



Revised: December 2014

CODE OF CONDUCT

MISSION STATEMENT

- **ED-U-COLLEGE** is a progressive, non-racial institution, committed to providing quality education of a high standard. We will strive to empower learners to play their role fully in the social, economic and political life of our country.
- To offer opportunities and create an environment for our learners to become critical thinkers.
- To encourage our learners, parents and the community to commit to total involvement towards the attainment of the above goals.

EXPLANATION OF THE CODE OF CONDUCT FOR LEARNERS AND PARENTS

1. INTRODUCTION

The Disciplinary Committee and Management, in consultation with the Parent Committee of the School, have drawn up this Code of Conduct, to ensure compliance with the South African Schools Act.

This Code of Conduct is subject to the Constitution of the Republic of South Africa, (1996), the South African Schools Act 84 of 1996, and Provincial Legislation. It reflects the constitutional democracy, human rights and transparent communication that should strengthen South African society. It has been drawn up in accordance with the Government Gazette of 15 May 1998 entitled "Guidelines for a Code of Conduct for Learners".

The aim of this Code of Conduct is to establish and maintain an ordered, disciplined and purposeful environment to facilitate effective education in the school.

The Ed-U-College Code of Conduct is based on the following principles:

1. Positive behaviour, which is essential for the well being of the school and the successful achievement of the school's objectives.
2. Educational principles that aim to allow the school to function as a harmonious community.
3. To establish a safe and secure environment.
4. The basic right of educators to teach and maintain an orderly learning environment, and the right of learners to learn in a secure, non-threatening environment.

5. The promotion and establishment of a climate of mutual self-respect, self-discipline and responsible behaviour.
6. The premise that disciplinary action will be fair, appropriate and consistently applied. It will be aimed at corrective measures and not punitive action.

RESPONSIBILITIES OF THE PARENTS/GUARDIANS

The ultimate responsibility for learners' behaviour rests with their parents or guardians. It is expected that parents/guardians will:

- **Support the school and ensure that their children observe all school rules and regulations and accept responsibility for any misbehaviour on their part.**
- **Show an active interest in their children's schoolwork and make it possible for the children to fulfil their obligations to themselves and their school.**
- **Actively involve themselves in the parent - child relationship, whereby moral standards, self-discipline, accepted social behaviour and respect for self and others become an integral aspect of the family situation.**
- **Parents should attend meetings that the school convenes for them.**
- **Parents have the right to take action against any educator, learner or person who unlawfully violates the constitutional rights of their children by e.g. corporal punishment, injury to a child, etc.**

SCHOOL RULES

The Code of Conduct is based on the current School Rules, which are included in this document.

PUNISHMENT

- Punishment is a corrective measure or penalty inflicted on an offender who has suffered the consequences of misconduct in order to maintain the orderly society of the school.

Discipline file

Each educator will be in possession of a discipline file. The educator will immediately identify the offender and record the date, learner's name, grade and the nature of the incident in a discipline file. The file will be handed to the Head of Discipline daily. Any learner whose name appears three times in the discipline file will sit detention.

Detention will take place when necessary, on a Wednesday, from 14:05 to 16:00.

Any learner who sits 3 consecutive detentions will be suspended from the school for 3 school days.

Detention will involve a learner sitting in an allocated classroom and not doing anything.

Incident Report forms

The Incident report form is completed by Educators to report any misconduct of a learner during a teaching situation or any activity on the school premises. The form is only completed if a verbal warning was given on a previous occasion for the same misconduct and after which no improvement in the learner's behaviour was noticed. This may be completed on a daily basis and handed to the Discipline Head who will follow up and record it.

COMMUNICATION WITH PARENTS/GUARDIANS

Parents/guardians will be kept fully informed of any variance from acceptable behaviour via SMS. In each case a copy of the learner's Individual Conduct Report will be filed in his/her personal profile.

Meeting with parents

Misconduct from learner: Learner will not be allowed in class until a requested meeting with parents/guardians have taken place.

Habitual Offenders Letter

This will be issued to the parents/guardians as soon as the learner has 3 offences. Habitual offenders will be issued with a daily report form to be signed by every subject educator. This report must be handed and collected from the Discipline Head daily. If the learner fails to submit this report he/she will be suspended immediately.

