

**NEWTON PRE-VOCATIONAL SCHOOL'S CODE OF CONDUCT FOR LEARNERS****INTRODUCTION**

In terms of the South African schools Act (Section 8[1]) and the Governing Body Regulations (Regulation 46[d]), the governing body of a public school is required to adopt a Code of Conduct for learners at the school.

The aim of the Code of Conduct is to provide a means of establishing and maintaining a disciplined and ordered environment at Newton Pre-Vocational School, so that constructive teaching and learning takes place. If all parties adhere to both the spirit and the letter of the Code, it will help to create healthy working environment. **RESPECT, BE RESPONSIBLE and BE SAFE will be the basic values that will be practiced in school at all times.**

**SECTION 1 GUIDING PRINCIPLES****1.1 EDUCATOR'S CODE**

For an educator to expect the respect, support and co-operation of the school, parents and learners in his or her efforts to create a healthy learning environment inside and outside the classroom, **it is important that educators acknowledge their responsibilities.**

Educators at Newton Pre-Vocational School undertake to:

- [ Be punctual, well prepared and professional in their approach in teaching;
- [ Be responsible for establishing and maintaining discipline in their classroom;
- [ Create an ethos of team work and partnership with learners in the education process;
- [ Establishing and communicate realistic, clear and meaningful goals for the year;
- [ Praise, encourage and motivate learners;
- [ Be sensitive to the individual needs and problems of learners;
- [ Confront learners who transgress the Learner Code of Conduct and where necessary administer discipline consistently without wavering;
- [ Discipline with dignity and follow the principles of punishment outlined in subsection below
- [ Report serious misconduct to Grade Head and/ or school management team;
- [ Not to administer corporal punishment;
- [ Assist the Governing Body in the performance of its tasks.

## 1.2 PARENT CODE

The school prides itself on the good relationships it enjoys with parents. While parents can expect the school to provide their children with the best possible education with the resources available to it, parents must accept the Code of Conduct in order to help the school achieve its goals.

Parents should undertake to:

- [ Abide by the agreement entered into with the school administration, especially in regard to the payment of School fees;
- [ Support the Code of Conduct, the School Rules and the discipline structure of the school;
- [ Support educators in their children i.e. monitor homework, check test results, help set goals and regularly consult the diary for educators comments;
- [ Involved themselves in the school's activities, either actively on the Governing Body or simply as committed supporters of the school;
- [ Encourage their children to participate in sport and cultural activities;
- [ Attend parents meeting regularly, making suggestions or provide assistance to improve the educational process and environment;
- [ Communication with Head of Department (HOD's) or the principal, regarding areas of concern before they become major issues.

## 1.3 LEARNER CODE

In consultation with the Student Representative council the learners at Newton Pre-Vocational School have to agree to abide by the following principles which shall apply in the following functional areas:

Educational situations:

- [ All learners should support the school by participating in cultural, sporting and academic activities to uphold the school spirit;
- [ Learners should be educated in a controlled, academic environment to the best ability of the educator. Learner's responsibilities lie in the creation of a classroom situation where others can work without hindrance and pay full attention.

- [ Learners should, where possible be involved and informed about decisions taken by the school. These decisions should be respected and reacted to in a mature fashion
- [ Commitment to all activities and to the values of the school should always be displayed
- [ Learners should have a sense of responsibility for the world we live in and a respect for the environment, especially that of the immediate school, its grounds, its equipment and its furnishings:
- [ A social conscience should be cultivated; the welfare of others being the learner's first concern;
- [ Respect for the property of others and that of the school should be shown by learners at all times;
- [ Learners should live up to obligations of their school and community;
- [ Learners should always aim to achieve to the best of their abilities;
- [ Equal opportunities should be allowed for everyone at school;
- [ Learners should uphold the security of the school as well as have the right to security for themselves and their property.

