to be cheating.
- Missed work - learners are expected to catch up work missed due to absence and the necessary arrangements must be made with the relevant class teacher.

1.4 Theft

The School expects learners’ actions to be guided by a sense of trust, integrity and respect for others. Learners accept that the theft of a School member’s possessions or the unauthorised removal of materials, books or equipment from the School premises constitutes a violation of that trust. Any form of theft will not be tolerated, and may result in a search of a learner’s person, in accordance with Government Gazette 776 of 1998, page 5. Any overstepping in these areas will result in a parent interview, written warnings and may lead to suspension or expulsion. The School does not accept any responsibility with regards to stolen property. It remains in the responsibility of each learner and his/her parent/guardian to see that items of value are left at home. The school will NOT be kept responsible for any lost/stolen items of learners. The school will investigate such matters and where a culprit is found, take the appropriate steps to right the wrong.

1.5 Bullying

Bullying contradicts the School's set of values. Learners agree not to engage in any form of bullying, victimization, fighting, intimidation, racism, sexual harassment or religious or cultural intolerance. Any overstepping in these areas will result in written warnings and may lead to suspension or expulsion.

Parent and Learner initial: _____

1.6 Reporting

Learners are encouraged to report all incidents of assault, abuse or harassment of any sort to the School Principal, HODs or any Educator. Learners are expected to volunteer information and be co-operative with staff members with regarding the violation of the Code of Conduct by others.

5. The Rights and Responsibilities of Parents

It is the right of every parent/guardian and care giver to:

- Enquire about the progress of their child during an advanced scheduled meeting or during the quarterly ILP discussions.
- View the child's work at regular intervals.
- Attend extra-mural activities.
- Request copies of any school policies.
- Endeavour to solve any problem with an educator and, should no solution be forthcoming, to proceed through the correct channels and procedures: HOD to Principal to Governing Body.

In expecting these rights, it is the responsibility of parents/guardians and care givers to:

- Ensure that the child attends school.
- **Ensure that the child abides by the School's Code of Conduct.**
- **Ensure that the child is clean and tidy.**
- Ensure children arrive at school, and are collected from school at the prescribed times (7:20 – 13:15 / 13:45); ensure children are on time for other activities.
- Pay the required school fees.
- Mark all clothing.
- Ensure that a doctor's note is handed in in case of a learner being absent from a formal assessment or test. Parents are expected to notify the School by telephone, fax or letter of any absence of the learner and to provide reasons for such absence.
- **Ensure that learners complete homework and assignments on time.**
- Provide the child with adequate and healthy meals and nourishment.

- Provide the stipulated stationary and clothing.
- Respect the educators, peers and any visitors on school grounds and while at school functions.
- Keep the child at home if ill, and to provide a doctor's note for an absence of more than two days or if otherwise stipulated. Parents are expected to notify the School by telephone, fax or letter of any absence of the learner and to provide reasons for such absence.
- Encourage moral values.
- To respect the law of the country.
- To ensure that items not belonging to their child are returned to school.
- Inform the school of the required personal particulars, and to report changes when they occur.
- Sign and return reply slips when requested.
- Read the Code of Conduct and to ensure that the learner understands the content.
- Work closely with the school to provide the highest quality education for the learner.
- Establish contact with an educator when requested to do so.
- Attend all ILP discussions and implement agreed action plans.
- Inform the school in writing if the child has to leave the school premises during school hours. When learners leave the school premises, parents or caregivers must obtain permission slip from the office before proceeding to the learner's classroom; this slip is to be given to the educator.
- Offer encouragement to, and support for their child.
- Be a partner in the education process and give assistance where necessary or when requested.
- Follow protocol and the correct procedure when desiring a meeting with an educator or senior staff member.
- Adhere to protocol when requesting a meeting with HOD or principal.

6. The Rights and Responsibilities of Educators

It is the right of every Audeamus educator to:

- Be treated with respect and consideration.
- Request assistance and/or advice when needed.
- Enjoy privacy and respect for his/her personal possessions.
- Request meetings with parents or colleagues once permission has been granted by the Principal.
- Enjoy a safe and clean environment.

