

# CODE OF CONDUCT

*T = TRUSTWORTHINESS*

R = RESPONSIBILITY

E = EXCELLENCE

V = VALUES

E = ECOLOGICAL AWARENESS

R = RELIABILITY

T = TRUTHFULNESS

O = OTHERS FIRST

N = NURTURING

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## INTRODUCTION

### PURPOSE OF OUR CODE OF CONDUCT

The Code of Conduct is aimed at establishing a disciplined and purposeful environment, dedicated to the improvement and maintenance of the quality of the learning process for all learners, and is the responsibility of all stakeholders. It reflects the principles of democracy, human rights and human dignity that underpin the Constitution of the Republic of South Africa, 1996. It upholds the prohibition of corporal punishment and contains provisions for due process safeguarding the interests of the learners and any other party involved in disciplinary procedures. No stakeholder is exempt from the obligation to comply with the Code of Conduct.

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### STANDARDS

Standards will be maintained according to the ethos and values of our school as determined by the internal policies.

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### CONTENTS

1. Rights of our Learners
2. Responsibilities of our Learners
3. Rights of our Teachers
4. Responsibilities of our Teachers
5. Rights of our Parents
6. Responsibilities of our Parents
7. School Rules
8. Infringement of our Code of Conduct

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#### 1.0 RIGHTS OF OUR LEARNERS

The Constitution of the Republic of South Africa states that all learners have the right to education. Our learners have the right, inter alia,

- 1.1 to learn, and be taught, in a safe environment;
- 1.2 to attend our school unhindered;
- 1.3 to regularly attend classes, free from interference or intimidation, verbal or physical, by any other person;
- 1.4 to receive tuition in all subjects, according to the core curriculum;
- 1.5 to regular feedback/reports reflecting academic progress;
- 1.6 to make responsible use of our school facilities;
- 1.7 to counselling for personal and/or educational problems providing we have the facilities; (*The “Learner Access and Support Policy” provides further clarity on this point.*)
- 1.8 to express their own opinions on issues in a reasonable manner;

- 1.9 to attend a school free of drugs, weapons, drunkenness, bullying, victimisation or intimidation;
- 1.10 to attend a school free of sexual harassment or criminal behaviour;
- 1.11 to privacy in their personal possessions unless the principal or his/her designee has reasonable cause to believe that illegal or harmful materials possessed by the learner are being used to disrupt the educational process or to endanger the health, safety or welfare of others.

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## 2.0 RESPONSIBILITIES OF OUR LEARNERS

Our learners' rights go hand in hand with their responsibilities, and when attending this school, learners are expected:

- 2.1 to exercise self-discipline in all situations, thereby making their best effort to abide by all school rules;
- 2.2 to learn;
- 2.3 to attend all classes daily, and on time;
- 2.4 to make the best use of the time and resources available to them during the school day to achieve as well as they possibly can;
- 2.5 to make the best use of the time available to them after school hours to complete all academic assignments, including homework, to the very best of their ability;
- 2.6 to contribute positively to the establishment and maintenance of a school environment that promotes learning and teaching and does not disrupt the rights of others to learn;
- 2.7 to attend school dressed correctly according to the school's uniform policy and to take pride in their appearance;
- 2.8 to conform to normal, acceptable standards of personal cleanliness and neatness;
- 2.9 to participate to the best of their ability in the school's extra-curricular programme and to abide by the norms of good sportsmanship;
- 2.10 to attend all practices and be available to represent the school in fixtures unless appropriately excused at the request of a parent / houseparent / school nursing sister;
- 2.11 to be correctly dressed, according to the school's uniform policy, for all practices and matches;
- 2.12 to treat everybody with respect and courtesy;
- 2.13 to refrain from hurtful behaviour of any description towards any members of the school community;
- 2.14 to be tolerant of fellow learners who may have different opinions to their own, or come from different backgrounds;

- 2.15 to conduct themselves in a safe and responsible manner in accordance with the Health and Safety policies of the school;
- 2.16 to protect school property at all times;
- 2.17 to refrain from, and report, acts of vandalism;

- 2.18 to honour the commitment and investment made on their behalf by those responsible for the payment of their school fees;
- 2.19 to display their loyalty to Treverton in word and deed and uphold the good name of the school;
- 2.20 to display concern for their fellow learners in accordance with Treverton's values and Christian foundation.

