



BAHIA FORMOSA SCHOOL
"A HOLISTIC EDUCATION FOR ALL"

BAHIA FORMOSA SCHOOL NPC

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CODE OF CONDUCT FOR LEARNERS DRAFT

PREAMBLE:

The South African Schools Act 84 of 1996 obliges the Governing Body of a school to adapt a Code of Conduct for learners. This document is aimed at establishing a disciplined and purposeful environment to facilitate effective education and learning in schools. This policy shall uphold the rights of all individuals as enshrined in the Bill of rights in the Constitution of SA.

BAHIA FORMOSA SCHOOL strives to promote and establish close co-operation amongst all stake holders based on;

- Professionalism
- Respect
- Tolerance
- Solidarity for the benefit of the learners, parents and school community in general.

INTRODUCTION AND DEFINITION

This code of conduct is an agreed set of behaviours that are acceptable within our school. The code of conduct includes the levels of misconduct and disciplinary actions that apply. It also includes the rules that govern the conduct and relations between learners, educators, parents and the community.

AIM

The aim of the code of conduct is to maintain the disciplined and purposeful school environment that exists at Bahia Formosa School. It is dedicated to create an atmosphere that is conducive to practising culture of high quality teaching and learning.

THE RIGHTS OF LEARNERS

The constitution of the Republic of South Africa states that all learners have the right to education. This includes the right ;

- To learn and be taught in a safe school environment
- To attend regularly all classes, free from interference whether of a verbal or physical nature by any other person.
- To receive regular feedback reflecting academic progress.
- To make responsible use of all school facilities subject to availability and limitations imposed thereon by school rules and general school organization.
- To receive appropriate counselling for personal and/or educational problems.

- To request, in writing, to be excused from any activity which is against religious beliefs.
- To have privacy in their personal possessions unless the principal or his/her designee has reasonable cause to believe that illegal or harmful material possessed by the learner are being used to disrupt the educational process.
- To attend a school free of drugs, weapons, drunkenness, bullying and intimidation.
- To attend a school free of sexual harassment or criminal behaviour.

THE RESPONSIBILITIES OF LEARNERS

Learners undertake;

- To learn
- To attend all classes daily and on time.
- To do all academic activities including homework
- To be in possession of appropriate working materials
- To be responsible for their own work
- To respect all persons and property
- To refrain from abusive language and inflammatory actions
- To conduct themselves in a safe and respectable manner
- To promote the standard of cleanliness and neatness
- To protect school property
- To refrain from and report any unauthorised removals of school property from the school premises
- To practise tolerance within the context of interpersonal relations in the school
- To refrain from the use of drugs, assault, carrying of dangerous weapons, bullying, sexual harassment, drunkenness and smoking.

RULES WITH REGARD TO APPEARANCE AND SCHOOL WEAR

SUMMER UNIFORM

Girls

Skort, Golf shirt, black socks, black/white tackies, peak cap

Boys

Shorts, Golf shirt, black socks, black/white tackies, peak cap

On cold days the fleece top may be worn

WINTER UNIFORM

Girls & Boys

Golf shirt, track suit, fleece top, school beanie, black scarf

School uniform available at Zig Zag.

- The prescribed school wear shall be worn during school hours as well as other school activities, as determined by the governing body.
- Assembly is compulsory. Regular uniform and hair check will be performed before /after assembly.

- School wear must be neat and clean at all times. As for vests, boys and girls may wear only plain vests, which may not be visible.
- Clothing rules
- As our school is still growing our official uniform will only be worn as of 2017 during which time all learners are expected to be well presented in neat and clean attire, limited character and text prints and it is preferred that the learners wear plain unprinted clothing items. No hats or headgear may be worn indoors.
- The governing body may use their own discretion to grant permission for learners to wear civilian clothes to certain events. Such clothes must be neat appropriate and proper.
- Lost property: R5 per item from reception.