- Have the required resources and training to render a quality educational service within the financial means of the school.

In accordance with the above rights, it is the responsibility of every Audeamus educator to:

- Believe in the infinite potential of each child.
- Maintain a no shouting policy at all times.
- Treat each child as an individual with respect.
- Create a safe child-centred classroom.
- Teach with pride to the best of his/her ability.
- Obey, respect and enforce the Code of Conduct as well as all other Policies and Procedures.
- Maintain consistent discipline by ensuring:
 - ✓ Order and calm in the class at all times.
 - ✓ That no rude or aggressive behaviour or attitudes are allowed
 - ✓ That his/her attitudes and behaviour serve as a guiding principal for the learner's attitudes and behaviour.
- Arrive on time for school, meetings, extramural activities, training and classes.
- To be prepared for classes, meetings, ILP discussions, etc.
- Maintain excellent academic standards.
- Provide care, knowledge, skills and principles to develop the child as a whole.
- Be considerate towards other educators and parents.
- Make time to listen to children and parents.
- Establish a partnership relationship with the parents.
- Strive to be a life-long learner.

7. The Rights and Responsibilities of Teachers-in-Training

It is the right of every Audeamus Teacher-in-Training to:

- Be treated with respect and consideration.
- Request assistance and/or advice when needed.
- Enjoy privacy and respect for his/her personal possessions.
- Request meetings with colleagues once permission has been granted by the Principal.
- Enjoy a safe and clean environment.
- Have the required resources and training to render a quality service within the financial means of the school.

In accordance with the above rights, it is the responsibility of every Audeamus Teacher-in-Training to:

- Believe in the infinite potential of each child.
- Treat each child as an individual with respect.
- Learn to create a safe child-centred classroom.
- Ensure that he/she learns about the workings of every system within the school in order to prepare his/herself to possibly become an Audeamus Educator in the future.
- Learn about the practical aspects of teaching, learning, preparing, resources, discipline, administrative tasks and classroom dynamics from all the Educators they come into contact with.
- Obey, respect and enforce the Code of Conduct as well as all other Policies and Procedures.
- Learn to maintain consistent discipline by ensuring:
 - ✓ Order and calm in the class at all times.
 - ✓ That no rude or aggressive behaviour or attitudes are allowed
 - ✓ That his/her attitudes and behaviour serve as a guiding principal for the learner's attitudes and behaviour.
- Arrive on time for school, meetings, extramural activities, training and classes.
- Have respect for the educators, parents and other staff members at all times.
- Maintain excellent standards in all tasks.
- Prepare and present practical lessons when asked to do so.
- Strive to be a life-long learner.

8. Implementation of the Code of Conduct

Positive Reward System

A: Individual Reward System

Students who abide by the Code of Conduct with a positive attitude and self-discipline are positively rewarded. The student with the most outstanding behaviour for the week in each class will receive a 'Student of the Week' certificate. Other rewards include the following:

- Verbal/ written praise
- Classroom-based incentives (merit system)
- Mentions during the weekly school assembly (star of the week)
- Tuck-shop vouchers (issued by Principal/HOD)

B: Class Reward System

- A class reward system is used to encourage positive attitudes, a sound work ethic and team work in each class. Recognition is given to classes for adherence to various nominated behaviours at the end of each school quarter.
- Each class will be evaluated by educators weekly.
- Learners who consistently do not co-operate with their class will be excluded from the class reward system and will not receive the reward.
- In the event of a student being excluded parents will be notified at the point of exclusion. (class trips or special events)

Enforcement of the Code of Conduct

The Code of Conduct can only be effective if the learner recognizes when he/she has not honoured the Code of Conduct and that the subsequent punishment to sanction is a fair and legitimate response to his/her breach.