#### **1.4 FOUNDATIONS UNDERPINNING DISCIPLINE AT NEWTON**

**RESPECT, BE RESPONSIBLE and BE SAFE** will be the basic values that will be practiced at all times. This will be done by teaching core values which are the foundation of ethical and moral behavior that will encourage positive learner discipline in the school and throughout their lives. These core values are:

**RESPECT, RESPONSIBILITY, BE SAFE, CITIZENSHIP, CARING / COMPASSION,  
COOPERATION, HONESTY / TRUSTWORTHINESS, LOYALTY, INTERGRITY,  
FAIRNESS.**

#### **SECTION 2 - OFFENCES**

1. The following official form will be used for misconduct and disciplinary hearing
  - 1.1 Written warning
  - 1.2 Notice of disciplinary hearing
  - 1.3 Record of disciplinary hearing
  - 1.4 Review form (lodging of appeal)
2. Written notice of a disciplinary or tribunal hearing will be given at least five (5) school days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled test and examinations which count towards the year mark.

3. When a notice is issued to a learner, the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
4. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.

### 2.1 MINOR OFFENCES/ LEVEL 1

- [ Failure to observe school rules.
- [ Arrive late in school, classes and for extra-curricular activities. Learners should be at school by 7:45am
- [ Using offensive/insulting language.
- [ Bunking lessons
- [ Not doing class activity or homework
- [ Disobey instructions given by an educator.
- [ Intentionally give false information to an educator
- [ Interrupt lessons
- [ Leaving school before time without permission
- [ Loitering in corridors and out of bound areas E.g. unauthorized staircases.
- [ Spitting
- [ Playing cards, ball games.
- [ Failure to do punishment.
- [ Horseplay.
- [ Unacceptable behavior during Assembly.
- [ Chewing gum
- [ Littering
- [ Theft

### DISCIPLINARY PROCEDURES

Corrective measures.

2.1.1 When applying corrective measures there must be **consistency**.

Communication book will be completed by an educator and the protocol stipulated will be followed.

Minor disciplinary measures.

- [ Warning
- [ Counseling

- [ Withdrawal of privileges.
- [ Time out not exceeding 5 minutes within the sight of the educator
- [ Additional work. E.g cleaning, washing, gardening, sweeping.
- [ Late coming- The security guard/ delegated employee will take record of the latecomers. If the learner arrives late for the second time the parent will be informed. If it still persists the parent will be invited to the school. All latecomers will be searched.
- [ Onsite suspension.

#### 2.1.2 Detention

- [ During break or after school'
- [ If after school parents will be given a notice in writing (Not less than 2 days' notice)
- [ Learners will be supervised during detention

## 2.2 SERIOUS OFFENCES/LEVEL 2

- [ Truancy
- [ Bullying/ intimidation
- [ Damaging school property
- [ Gambling
- [ Extortion
- [ Willfully disobeys an instruction given by principal
- [ Fireworks

### 2.2.1 DISCIPLINARY PROCEDURES

For serious offences or if there is frequent repetition of minor offences and warning counseling are deemed ineffective e.g warnings the referral form (Annexure B) will be completed and handed to the Deputy Principal, parent will be informed and the following procedure will be followed.

- [ Disciplinary hearing.  
The committee will hold a disciplinary hearing. Refer to the attached flow diagram of the procedures regarding Disciplinary measures. Parent will be notified in writing of the offence and the date of the hearing. The committee will keep records of all the proceedings and the evidence.
- [ Suspension

Learner may be suspended from the school by the SGB, principal or deputy principal after fair hearing or if the nature of the offence warrants immediate suspension for a period not longer than 7 days or pending a decision by the DOE whether or not to expel learner as per section of SASA of 1996.

### 2.3 SERIOUS CRIMINAL OFFENCES- LEVEL 3

Intentionally and without excuse-

- [ Fraudulently alters any document or signature to the potential or actual prejudice of the school
- [ Convicted in a court of Law of a serious offence.
- [ Threat to an educator, staff member or Learner representative council (RCL) member.
- [ Attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
- [ Engages in fraud;
- [ Engages in theft, or otherwise acts dishonestly to the prejudice of another person;
- [ Is in possession, of, uses or transmits narcotic or unauthorized drugs or on visible evidence of such possession, use or transmission;
- [ Is in possession of any dangerous weapon;
- [ Assaults or threatens to assault another person;
- [ Holds any person hostage;
- [ Murders any person;
- [ Rapes any person, or engages in any sexual activity which amounts to an offence in law: or
- [ Maliciously damages property;
- [ Possession, threat or use of a dangerous weapon
- [ Possession of pornographic material

#### 2.3.1 DISCIPLINARY PROCEDURES

For criminal offences the police may be called and the learner will be taken to the police station. A charge will be registered and the parent will be called. If the parent fails to go to the police station the learner will be sent to the place of safety. The school Disciplinary committee will concurrently conduct its own investigation and thereafter will institute a disciplinary hearing through a tribunal. The findings will then be forwarded to the SEM after being rectified by the SGB.

