

# NALETSANA COMBINED SCHOOL CODE OF CONDUCT

## **1. DEFINITIONS**

*In this, unless the context indicates otherwise, any word or phrase defined in the Naletsana Combined School learner's code of conduct has that meaning and,*

- 1.1 "CODE" means the code of learners and Naletsana Combined School.
- 1.2 "SCHOOL" meaning Naletsana Combined School.
- 1.3 "LEARNER" means any person who is duly registered as such and receiving education at Naletsana Combined School
- 1.4 "EDUCATOR" means any person appointed to the school for the purpose of teaching, educating or providing professional services at Naletsana Combined School
- 1.5 "SUPPORT STAFF" means any other employee appointed or training, including cleaners, gardeners, administrative staff, security, etc.

## **2. GENERAL**

*A learner who is registered at Naletsana Combined School:*

- 2.1 Acknowledge learning as his\her main aim of being at school.
- 2.2 Acknowledge the fact that his\her dedication and her self discipline will ensure good quality education at the school.
- 2.3 Acknowledge and will promote basic human rights as enshrined in the constitution of South Africa.
- 2.4 Commits himself\herself to act in a proper and becoming way such that the behaviour does not bring the school, its educator (teacher) and learners into disrepute.

## **3. IN RELATION TO EDUCATORS**

*A learner:*

- 3.1 Recognize educators as parents at school.
- 3.2 Does not neglect school work as given by educators.
- 3.3 Shall respect educators and avoid terse language.
- 3.4 Shall not be romantically linked to an educator of opposite sex attached to Naletsana Combined School:
- 3.5 Respect the dignity and Constitutional right of educators. May not pay an educator (or do the educator any favour) in order to benefit in a subject in which the educator is responsible for giving classroom instruction to that learner.
- 3.6 Shall use proper procedures to address issues of professional incompetence or misbehavior by an educator.

#### **4. IN RELATION TO LEARNERS**

##### ***A learner:***

- 4.1 Shall not undermine the status and confidence of other learners.
- 4.2 Shall use procedure to protest against the behaviour of another learner with whom he\she has problem with.
- 4.3 Shall avoid any form of humiliation towards other learners.
- 4.4 Shall promote gender equality.
- 4.5 Shall use appropriate language and behaviour in his\her interaction with other learners.
- 4.6 Shall respect the various responsibilities assigned to fellow learners ( e.g RCL members ,class captain, etc.) to ensure the smooth running of the school.

#### **5 IN RELATION TO SUPPORT STAFF**

##### ***A learner***

- 5.1 Shall show respect to any support staff and respect their constitutional right.
- 5.2 Shall ensure that he\she does not make the work of the support staff difficult or impossible.
- 5.3 May not take advantage of the presence of the support staff and neglect his\her chores such as the cleaning of the class rooms.

#### **6 IN RELATION TO COMMUNITY**

- 6.1 Must admit that the school serves the community, and therefore acknowledge that there will be different customs, codes and beliefs in the community.
- 6.2 Must act in a becoming way in the eyes of the community such as that the behaviour does not bring the school into disrepute.

#### **7 . IN RELATION TO SCHOOL PROPERTY**

- 7.1 Has the right to use the property of the school.
- 7.2 Must protect \look after\take care of the school property in his\her possession and care.
- 7.3 Shall be liable\responsible for the fixing or replacement or payment of lost or damaged school property which was under his\her care or was given to him/her by the school.

#### **8 THE LEARNER AND THE SCHOOL**

##### ***A learner:***

- 8.1 Must comply with the provisions of this code.
- 8.2 Must co-operate with the school to the best of his/her ability.
- 8.3 Must observe full school hours unless he/she has valid reasons and permission must be sought with the school authorities.
- 8.4 May not absent him-self/ her-self from school for ten (10) successive days without valid reasons as that may lead to his/her withdrawal from the school's register.
- 8.5 Must acknowledge that the main aim of being at school is to attend classes, and must do so without being coerced.
- 8.6 Must feel as part of the school and make the school part of him-self or her-self.

Signing this document means that I understand the content of it.

Positions	Surname and names	Signature & Date
SGB Chair person	.....	.....
Principal	.....	.....
RCL Chair person	.....	.....
TLO	.....	.....