Letter of Suspension

This will be issued to parent/guardians immediately after a decision has been reached by the Discipline Head and the Deputy Principal or the Principal, to commence suspension procedures. Whenever possible the parents/guardians will be contacted telephonically beforehand in order to inform them of the situation and request that they visit the school to discuss the problem and endeavour to reach consensus as to what should be done to improve the child's behaviour.

Letter of Non-Return

Should a learner be seriously problematic through the course of an academic year, he/she will receive a letter stating they are not permitted to enrol at Ed-U-College the following year.

The disciplinary procedures, which will be followed, will be determined by the category of offence:

Schedule 1: General School and Classroom Conduct - Guidelines.

1. GOOD MANNERS

1. A learner should address his/her fellow learners, staff members and visitors in respectful and pleasant manner at all times.
2. Learners who cannot *keep* an appointment must excuse themselves beforehand.
3. Chewing of bubble gum is not allowed on the school grounds and in classrooms, as it may create a health hazard as well as being very difficult to clean off corridors and furniture.
4. Articles picked up on the school grounds must be handed in at the admin office immediately.
5. Learners must know the School Song and National Anthem.
6. Littering is a serious offence and each learner will be held responsible for his/her litter. Refuse must be thrown into the refuse bins on the school grounds or in the waste bins in the classroom. If littering keeps occurring, break detention will be enforced.
7. Water and electricity may not be used unnecessarily. Taps must not be left dripping and lights may not be left on without reason.

2. ORDERLINESS

1. The Gate will be locked at 07:30. **Late coming will not be tolerated/accepted. No learner will be allowed in after 7:30. Should a learner for some reason be late the parent needs to accompany the learner to school, the learner will need to be signed in by the parent/legal guardian and not by the transport driver.**
2. When school starts at 07:25 (first bell), and also after break (10:55), learners immediately proceed quietly in neat rows to their respective classrooms, changing of lessons should be done in the same manner. If a learner should be late for his next lesson, he must have a letter from his previous teacher.
3. Learners must have a proper schoolbag with partitions; otherwise no textbooks will be issued. **ALL** textbooks must be covered in durable plastic and have the learner's name written in the front. Failure to comply will result in detention. Inappropriate bags will be confiscated and a parents meeting will be requested.
4. Schoolbags must always be carried in such a way that they do not damage walls or doors as well as having sturdy partitions to protect school books, no satanic or abusive writing or stickers allowed on schoolbags.
5. Learners always walk on the left-hand side of the passage and only cross the passage when they enter the classroom.
6. Learners may not enter or leave the classroom without a permission card from the

educator.

7. Learners may not enter or leave the school building through the foyer without permission. No learner is allowed into the staff room, kitchen or administration offices without permission.
8. Appointments to see the Discipline Heads/Deputy Principal/Principal must be made in the Administration office. No unscheduled meetings will take place.
9. Learners are not allowed to leave school grounds or meet with friends outside the school during break.
10. Learners are ONLY allowed on the playground during break and not in the school building.
11. During all announcements and assembly, learners must be quiet and listen attentively.
12. Cell phones, beepers, laptops, i-pods, tablets and earphones **are not allowed at school**. It will be confiscated and the learner will be liable to pay a R100 fine on return. Earphones will be R50. If a learner fails to hand over the item, he/she will be removed from class and a parents meeting will be requested.
13. Cell phones are not allowed to be used as calculators.
14. Circulars, programs and other news items must be given to the parents/guardians promptly and, where applicable, the return slips must be returned promptly. All this information will also be available on the web page www.eduvaal.co.za.
15. Learners must obey the Prefects as they are an extension of the Discipline team.
16. Learners may not use any school facilities/equipment, or be on the school premises after school hours without the permission of the Phase Heads.
17. The school is out of bounds after sundown and on Weekends.
18. Sale of any goods by learners is strictly prohibited, all goods and money will be confiscated
19. Learners may **NOT** purchase anything from the vendors outside the school premises.

3. SAFETY OF LEARNERS

1. No learners are allowed on the balconies of classrooms.
2. Learners are not allowed to climb over the railings or throw any objects over the railings.
3. Running on staircases and passage ways will not be permitted.
4. For the safety and security of learners they may not be allowed to congregate in the corridors or on the street corners surrounding the school.
5. The throwing of objects on the school grounds is not allowed. **No ball games are allowed in the quad.**
6. Victimization, blackmail, fighting, spitting and physical contact is strictly forbidden.