APPEARANCE

Hair for Girls

- Hair colour must seem natural at all times. No unnatural highlights or lowlights are allowed.
- Hair that extends over the collar must be tied.
- Only hair accessories (ribbons, combs and bobbles) that fit in with the school's uniform may be worn. Preferably black or white accessories.
- Hair must be properly tied.
- False hair pieces or braids will be permitted so long as they are neat and tidy.

Hair for boys

- Hair must be short and neatly cut.
- There may be no hair in the section around the ears. Hair may not touch the ears or eyebrows when it is combed straight down.
- Sideburns may extend up to the middle of the ear.
- Hair at the back must be gradually layered.
- Hair may not bush out excessively. No foreign/fashionable hairstyles are allowed.
- Keep hair natural at all times. No unnatural highlights or lowlights are allowed.

Jewellery

- All jewellery items such as rings, bracelets (elastic or leather) or chains are prohibited.
- Only wristwatches are allowed.
- Wearing of body jewellery, such as nose, tongue and eyebrow jewellery and tattoos, is strictly prohibited. As for girls earrings, only one gold or silver stud allowed per ear, worn in the bottom hole if the ears had been pierced more than once.

Nails

- Nails may not extend beyond fingertips.
- No nail polish may be worn.

Make-up

- No make-up will be allowed

Suitcases

- Must be sturdy with racks to keep books from being damaged. No Band bags.

SPORT AND EXTRA-CURRICULAR ACTIVITIES

Participants in sports and extracurricular activities.

- Learners who are selected to represent the school as participants in any sports or other extra-curricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.
- All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue from where participants depart to the activity. Learner who have been selected to represent the school in an activity may only be excused from attendance if a written apology is handed to the sports or cultural head in advance. Unforeseen absence from an activity will only be excused if the sports or cultural head receives a written apology no later than three days following the relevant activity.
- Learners who represent the school at sports activities will at all times be courteous towards, and comply with the ruling, prescripts and instructions of:
 - The sports head and the educator involved in the relevant sports code;
 - The referee or adjudicator with regard to the relevant activity; and
 - The Team Captain.
- Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practice self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.
- Spectators and supporters at sports and other extra-curricular activities
- Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learner may not respond negatively to any ruling by an adjudicator or referee.
- Learners who attend any school activity as spectators or supporter shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the educator, other school leaders, or parents appointed by head of activity to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.

- The abovementioned rules equally apply to any participation in any extra-curricular activity apart from the sports activities, except cases on which the rules obviously have no bearing.

THE RESPONSIBILITIES OF EDUCATORS WITH REGARD TO LEARNERS

Educators must ensure that they;

- Report regularly for duty and are punctual
- Are well prepared on a daily basis to perform their educative task both within and outside the classroom situation and are in possession of the appropriate working material.
- Respect all persons and property
- Refrain from abusive language or actions
- Conduct themselves in a responsible and professional manner.
- Conform to normal, acceptable standards of personal cleanliness and neatness
- Abide by the rules, regulations and procedures set out by the school and Provincial Department of Education
- Adhere to the code of conduct set out by the South African Council for Educators
- Endeavour to maintain a classroom and school atmosphere which promotes good behaviour and effective learning and teaching
- Endeavour to plan a flexible work programme that will address the different needs, interest and the ability of the learners
- Help develop good and sound working inter-personal relations with colleagues and learners.
- Promote open and regular channels of communication between home and school, and encourage parental participation in the affairs of the school.
- Encourage community involvement in the school in order to enhance the quality of the education offered by the school to learners.

THE RESPONSIBILITIES OF PARENTS WITH REGARD TO LEARNERS

Parents must ensure that;

- They receive regular academic report from the school regarding their child's progress.
- Their child attends school each day, is punctual and in cases of absence explains the reasons for such absence to the school.
- They protect and ensure the rights of their child to learn
- As far as possible, their child attends school in good health and conforms to generally accepted norms of personal cleanliness and neatness.
- They provide for a proper immunisation of the child as required by law.
- They provide their children with the resources, basic equipment and learning material needed to complete school work.
- They refrain from abusive language or inflammatory behaviour.
- They bring to the attention of school authorities any problem, condition or circumstances that effect their child or other children or persons in the school community.
- They seek change in an orderly and approved manner
- They keep the school informed of any changes of address and any other personal details as required.
- They provide the school upon request with original reports received at other educational institutions, particularly at the time of initial enrolment to the school.