## MANAGEMENT PLAN

### DISCIPLINARY COMMITTEE

#### NALETSANA COMBENED SCHOOL

No.	ACTIVITY	PERFORMANCE INDICATOR	DUE DATE	RESPONSIBLE PERSON	COMMENT
1.	Preparing meeting with committee members	Circular/minutes of the meeting.			
1.1	Filing of position in Disciplinary committee.	List of disciplinary com. members			
2.	Consultation with stake holders	Minutes			
3.	Drafting of disciplinary policy	Brain stormed policy.			
4.	Drafting code of conduct.	Brain stormed code of conduct.			
5.	Finalized policy and code of conduct	Availability of policies and code of conduct			
6.	Presentation of policy to SGB	Minutes			
7.	Approved policy and code of conduct.	Policy document with signature of SGB chairperson.			
8.	Distribution of policy and code of conduct and implementation there of.	Availability of policies and code of conduct/Minutes.			
9.	Policy review.	Minutes			

## ***SCHOOL POLICY GOVERNING LEARNERS-ARTICLE 4***

### ***LEARNERS***

A learner shall mean a legally or duly registered learner who receives tuition at Naletsana Combined School. Such a learner shall have completed the registration forms as required by the school. Any learner who withdraws during the course of the year shall not be re-registered late during the course of the year as a learner.

#### ***4.1 RIGHT AND RESPONSIBILITIES. .***

Every learner shall have the right to receive education at the school and enjoy all the rights as completed in Section 4 and 5 of General notice 776 of May 1998, SASA- Code of conduct for learners and as enshrined in Chapter 2 of the Constitution of South Africa ,1996 ( Act 108 of 1996).

- 4.1.1 Every learner shall have the inalienable right of education provided he/she satisfies the requirement as laid down in the governing admission by SASA and meet the registration deadlines.
- 4.1.2 Every learner shall have the right to be taught during school hours and not be expelled from the class or school.
- 4.1.3 Every learner shall have the right to be treated with dignity and is expected to and should enjoy all the rights as contemplated in chapter 2 of the constitution of the republic of South Africa, Act 108 of 1996.
- 4.1.4 Learners shall have an obligation to respect school rules, policy, fellow learners, educators, parents, support staff and school property.
- 4.1.5 Every learner shall strive to take pride in the school and work towards lifting of the school name and standard.
- 4.1.6 Every learner should seek permission when leaving the school.
- 4.1.7 A learner has the responsibility not to act in any manner that could lead or result in bringing the name of the school in disrepute.
- 4.1.8 Learners have the responsibility to self-discipline and adhere to school regulations.
- 4.1.9 A learner should be respectful and obedient to educators.
- 4.1.10 A learner should refrain from using drugs and alcohol.
- 4.1.11 A learner should help look after the property of the school and be prepared to help with the keeping of the classes and cleaning of the environment, including the ablution facilities. Any damage to school property either movable or immovable will be dealt with in accordance with the applicable sections of the act and codes.
- 4.1.12 Learners should be dedicated to their school work, attend extra lessons when arranged and extra-mural activities.
- 4.1.13 Every learner has the responsibility to observe school rules, attend lessons, contribute to the General good performance of the school and uphold vision and mission of the school.

- 4.1.14 Under no circumstances will smoking be allowed on school premises. Apart from being a transgression of the school rules, smoking in public place will also be a defiant act in terms of Tobacco Control Act of 2001.
- 4.1.15 Every learner will act in a manner that shows responsibility and quest for education leading to responsible adulthood.
- 4.1.16 Learners will avoid associating with persons or act actions or behaviour and conduct that are/is disruptive, appalling or illegal that could constitute or lead to criminal activity/ actions.
- 4.1.17 Learners should be made to understand that education is a God given gift (which no one can take away from you) if they are prepared to work hard.

## 4.2 UNIFORM

- 4.2.1 It shall be compulsory to wear school uniform as prescribed.
- 4.2.2 Learners should dress neatly.
- 4.2.3 The hair should be well kept to project image of the learner.
- 4.2.4 Hair: Should be Short, no dreads, no bonding and only straight back and straight up.
- 4.2.5 Earrings: No earrings to boys, only small nops to girls.
- 4.2.6 Learners who experience problems regarding wearing of school uniform should have the matter reported to the Office of the Principal by parent.

GENDER	DAY	ATIRE	FOOTWARE
Boys		<ul style="list-style-type: none"> <li>• Grey trouser</li> <li>• Sky blue shirt</li> <li>• Black belt</li> <li>• Navy blue jersey/Pull over</li> <li>• Grey socks</li> <li>• Grey &amp; sky blue tie</li> </ul>	<ul style="list-style-type: none"> <li>• Black shoes</li> </ul>
Girls		<ul style="list-style-type: none"> <li>• Grey trouser/skirt</li> <li>• Sky blue shirt</li> <li>• Navy blue jersey/Pull over</li> <li>• Navy blue dry</li> <li>• Grey socks</li> <li>• Grey &amp; sky blue tie</li> </ul>	<ul style="list-style-type: none"> <li>• Black shoes</li> </ul>

### ***4.3. PROHIBITED ITEMS.***

- 4.3.1. Valuable assets.
- 4.3.2. Cell phones.
- 4.3.3. Dangerous weapon and drugs or any harmful substance.

### ***4.4. CORRECTIVE MEASURE.***

- 4.4.1. If a learner loss his/ her valuable asset(s), it should not be reported in the office as the school does not take any responsibility to investigate or attempt to recover it.
- 4.4.2. Cell phones would be taken and be locked in the strong room. It would be give back to the learner at the end of the term or end of the year, depending on his/ her behavior.
- 4.4.3. Should a learner be found been in position of dangerous weapon, drugs or any harmful substance level 5 of misconduct shall apply.

### ***4.5. CONDUCT***

Any learner who does not act and conduct himself /herself in a manner stipulated herein, school rules, Code of conduct for learners or any other rules governing learners, shall be guilty of misconduct and as such shall be dealt with in terms of the stipulated procedures as envisaged in section 7, 8,9,10,11,12,13 and 14 of the General notice 776 (Government Gazette 19800) of May 1998-SASA code of Conduct for learners.

For the purpose of equitable handling of misconduct by learners, this shall be dealt within 5 levels as stipulated hereunder .Misconduct by learners can take many forms. Any disciplinary action should be aimed at correcting the behaviour and be taken to suit the level of the misconduct that is “punishment should fit the crime”.

## ***5. LEVEL OF MISCONDUCT***

### ***5.1. LEVEL 1 MISCONDUCT ( MINOR VIOLATION OF GENERAL CLASSROOM RULES DISCIPLINE)***

- a. Failing to attend classes on time (Punctuality to school in morning and breaks)
- b. Infrequency of specific classes, bunking of classes.
- C. Leaving classes without permission, including basking in the sun.
- d. Minor plagiarism or cheating in class tests including lying.
- e. Failing to complete and do homework.
- f. Minor damage of school property or that of others.
- g. Petty theft.
- h. Disobedience.
- i. Dishonesty negligible consequences.
- j. Failing to comply with reasonable instructions of educator.

- k. Any other unacceptable behaviour or conduct that warrants to be cautioned as untoward behaviour or conduct.
- l. Cleanliness.
- m. Eating and or chewing in class.
- n. Selling during school hours which disturbs the normal running of the classroom and affects the environment.
- o. Noise making.
- p. Dodging after break.

### **5.2. LEVEL 2 MISCONDUCT (MINOR VIOLATION OF SCHOOL CODES OR RULES)**

- a. Frequent repetition of level 1 (one) misconduct, where disciplinary action by class educator is considered ineffective.
- b. Deliberate and serious actions obviously aimed at undermining of authority and humiliating educator or elected learner representatives, fellow learners or support staff.
- c. Possession or use of tobacco.
- d. Bringing the school name into disrepute.
- e. Truancy of several classes or leaving school without permission.
- f. Using of abusive profane language.
- g. Cheating during exams.
- h. Engage in excessive display of mutual affection.
- i. Intimidation of others to enforce acquiescence.
- j. Verbally threatening the safety of other learners/educators .
- k. Interruption of education in the classroom
- l. Discriminatory behaviour including racial intolerance and sexist comments
- m. Disrespect towards another person
- n. Minor theft
- o. Charge on two or more cases in level 1
- p. Forgery of documents and signature with negligible consequences
- q. Dishonesty with serious consequences including failure to deliver official messages/circulars to parent..
- s. Fighting.
- t. Failing to write test

### **5.3. LEVEL 3 MISCONDUCT (SERIOUS VIOLATION OF SCHOOL CODES OR RULES)**

- a. Frequent repetition of level 2 misconduct where disciplinary action by the school authority is considered ineffective.
- b. Charge on or more cases in level 2.
- c. Minor injury to other person.
- d. Gambling.
- e. Possession and use of alcohol or being under the influence of alcohol.
- f. Severely disruptive behaviour ,e. disruption of several classes or cell phone emergencies or any other emergency

- g. Possession of or distribution of pornographic material or cell phone image/screen saver or any other explicit sexual image or racist propaganda or sexist publication.
- h. Possession or use of narcotic/illegal substances or being under the influence of such.
- i. Possession (without use) of drugs weapon.
- j. Theft
- k. Vandalism.
- l. Limited arson.
- m. Failing to seat for examination in one or more page(s) without valid medical certificate/not submits within seven (7) days of hospitalization./consultation .
- n. Cheating during examination.

**5.4. LEVEL 4 MISCONDUCT (VERY SERIOUS VIOLATION OF SCHOOL CODES OR RULES)  
DUE PROCESS PROCEDURE HAS TO BE IMPLIMENTED**

- a. Repetition of level 3 misconduct, where prior disciplinary action is considered ineffective.
- b. Charge 2 or more classes of level 3 misconduct.
- c. Threatening others person with dangerous weapon.
- d. Intentionally causing limited physical injury other person
- e. Limited sexual abuse e.g grasping.
- f. Sexual conduct or sexual contact by mutual consent.
- g. Selling narcotic substance (first offence).
- h. Extortion of another person's property
- i. Disruptive of the entire school, e.g boycotting, or picketing or causing to without prior consent
- j. Forgery of documents and signature with serious consequences.
- k. Repeated defiance of school authority.
- l. Theft involving violence.
- m.. Any act which in the opinion of the disciplinary tribunal endanger the life and safety of others.

**5.5. LEVEL 5 MISCONDUCT (CRIMINAL- VIOLATION OF SCHOOL CODES OR RULES BUT ALSO CIVIL LAWS)  
DUE PROCESS PROCEDURE HAS TO BE IMPLIMENTED**

- a. Repetition of level 4 misconduct.
- b. Charge of 2 or more level 4 cases.
- c. Intentionally major injury to other person (assault with the intent to do grievous bodily harm.(GBH)
- d. Intentionally using dangerous weapon.
- e. Arson.
- f. sexual harassment, sexual abuse, rape
- g. Robbery/major theft.
- h. Breaking and entering o locked premises
- i. Murder.

**5.6. PENALTY AND CORRECTIVE MEASURES.**

Any learner found guilty of misconduct as named above will be subject to the following ,subject to the extend and level of the misconduct, as contemplated in Section 10 SASA code of conduct for learners.

- a. verbal warning
- b. Written reprimand by an educator or principal.
- c. Supervised school work that will contribute to the learner’s progress at school, the improvement of school environment, provided that the parents are timorously informed and the security of the child is assured.
- d. Perform task that will assist the offended person.
- e. Agreed affordable compensation.
- f. Replacement of damage property.
- g. Suspension from some class activity.

Section11-14 shall be applied in case of misconduct that dictates for suspension or expulsion. Serious cases that are also violation of the civil law must be treated as such.

<b>Level of misconduct</b>	<b>Description of misconduct</b>
<b>Level 1</b>  Minor violation of general classroom discipline	Failing to attend class on time
	Leaving class without permission
	Cheating in class test
	Failing to complete homework
<b>Level 2</b>  Minor violation of school code of conduct or rules	Frequent repetition of level 1infringement
	Possession or use of tobacco/cigarettes
	Truancy of several classes
	Cheating during examinations.
	Verbally threatening safety of an other person.
<b>Level 3</b>  Serious violation of code of school conduct or rules	Frequent repetition level 2 infringement
	Minor injury to another person.
	Possession or use of alcohol
	Several disruptive behaviour
	Possession of a dangerous weapon.
	Theft/Vandalism
<b>Level 4</b>	Frequent repetition level 2 or 3 infringement
	Threatening with a dangerous weapon

Very serious violation of school code of conduct or rules	Intentionally causing injury to somebody
	Extortion of another person's property
<b>Level 5</b>  Criminal-serious violation of school code of conduct or rules, but also of civil law	Frequent repetition level 4 infringement
	Possession and pending of narcotic substances
	Assault
	Sexual harassment or abuse
	Robbery or major theft
	Intentionally using a dangerous weapon

### 5.7. GRIEVANCE PROCEDURES.

All grievances by learners should be reported to the class educator. If the class educator is involved, the matter should be reported to the HOD responsible for the grade or the subject. The matter, if not managed at that Disciplinary school level, will then be reported to the Deputy Principal and then to the Principal if it could not be managed at all those levels. The school has developed a system of handling disputes

### 5.8. OFFENCES THAT MAY LEAD TO SUSPENSION.

In terms of SASA Code of Conduct for learners. (General notice 776 of May 1998) section 11, a learner who commits one or more (but not only Limited to) of the following may be suspended. Pending the outcome of a disciplinary hearing:

- a. Conduct which may endanger the safety and violates the rights of another.
- b. Possession, threat or use of a dangerous weapon
- c. Possession, use, transmission or visible evidence of narcotic or unauthorized drugs, alcohol or intoxicants of any kind.
- d. Fighting, assault or battery
- e. Immoral behaviour or profanity.
- f. Falsely identifying one self.
- g. Harmful graffiti, hate speech, sexism, racism.
- h. Theft or possession of stolen property including test or examination paper prior to the writing of test or examination
- i. Unlawful action, vandalism or destroying or defacing school property
- j. Disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees or learners.
- k. Repeated violations of school rules.
- l. Criminal and oppressive behaviour such as rape and gender based harassment.
- m. Victimization, bullying and intimidation of other learners
- n. Infringement of examination rules.

- o. Knowingly and wifely supplying false information or falsifying documentation to gain unfair advantage at school

## **5.8. REPRESENTATIVE COUNCIL OF LEARNERS (RCL)**

### **(i) GOALS AND OBJECTIVES**

The goals and objectives of a representative council of learners

- a. The main objective of establishing an RCL is to create a sense of co-responsibility in learners.
- b. It is also an attempt to create opportunity to identify and train future leaders.
- c. It is also an attempt to create a sound and healthy relation ship between learners, educators and non-educators, as well as parents.
- d. It fosters sound interaction among learners and educators.
- e. It aims to keep learners abreast of events at school and in community.
- f. It aims to promote sport and culture activities within the school and the community.
- g. It provides a voice of learner's expression.
- h. It represents learners in the SGB.
- i. In appropriate cases, and RCL proves learners with opportunity to participate in decision making regarding the school.

### **(ii) CONSTITUTION**

, The representative council of learners (RCL is an official body representing all learner at the school and shall comprise of 2 representing from each class at the school elected by the class in a democratic process .The election shall be called by the teacher (Educator liaison officer and the election conducted in each will be conducted by the teacher [educator].Dual sex classes shall be represented by a boy and girl while single classes shall have one representative only. The class representative shall meet to elect an 8 member executive committee consisting of the chairperson, the Deputy Chairperson, the secretary treasurer and heads of standing committees education, culture, Discipline and sports

- a. The ECL must know that the main purpose to be at school is to learn.
- b. An RCL must understand that the principal cannot morally or legally hand over the management of school to anyone, he she cannot give his or her powers to learners.
- c. AN RCL need to know it should be a non-aligned organization.
- d. . AN RCL must know and understand its, rights and responsibilities [obligations]

- e. An RCL must support or contribute to the sound management of the school authorities and must normally act in accordance with the school authorities.
- f. AN RCL must contribute to the smooth running of the school and support the governance of the school.
- g. AN RCL must understand that each school is unique just as families are; as result no two school can ever be identical in their management and governance.
- h. An RCL must remember that the relation ship between educators and their employer –the Limpopo Provincial Department of Education –is governed by Labour law and that they have no direct influences on Labour processes and matters.
- i.

**(iii) ROLES AND RESPONSIBILITIES**

- a. The RCL acts as an important instrument for liaison and communication in five level tiers.
- b. . To provide learners with an opportunity to part pâté in school governance and to participate in appropriate decision making.
- c. Enables learners to contribute towards the improvement of the culture of learning teaching and services in their school.
- d. It must liaise and comminute with learner’s professional school management [SMT] and the SGB at the school .
- e. Because it represents the learners, it must accept that the well-being of the school and learner is its primary task.
- f. It must foster a mutual respect. Good manners and morality among learners.
- g. It must promote and maintain discipline among learners and promote the general welfare of the school
- h. It must foster participation in school activities.
- i. It must provide a training ground for developing leaders.
- j. It must help each learner to feel at home in the school.
- k. It must assist school management in implementing school policy

**(iv) REPRESENTATIVES IN THE SGB**

The RCL shall have representation in the SGB as regulated by policies. The chairperson and secretary and other elected representatives will represent learners in the SGB. The number of seats in the SGB by RCL shall be dictated to by the overall number of the SGB members in terms of learner enrolment.

- |                |                 |
|----------------|-----------------|
| 1. Mr\Me ..... | (Position)..... |
| 2. Mr\Me ..... | (Position)..... |
| 3. Mr\Me ..... | (Position)..... |
| 4. Mr\Me ..... | (Position)..... |
| 5. Mr\Me ..... | (Position)..... |