7. Motor vehicles belonging to learners are not allowed on the school grounds, unless the Principal gives permission in writing.
8. Learners making use of public transport must obey the regulations of the Transport Service or Bus Company.
9. On leaving the school grounds, learners must strictly obey Educators on duty, so as to cross the road safely and obey Traffic Rules and Regulations.

4. VANDALISM

1. **Learners who damage or write on desks, walls, doors or any other surface, will be held liable for all repair costs incurred.**
2. Learners should mark all their possessions clearly.
3. Toilets should be used properly so that they are never an embarrassment to the school, or those who use them. They must be left clean and tidy.
4. Toilet paper must not be wasted. Any leaking taps, flooding, blocked drains; unserviceable cisterns etc. must be reported to the office immediately.

5. SCHOOL UNIFORM

All learners must attend school in the full and correct uniform. School uniform must be worn to official school functions unless otherwise decided by the Principal.

General

NO writing on school clothes is permitted.

Only the school cap may be worn except inside classrooms and during assembly.

As from 2015 a school blazer will be compulsory. No other blazers, jackets, scarves, caps, hats etc. may be worn. **All such items will be confiscated and kept until the end of year.**

Only standard black school shoes may be worn. **NO** boots or shoes with patterns, coloured stitching are allowed. Girls may also wear black school shoes with a strap. School shoes must be clean, shiny and polished at all times. Laces must be fastened and buckles buckled.

School beanies, scarves and gloves may only be worn in winter (1 May -1 September). Girls may wear grey pants during winter.

School clothes may not be worn with other civilian clothes. **NO** windbreakers or other jerseys may be worn as a replacement for the DriMac. Only dark navy blue Drimacs are allowed.

Boys

- White short sleeve shirt for summer, grey long pants/shorts, and a tie is compulsory.
- The tie should always be pulled up and neat.
- Grey school socks must be worn.
- White shirts for winter should have long sleeves and a proper collar for the tie.

Special attention should be paid to the top button and to the sleeve buttons - learners may not roll up sleeves. Shirts should be clean

- Navy blue DriMacs may be used.

Girls

- Girls will wear a summer uniform skirt and grey socks with prescribed shoes (black T-bar school shoe or lace-up school shoe).
- The tie is compulsory for girls. Girls may only wear a jersey with this.
- During winter time they will wear the same white long-sleeved shirt, tie and navy blue DriMac as the boys, with a prescribed grey skirt or long tailored pants (which may not be too tight) and grey school socks with black shoes. Jerseys may be worn under the DriMac.
- The winter skirt and the summer skirt must touch the knee. Any skirt shorter than this will be regarded as indecent and will be seen as schedule 2 offence.
- Girls may not roll their skirts up over their belts to shorten them.

Jewellery (and other “adornments”)

JEWELLERY IS NOT ALLOWED.

- Only girls may wear a single gold or silver stud (less than 5mm) or small gold or silver sleeper (smaller than a 10 cent coin) in each ear.
- Wedding and engagement bands may only be worn around the neck, but **NOT** on the finger. Any married learner must submit a letter proving marriage.
- Nail polish is not allowed. Nails should be short and clean.
- **No nose, tongue or eyebrow studs are allowed.**
- Neither boys nor girls may wear bangles, bands or necklaces.
- **No** body painting (tattoos) allowed.
- **NO** denture cosmetics (e.g. gold stars on teeth, etc).
- **NO** colour contact lenses may be worn during school hours
- No make-up (including coloured lip-gloss and eyeliner) or hair clips may be worn.
- No nail polish of any kind or colour is permitted.
- Nails for boys and girls, must be short and not longer than the tips of the fingers.

6. LIFE ORIENTATION:

Learners are only allowed to wear LO uniform on the days they have P.E.T.

Learners have to wear their yellow Ed-U-College golf shirts and dark blue or black long tracksuit pants (**NO CROPPED OR “SKINNY” PANTS ALLOWED**) and trainers.

All grades will have P.E.T once a week and learners who are not correctly dressed will not be allowed to participate and as a result will lose valuable marks.