### 3.0 RIGHTS OF OUR TEACHERS

Our teachers have the right:

- 3.1 to respect for their status as teachers and professionals;
- 3.2 to the support of our parents;
- 3.3 to support from our school management and Board of Governors;
- 3.4 to approach the school's management whenever necessary;
- 3.5 to air their grievances according to the grievance procedure set out in the Staff Policy Manual;
- 3.6 to the provision of appropriate teaching resources and facilities;
- 3.7 to educate without disruption;
- 3.8 to a safe, secure and occupational healthy work environment;
- 3.9 to be remunerated fairly and in line with responsibilities assigned;
- 3.10 to be consulted on, and to contribute towards, matters affecting, in particular, the individual, and the school environment in general;
- 3.11 to exercise discipline in terms of school rules;
- 3.12 to access to an interpreter for communications with parents that are not in their mother tongue.

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### 4.0 RESPONSIBILITIES OF OUR TEACHERS

Our teachers must ensure that:

- 4.1 they behave in a professional and appropriate manner at all times, when dealing with colleagues, learners and parents;
- 4.2 they report for duty regularly, and are punctual at all times;
- 4.3 they understand that they are in loco parentis, and ensure the safety of learners during school hours, extracurricular activities, excursions and in boarding;
- 4.4 they respect all persons and property;
- 4.5 they do not endanger/disadvantage learners through any behaviour of their own;
- 4.6 they abide by the rules, regulations and procedures set out by the school management and Treverton Board of Governors;

- 4.7 they display loyalty to Treverton in word and deed;
- 4.8 they contribute positively to the realisation of Treverton Prep School's Vision and Mission statement and the values contained therein;
- 4.9 they provide reasonable explanations for disciplinary action to all concerned parties;
- 4.10 they adhere to the Code of Professional Ethics as set by the official teacher registering body, SACE;
- 4.11 they endeavour to maintain a classroom and school atmosphere which promotes good behaviour and effective teaching and learning;
- 4.12 they endeavour to plan a flexible work programme that will, as far as possible, address the varying needs, interests and abilities of learners;
- 4.13 they promote open and regular channels of communication between home and school and encourage parental participation in the affairs of the school.
- 4.14 their general conduct, at and away from school, is consistent with the Christian foundations, values and ethos of Treverton School and does not compromise their, or the school's, reputation.

(The "Professional Code of Conduct" as adopted by the staff, is to be read in conjunction with sections 3 and 4 of this Code of Conduct.)

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## 5.0 RIGHTS OF OUR PARENTS

Our parents have the right:

- 5.1 to actively participate, through constructive involvement, in the life of the school;
- 5.2 to benefit from the good reputation of the school and the facilities that it offers;
- 5.3 to be informed regularly on school matters;
- 5.4 to expect that their children will receive a quality, balanced education consistent with the school's vision and mission statements;
- 5.5 to have appropriate care taken of their children in a safe, hurt free, learning environment;
- 5.6 to information concerning their child's participation in any school activities;
- 5.7 to request an interview with any teacher or member of the management staff through the correct procedure, which is to make arrangements via telephone call, e-mail or in writing;
- 5.8 to regular academic feedback/reports regarding their child's progress;
- 5.9 to expect the teachers to monitor and mark their children's work.