Categories and Consequences of Misconduct

A. Minor Offences

1. Minor offences include but are not limited to:

- 1.1. **Lack of cooperative, positive attitude toward the learners or staff of the School;**
- 1.2. **The use of offensive language or gestures;**
- 1.3. **Failure to afford any staff member the necessary courtesy and respect;**
- 1.4. **Behaviour that causes inconvenience to others (e.g. unpunctuality, persistent noisiness, etc.)**
- 1.5. **Failure to respect the rights and privacy of other learners;**
- 1.6. **Refusal to wear the correct School uniform.**
- 1.7 **Failure to comply with classroom rules.**

Consequences of Minor Offences

- A teacher may issue a demerit to any learner who transgresses in class. This will need to be signed by the teacher in the classes merit file.
- The Merit and Demerit forms will be scanned and forwarded to the disciplinary administrator in each phase for entering on the server.
- Any learner who fails to adhere to the rules and has more than 5 demerits will be required to attend Friday detention from 13:15 to 15:00. Learners maybe required to do chores during these sessions overseen by a teacher.
- Educator, H.O.D and principal are to sign the warning letter and it is to be photocopied before it is sent to parents. A copy is to be placed in the Learner's file.
- If three more warnings are issued after the detention is served, the consequence will be suspension and the duration will be decided by Educator, H.O.D and the Principal.
- It is within the right of the Principal to suspend or call for a disciplinary hearing for any learner if any minor offences reoccur continuously. It is within the discretion of the principal to take the correct steps towards making sure that each learner receives the consequences equal to their actions and behaviour.

B. Major Offences

1. Major offences include but are not limited to:

1.1 Theft

1.2 Religious, ethnic, racial or cultural intimidation or victimization.

1.3 **Verbal, emotional or physical abuse of others, as well as aggressive conduct towards others.**

1.4 Wilful abuse of fellow learners or staff members or destruction of School property or equipment.

1.5 **Insolence and wilful refusal to obey a member of staff to carry out a legitimate task or instruction.**

1.6 **Repeat minor offences**

1.7 Any acts of sexual misconduct on school grounds, school outings or when wearing school uniform

1.8 Any pornographic material.

2. Consequences of Major Offence

- **The school disciplinary committee can after investigating a major offence recommend to:**
 - **Suspend a learner from school – minimum of 5 school days and a maximum of 14 school days**
 - **Expel a learner from school**
 - **Refuse to enrol a learner for the new school year**

- All major offences will be reported to parents in a letter that has to be signed and returned to school promptly.
- Parents will be required to have a meeting with the H.O.D. and principal after any major offence has been committed. A written letter will also record the discussion and agreed actions after each meeting with parents concerning a major offence.
- An incident report will be completed and added to your child's file to describe the major offence and the circumstances surrounding it.
- Infraction-appropriate punishment may be given (e.g. If student stole the stolen property it would have to be replaced)
- The principal will decide on a case by case basis for major offences to convene the Disciplinary Committee or to only address the issue with parents in a formal meeting
- Progressive discipline will be implemented as per examples below to afford learners sufficient opportunity to correct his/her behaviour.

Examples:

Behaviour	First Offence	Second Offence
Stealing	<ul style="list-style-type: none"> ➤ Meeting with parents ➤ Child is to receive formal counselling ➤ Child writes letter of apology to victim ➤ Child replaces stolen item as soon as possible 	<ul style="list-style-type: none"> ➤ Formal Disciplinary Hearing with Disciplinary Committee to decide on course of action ➤ Child writes letter of apology to victim ➤ Child replaces stolen item as soon as possible
Vandalism on School property	<ul style="list-style-type: none"> ➤ Meeting with parents ➤ Child to receive formal counselling ➤ Child writes letter of apology to victim 	<ul style="list-style-type: none"> ➤ Formal Disciplinary Hearing with Disciplinary Committee to decide on course of action ➤ Child writes letter of apology to victim

	➤ Child repairs/replaces vandalized property as soon as possible	➤ Child repairs/replaces vandalized property as soon as possible
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9. Partnership

In a mutually reinforcing system of values and discipline both at school and at home, every child can thrive in their safe, secure and predictable environment. We owe this to them. We look forward to Parental support and reinforcement at home.

CODE OF CONDUCT

Reply Slip:

I, _____ (Learner's name),

have read and understand the Code of Conduct of Audeamus Private School.

Learner's Signature: Date:

I _____ (Parent/ Guardian's name), have read

and understand the Code of Conduct of Audeamus Private School.

Parent/Guardian's Signature: Date: