



Mpumalanga Department of Education

Gekombineerde Skool Ogies

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The Code of Conduct for Learners

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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 the Gekombineerde Skool Ogies 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

See Annexure A.

4. The mission statement of the school

See Annexure A.

5. Principles and values: The rights of learners

- a. All learners and parents of Gekombineerde Skool Ogies shall have the democratic rights to due process and participation in decision making on matters directly affecting them at the school.
- 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 conducive 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 religious discrimination should be spoken.

* No racial remarks will be allowed.

- * No sexism will be allowed.
- * Freedom should always be done with respect and dignity.

- 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. No learner shall be given other tasks to do outside while others are learning.

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:
 - * Obeying all school rules.
 - * Showing respect towards the whole school community.
 - * Respecting the dress code of the school.
- i. Learners are expected to be tolerant to other people's religious and cultural beliefs in the school.
- j. No physical contact is allowed.
- k. The prefects shall represent the interests and welfare of learners and also promote good conduct among learners.
- l. To be in class and learn. Not to be loitering outside while others are learning.
- m. Adhere to the language required.

- n. Learners are not permitted to bring cell phones to school.
- o. Learners are not allowed to use drugs, alcohol, cigarettes or to carry weapons while they are in school and/or representing the school.

Learners are not allowed to sell any goods / products at school.

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. Educators will not use any foul language or act insulting towards learners, colleagues or public.
- e. Ensure that learners' books are marked according to the subject policy.
- f. Respect the possessions and property of everyone.
- g. Create a positive and inviting learning environment.
- h. Will obey all rules and laws set by the school, government and SACE.
- i. Adhere to the language for communication required in the classroom.
- j. To be present at school and do their work.
- k. If absent for a valid reason, provide a recovery plan.

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. To come to school when called by the school to discuss the child's conduct.
- f. Parents have a responsibility to ensure that the children are protected and are in safe environments.
- g. Parents may take legal action against any person who is found to have infringed the right of the child.

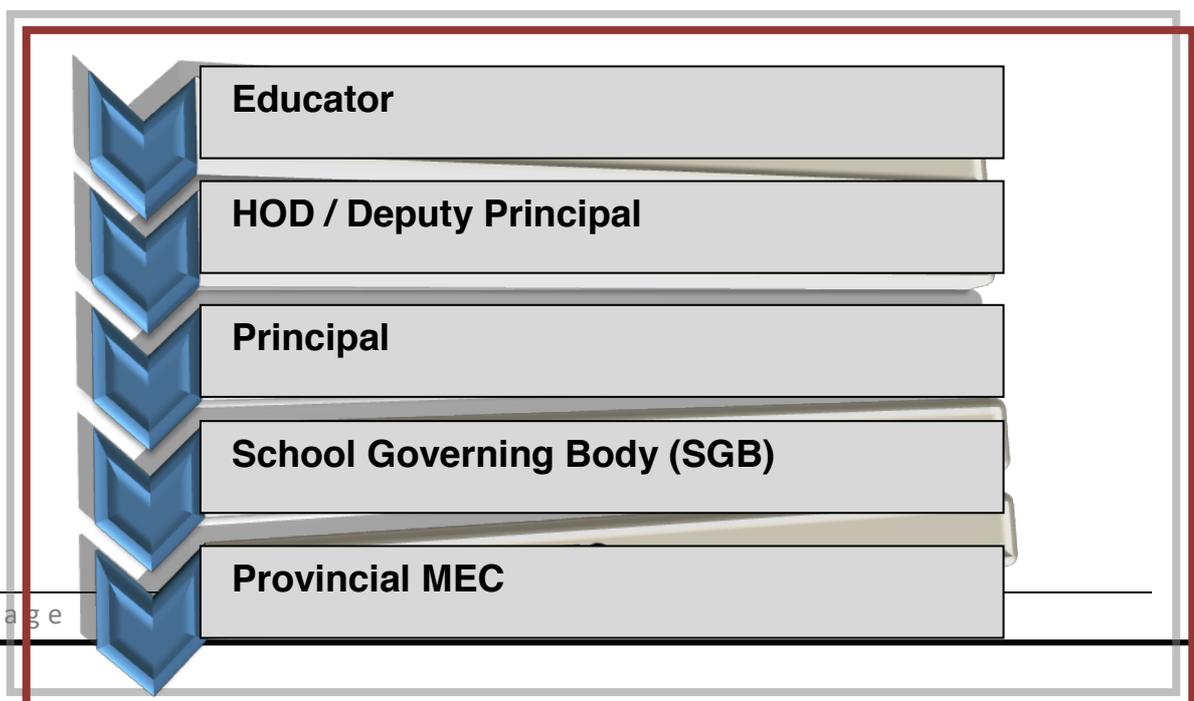
- h. Support learners in sporting activities and ensure that the child attend both practices and matches / meetings.
- i. Spend quality time with learners.
- j. Ensure that learners attend school at all times.
- k. Ensure a hearty spirit of co-operation and trust between school and home.
- l. Teach learners to take pride in his / her appearance concerning uniform, hair, etc.

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. Ignoring of the school rules shall not be an acceptable excuse.
- d. This policy shall be widely publicised to all the school community.
- e. 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.
- f. Parents shall be involved in the corrective measure taken against a learner.
- g. No discipline of a learner can be delegated to other learners.
- h. All disciplinary measures shall match the offence committed and shall be more severe as the behaviour becomes repetitive.
- i. All serious misconduct should be reported to the school principal.
- j. The school must keep a register of all reported misconduct which also reflect the outcomes of actions taken.
- k. In the event of a serious misconduct, the Department of Education will be notified and consulted.
- l. Discipline cannot be referred to the next level unless correct steps have been 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:



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 a maximum of 3 people to check whether the seriousness of the case warrants a hearing.
- f. Once the SGB decides to continue with a hearing, it must appoint a 3 members tribunal (committee) to hear the case.

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 1 day 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 by:
Having it in their homework book
Displaying it in all classrooms
- b. Each and every learner at the school shall be given a copy of the code of conduct in the beginning of the year as part of the Red Book (homework book).
- 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 expect the following from the learners in adhering to this policy:

- f. 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 3 years.

15. Effective date of implementation

This Code of Conduct of learners 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.

Learner's Name

Signature

Date

Parent Name

Signature

Date