## 6.0 RESPONSIBILITIES OF OUR PARENTS

Parents have the responsibility to ensure that:

- 6.1 their child attends school punctually each day, and in the case of absence, to explain the reasons for such absence;
- 6.2 they engender in their children a respect for the rights of others and a respect for, and willingness to abide by, the school's Code of Conduct;
- 6.3 they provide for the correct immunisation of the child as required by law;
- 6.4 they protect and ensure the rights of the child to learn;
- 6.5 their child, as far as possible, attends school in good health and conforms to generally accepted norms of personal cleanliness and neatness;
- 6.6 they provide the child with the resources, basic equipment and learning materials needed to complete school work;
- 6.7 they ensure all their child's belongings are marked with their child's name in order to assist with the return of lost property;
- 6.8 they respect, and contribute positively to the maintenance and upholding of, the good name of the school;
- 6.9 they refrain from abusive language and inflammatory behaviour at all times and seek to resolve matters of concern in a dignified and respectful manner; (*The "Appeals and Grievance Policy" will assist if there is uncertainty, and may be viewed on request of the school's management.*)
- 6.10 they bring to the attention of the school any problem, condition or circumstance which affects their child, or children, or persons in the school community;
- 6.11 they provide the school, on request, with the original Birth Certificate, particularly at the time of the initial enrolment into the school system;
- 6.12 they discuss reports and work assignments with their children;
- 6.13 their children abide by the rules, regulations and procedures (including amendments thereto) set forth by the school;
- 6.14 they endeavour to promote positive interpersonal relations between learner, teachers, other parents and the wider community in the best educational interests of their children;
- 6.15 they address the best educational interests of their children by becoming actively involved in the affairs of the school, by placing their talents and/or expertise at the disposal of the school, by regularly supporting sporting and cultural activities at the school;
- 6.16 all school notices are read upon receipt and returns, when necessary, are made timeously to the school;
- 6.17 **they excuse their child from all commitments timeously through contact with the school in writing or by telephone call;**
- 6.18 they pay the school fees as per the prescribed procedure outlined by the school.

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## 7.0 SCHOOL RULES

It needs to be understood that the following is not an exhaustive list and additions and amendments will need to be made as and when deemed necessary by the school's management team.

- 7.1 Good manners and helpfulness will be the order of the day, in respect of staff, adults, visitors and peers;
- 7.2 ALL forms of hurtful behaviour i.e. verbal, emotional and physical are unacceptable.
- 7.3 Learners must be neatly dressed at all times. At no time may a child leave the premises – or be seen in the public eye – in part-uniform. Correct uniform, as defined in the school prospectus, is to be worn at all times;
- 7.4 In an attempt to ensure the safety of learners, no learner may leave the school premises other than at the end of the day, or by prior arrangement with the Principal or his/her designee;
- 7.5 Hair and jewellery:  
For boys: Hair clear of the collar, off the ears and out of the eyes. NO 'steps; wedges; indentations; cult styles; coloured; or permed hairstyles' will be permitted. NO jewellery will be allowed.  
For girls: If long enough, hair must to be tied back with navy blue or white ribbon, scrunchie or bobble. NO perms; crimped; coloured or cult styles will be permitted.  
NO make-up will be allowed. One stud in each ear is permitted, but NO belly-rings or nose studs will be allowed.  
Body piercings of any form, other than those for girls to wear one earring per ear, are not permitted.  
NO tattoos will be allowed.
- 7.6 The staff room is out of bounds at all times;
- 7.7 All classrooms are out of bounds before school, during breaks and after school, unless a teacher is in attendance;
- 7.8 The Chapel, Library, Computer Room, Art Room and Dining Room are always out of bounds unless a teacher is in attendance;
- 7.9 During breaks, learners may make use of the ablutions or be on the Fetting field.
- 7.10 Running within the boundaries of the school buildings is strictly forbidden. This will lessen the probability of accidents;
- 7.11 NO bicycles, rollerblades or skateboards may be ridden along the school corridors or on any of the paved areas;
- 7.12 Ball games may only be played on the school fields away from school buildings;
- 7.13 When entering into chapel, dining room or a classroom, it must be done without talking and unnecessary noise;

- 7.14 When travelling on school buses, seatbelts, if available, must be worn at all times.
- 7.15 General conduct on the buses must not be disruptive in any manner. Noisy, unruly behaviour can compromise the safety of all the passengers if the driver is distracted.
- 7.16 NO weapons, drugs, tobacco-products, pornographic material and alcoholic beverages may be in any learner's possession at any time;
- 7.17 No learner may be in the swimming pool enclosure without a teacher being present;
- 7.18 No chewing gum is allowed at school;
- 7.19 All litter and waste must be deposited into rubbish bins or the appropriate recycling containers;
- 7.20 Punctuality is important at the start of each school day, and for the start of lessons during the day;
- 7.21 Cell phones, laptops and other electronic media may not be brought to school unless permission has been granted by a teacher or the Principal.

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## 8.0 INFRINGEMENT OF OUR CODE OF CONDUCT

### 8.1 Unacceptable Behaviours

Any, and all, behaviour that contravenes the aforementioned Code of Conduct and rules therein, or the spirit of the Code, and is deemed unacceptable, shall cause the learner to be subject to the school's "Discipline Policy".

### 8.2 Disciplinary Measures

Measures at the disposal of the school will be utilised in the event of transgressions perpetrated at our school, in order that the principles underpinning this Code of Conduct are satisfied. Procedures will serve as guidelines to all relevant parties, but the implementation of the steps in the sequence of procedures will depend on the nature and severity of each transgression.

### 8.3 Procedures

Every effort will be made to remedy a learner's breach of discipline by the member of staff concerned, before referral to a more senior member of staff.

A daily report, issued at the discretion of the class teacher for a minimum period of three consecutive weeks, is recommended as a means of establishing a written record of behaviour and the completion of work. The daily report is a very visible means of accountability and will be reviewed at the end of each week by the class teacher and the Deputy Head. Should there be three or more “Unsatisfactory” entries on a week’s report, there will be other steps implemented to try and bring about the desired improvements with regard to the learner’s schoolwork.

Repeated transgressions of an unacceptable behaviour will result in the offence being considered serious and the steps outlined below will be followed. Annexure 1 provides a framework of reference relating to various misdemeanours or breach of the school rules and the steps to be implemented.

- 8.3.1 Verbal reprimand and warning by the Principal or Deputy Head;
- 8.3.2 Break time detention for three consecutive days
- 8.3.3 Friday detention, 14h00 to 15h00;
- 8.3.4 Friday detention 14h00 to 16h00 and a note to the parents informing them of said incidents;
- 8.3.5 Parental interview with relevant teachers and the Head and a letter of Concern or Warning to parent and another 2 hour Friday detention;
- 8.3.6 Withdrawal of privileges and withdrawal from excursions;
- 8.3.7 Suspension from school, including final letter of warning to parent;
- 8.3.8 Expulsion.

These steps do not have to be followed in order from least punitive to most, if the nature of the misdemeanour so necessitates.

Any child referred to the Principal or Deputy Head, and thereby being disciplined as per Step 1, will have their name recorded in a book kept in the Principal’s office. The date and nature of the offence will be recorded and the entry countersigned by the Principal or Deputy, depending upon who undertook the initial referral. A digital copy of this record will be kept on the school server and may only be updated by the Principal or Deputy.

All decisions taken will be considered in consultation, as required, with the learner, parent, teachers and Executive Head.

## 9.0 CONCLUSION

This Code of Conduct serves as a guide to good practice and is not exhaustive with regard to all procedures and specific areas of conduct in regard to the school. The Code will be reviewed regularly, as per the school's Policy on Policies, and when necessary, changes will be made and communicated to all affected parties.

School policies exist which support the effective implementation of the Code of Conduct and may be viewed on request to the school's management.

Mark Chaperon  
Headmaster

Noel Coetzee  
Executive Head

Date: \_\_\_\_\_