The tribunal Hearing Committee will consist of the following members;

- [ The Governing Body Chairperson, or representative
- [ Two (2) parent representative from the Governing Body;
- [ The School Principal and Deputy Principal or Discipline officer delegated to oversee this function; and
- [ If needed, the Grade Head as observer

## **SECTION 3- DRUG AND ALCOHOL POLICY**

### **3.1 SUBSTANCE ABUSE**

#### **Definition**

Substance abuse is defined for the purpose of this policy as;

- a) Being under the influence of or unauthorized, excessive or wrongful use of drugs (whether legal or illegal) or alcohol by any member of the school community whenever that person can be associated with the school;
- b) A positive identification of drug use by test of an agency recognized by the school for the purpose;

### **3.2 POLICY**

3.2.1 The Principal and the Governing Body will bear joint responsibility to ensure that the property of Newton Pre-vocational School remains a drug free zone.

3.2.2 Suitable education, guidance and monitoring programmes will be conducted at the school.

3.2.3 Appropriate actions will be taken in cases of infringement of this policy.

3.2.4 All instances of substance abuse will be investigated and actions will be taken consistent with this policy.

3.2.5 The principal and staff will be responsible for all necessary investigations.

3.2.6 Reference will be made to the Governing Body when necessary.

**3.3 Newton Pre-Vocational School reserves the right to;**

3.3.1 exert control at all times, as deemed fit by the Principal and the Governing Body;

3.3.2 arrange urine and/or other drug test by an outside agency selected by the school for any persons identified by the Principal as possibly being involved (these test will be at the expense of the school if negative; for the parents account' if positive in case of learners);

3.3.3 Use agencies and /or staff members to monitor learners, search them or their belongings anytime, to identify any possessions or usage of drugs or alcohol'

3.3.4 Establish and insist upon adherence to contracts of behavior to relate future conduct;

3.3.5 In cases of possession, usage, abuse or distribution, disciplinary measures will be applied, as seen fit by the Principal, Deputy Principal or Governing at the time. Although rehabilitation forms an integral part of process, discipline will take the form of;

- [ Detention
- [ Withdrawals from the school activities
- [ Community Service on site –(+/-3 weeks)
- [ Written or verbal warnings
- [ Final warning
- [ Regular monitoring
- [ Contract regulation behavior
- [ Suspensions
- [ Expulsion-KZN DOE
- [ Referral to SANCA
- [ Referral to SAPS
- [ Refer for rehabilitation
- [ Or any other action deemed suitable at the time





**SECTION 4- PUNCTUALITY & MOVEMENT WITHIN THE SCHOOL:**

A two bell system operates in this school. Learners must ensure that they are in class before the second bell rings.

**SECTION 5- ASSEMBLIES;**

All learners to attend assemblies. No exceptions are made. Entry to exit from the venues is to be silent and orderly. Behavior must be impeccable at all times.

**SECTION 6- POLICY ON CELLPHONES AND TECHNOLOGICAL DEVICES**

No cellphones, I pods, Tablets, I pads, MP3 players allowed in the school. When found will be confiscated and will be returned to the parent guardian only after parent or guardian has written a letter to the SGB requesting the release of the cellphone. When found more than two times it will be confiscated until the end of the year. NB: Learner are discouraged from carrying cellphones/ I pods/ Tablets/I Pads/MP3 players or any other gadget to school and to do so at their own risk. The School and do so at their own risk. The school WILL NOT investigate the loss/ or theft of cellphones/I pods or any other device.

**RATIFIED/SIGNATURES**

\_\_\_\_\_  
SGB CHAIRPERSON

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
DATE