7. HAIR RULES

BOYS:

The natural hairline is a guide for the length of the neck-hair. The hair may not hang over the collar of the shirt or blazer and may not be cut in a "step".

The hair on top of the head must be of a reasonable length (no longer than 1cm) and may not be out of proportion to the length of the rest of the hair.

No lines, shapes or "in cuts" are permitted. No extravagant hairstyles (Bongo Dreads or Dreadlocks) will be tolerated. It is NOT permitted for any learner to dye or peroxide hair. This rule applies to all learners registered at Ed-U-College. NO exceptions will be made.

If gel is used it must not be noticeable and may not be used to disguise or enhance unacceptable hairstyles. Hair may be braided in strings **but not** long strings.

When facial hair (moustache and/or beard) becomes visible, it must be shaved. Age does not determine when a boy has to start shaving. Boys must be clean-shaven at all times. This rule applies to all learners registered at Ed-U-College. NO exceptions will be made. Learners will be given ONE warning and thereafter not allowed on school premises

Neatness is the final criterion.

GIRLS:

When the hair (at the back) touches the collar of the shirt or blazer, it must be neatly tied or plaited.

White, Black, Grey, Yellow or Blue ribbons, elastics, Alice bands and clips may be worn. **NO EXOTIC HAIR CLIPS, NO EXTRAVAGANT HAIR CLIPS.** Any hair accessories must be plain and simple-no "ornaments", flowers, etc.

Girls' hairstyles must follow the shape of the head. Fringes may not be teased or lacquered or hang over the eyebrows. **NO "BIG" HAIRSTYLES.**

Braided or plaited hair must comply with regular hair rules. No extravagant hair extensions allowed. Hair extensions must be of the same colour as the natural hair and tied neatly.

No hair dyes will be accepted.

8. EDUCATION (LESSONS)

Permission to be absent will only be given in emergencies. Parents/guardians must contact the principal in this regard. Access control at the entrance: Parents / Guardians must sign the Permission to leave register in the Administration Office.

Learners are to attend lessons with all the necessary stationery, textbooks, notebooks and writing implements, including a notebook or diary in which they write down the homework set.

Learners must complete all the necessary homework, preparation, projects etc. by the next lesson or the specified deadline. Homework/other projects may not be copied from other learners. Homework is an obligatory component of school life.

Learners are to attend all the lessons time-tabled for them. Unauthorized absence from a lesson (i.e. bunking) is a serious offence.

Learners should be aware of the seriousness of undermining or disrupting a teaching atmosphere in the class according to Schedule 1 misconducts. Such behaviour will be dealt with according to the procedures at hand. Parents will be informed, without hesitation, if a learner is found guilty of this.

Work missed due to School Fees not being paid or absenteeism is the learners' responsibility. Tasks and tests missed for assessment will be given a second opportunity.

9. ILLNESS DURING SCHOOL.

If a learner feels ill during school, his/her subject teacher must send him/her to the office for the learner's parents to be contacted. A learner may not decide to follow any other procedure than this when he/she is feeling ill.

No medicine whatsoever may be administered to any learner. Parents/Guardians must inform the school of any serious illness (such as measles, chicken pox, etc.) and/or allergies. Emergency contact numbers and medical information must be completed on the enrolment form and updated when necessary.

10. RULES FOR SPECIAL CENTRES

COMPUTER AND SCIENCE LABORATORIES

Learners will receive a declaration of accountability to sign at the beginning of the year. Disobeying the rules will lead to immediate suspension from the laboratory.

Set rules for each laboratory will be found in that specific classroom and a copy will be placed in the necessary learner's workbook.

11. EMPLOYMENT OF LEARNERS

This is strongly discouraged. However, if learners are employed after school hours and over weekends, this may prevent them from participating fully in the life of the school.

Learners, who are employed after hours, may not use this as an excuse for being absent, for incomplete tasks, for not attending detention or to avoid any other punishment.

12. TEXT BOOKS (Also refer to 2.3.)

- Textbooks must NOT be rolled up and stuffed into bags.
- Books must be inserted into bags with the spine of the book facing down.
- If proof exists of abuse/neglect of textbooks – textbooks will be confiscated.
- Textbooks must be covered within the first week of issue with **CLEAR DURABLE PLASTIC** AND NOT BROWN OR OTHER PAPER.