Parents of learners who are not South African citizens must provide the school, upon request with original study permits or temporary residency permits.

- They discuss report card, work assignments and homework with their children.
- Their children abide by the rules, regulations and procedures set forth by the school.
- They endeavour to promote positive inter-personal relations between learners, educators, other parents and the wider school community in the best educational interest of their children.
- They pay school fees as determined by the School Governing Body.

DISCIPLINING LEARNERS

Discipline and punishment

- The main goal of this code of conduct and discipline procedures for learners is to ensure that the education of learners at school happens in a safe and orderly environment.
- Learners are encouraged to develop self-discipline.
- Discipline must be fair, corrective and educative, rather than punishment orientated.

Misconduct

- It is define as “wrong behaviour” or “misbehaviour”
- The code usually includes school rules. The school community will negotiate what steps and processes will be taken if learners break the code of rules.

Levels of misconduct

- All the community members will be in a position of knowing that misconduct is understood in terms of levels of seriousness.

Level 1: misconduct inside the classroom

Level 2: misconduct by breaking school rules

Level 3: “serious” misconduct

Level 4: “very serious” misconduct

Level 1 misconduct

These are regarded as minor and include:

- ✘ Failure to be in class on time
- ✘ Bunking class
- ✘ Failing to finish homework
- ✘ Failing to respond to reasonable instructions
- ✘ Being dishonest with minor consequences

Disciplinary actions

- None of these actions can be condoned. Action will be taken by the educator.
- Verbal warning
- Extra work, providing the work is constructive
- Tidying the classroom

Level 2 misconduct

These are regarded as somewhat more serious and include:

- ✘ Frequently repeated Level 1 misconduct
- ✘ Smoking or carrying tobacco
- ✘ Leaving school without permission
- ✘ Using abusive language
- ✘ Interrupting education in the classroom
- ✘ Showing disrespect for another person
- ✘ Engaging in minor vandalism, like graffiti
- ✘ Being dishonest with more serious consequences

Disciplinary actions

- Disciplinary talk with the learner
- Talks with parents of the learner
- Written warning
- Behavioural contracts (whereby learner promises to improve)
- Daily report (taken around by learner)
- Duties that can contribute to the improvement of the school e.g. cleaning, gardening, administrative tasks.

Level 3 misconduct

These are regarded as serious and include:

- ✘ Frequently repeating Level 2 misconduct where action taken by school authorities is considered ineffective
- ✘ Inflicting minor injury on another person
- ✘ Gambling
- ✘ Being severely disruptive of classes
- ✘ Forging documents or signatures with minor consequences
- ✘ Racist, sexist or other discriminatory behaviour
- ✘ Possessing or distributing pornographic, racist or sexist materials
- ✘ Possessing dangerous weapons
- ✘ Theft
- ✘ Vandalism
- ✘ Cheating during examinations

Disciplinary actions

- Any of level 2 punishment
- Suspension from some school related activities e.g. sport
- Written final warning that out of school suspension may be implemented
- Referral to psychologist / counsellor / social worker.

Level 4 misconduct

These are regarded as very serious and include:

- ✘ Repetition of level 3 misconduct
- ✘ Threatening another person with a dangerous weapon
- ✘ Causing intentional limited injury to another person
- ✘ Verbally threatening the safety of another person
- ✘ Engaging in sexual activity

- ⚡ Selling drugs
- ⚡ Possessing or using alcohol or narcotics
- ⚡ Disrupting the entire school (eg boycotting or picketing without consent)
- ⚡ Forging documents or signatures with serious consequences

Disciplinary actions

- Any of the above level 3 punishment
- Referral to relevant outside agencies

Please note that warnings is valid for 12 months from the date of issue.

This policy has been adopted:

Date

Place

PRINCIPAL:

CHAIRPERSON (SGB):