- PUPILS NAMES MUST APPEAR ON A LABEL ON THE PLASTIC, AS WELL AS ON THE INSIDE OF THE BOOK
- Learners may not write in any textbook for any reason whatsoever.
- Any damaged or lost textbooks will be payable at the bookstore.

The disciplinary procedures, which will be followed, will be determined by the category of offence:

Schedule 2 - Nature of Offence Suspension for these offences is 3 days

	First offence	Second offence	Third offence
Any learner who:			
Repeats schedule 1 offences	Detention	Suspension	Expulsion
Seriously threatens, disrupts or frustrates teaching or learning in a class	Detention	Suspension	Expulsion
Engages in a conspiracy to disrupt the proper functioning of the school through collective action	Suspension	Suspension	Expulsion
Insults the dignity of or defames any learner or any other person, which includes racist remarks.	Suspension	Suspension	Expulsion
Distributes, or is in the possession of any test, or examination material that may enable another person to gain an unfair advantage in a test or examination.	Suspension	Suspension	Expulsion
Cheats in a test or examination or any other form of assessment such as assignments & learner will a mark of zero for exams/tests/assessments	Suspension	Suspension	Expulsion
Engages in any act of public indecency	Detention	Suspension	Expulsion
Is more than 10 minutes late for class, without a valid excuse is considered bunking.	Detention	Suspension	Expulsion
Is found in possession of or distributes pornographic material.	Detention	Suspension	Expulsion
Is under the influence or in the possession of alcohol or drugs.	Suspension	Suspension	Expulsion
Fails to comply with detention as a correctional measure	Suspension	Suspension	Expulsion
Is involved directly or indirectly in gambling	Suspension	Suspension	Expulsion
Partakes in vandalism: School property and property of others- removed, damaged or defaced. Directly or indirectly	Suspension	Suspension	Expulsion

Forges a document or signature	Suspension	Suspension	Expulsion
Is under the influence of drugs or alcohol during an exam	Suspension	Suspension	Expulsion
Bunking class – entire period	Suspension	Suspension	Expulsion
Selling of goods on school premises	Suspension	Suspension	Expulsion
Smoking cigarettes on school premises and/or in full school uniform	Suspension	Suspension	Expulsion

Schedule 3 - Serious misconduct Suspension can be up to 7 days

Disciplinary hearing which may lead to expulsion. Repeated schedule 2 offences

Any learner who:

1. Sexually harasses another person. (Suspension → Expulsion)
2. Fails to comply with a punishment of suspension as a correctional measure.
3. 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. (Suspension → Expulsion)
4. Engages in theft, or otherwise acts dishonestly to prejudice of another person. (Suspension → Expulsion)
5. Is in possession of, consumes, or deals in any illegal substance or other harmful substance. (Immediate 3 day suspension on first offence; discipline hearing on second offence.)
6. Is in possession of, uses or transmits narcotic or unauthorized drugs or on visible evidence of such possession, use or transmission. (Immediate 3 day suspension on first offence; discipline hearing on second offence.)
7. Is in possession of any dangerous weapon. (Immediate 3 day suspension on first offence; discipline hearing on second offence.)
8. Assaults or threatens to assault **any** person. (Suspension → Expulsion)
9. Holds any person hostage. (Suspension → Expulsion)

10. Murders any person. (Suspension →Expulsion)

11. Rapes any person; or engages in any sexual activity which amounts to an offence in law or any sexual activity on school premises (Suspension →Expulsion)

12. Any person found under the influence of any illegal substances (drugs, alcohol) on school property. (Suspension →Expulsion)

13. Attacks/threatens educators (Suspension →Expulsion)

**Ed – U – College (Vaal)
CODE OF CONDUCT**

DECLARATION

By signing this document, both the learner and parent/guardian hereby affirm that all the rules and regulations have been read and understood.

The learner also hereby accepts the consequences for any behaviour that is in contravention of this document.

Name of Learner: _____

Grade: _____

Signature of Learner: _____

Name of Parent/Guardian: _____

Signature: _____

Date: _____

Issued by the Management of Ed-U-College (Vaal) as per the South African Schools Act 84 of 1996, and Provincial Legislation. February 2001.

Ed-U-College (Vaal)
P.O. Box 3188
Vereeniging.
1930

Tel. (016) 455-1097
Fax: (016) 455-2037