

## **CODE OF CONDUCT – CURRO ROODEPLAAT (High School)**

**This Code of Conduct must be read in conjunction with the Curro Holdings' Code of Conduct and Disciplinary Policy as its implementation is dependent on the content of the above-mentioned policies.**

### **1. THE AIM OF THE CODE OF CONDUCT**

This code of conduct serves as guideline for the behaviour of learners. The underlying principle of the code of conduct is to modify unsuitable behaviour in order to constructively develop the norms and values of the learners as well as the Christian ethos of the school. On this basis progressive discipline will be applied to promote positive behaviour and to discourage negative behaviour.

Serious misconduct will be managed by serious steps, and could result in expulsion. This document will focus on the steps which will be taken for misdemeanours, but at Curro we focus on positive discipline to promote exemplary behaviour.

### **2. THE CODE OF CONDUCT CONSTITUTES THE GUIDELINES**

The punishment described in the code of conduct, gives a guideline for dealing with misdemeanours. It may become necessary to deviate from the prescribed guidelines according to the degree of misbehaviour and according to circumstances. A heavier or lighter punishment may be applied, according to each particular case.

### **3. VALUES AND NORMS (The following values and norms are emphasised)**

- Respect for ourselves, our superiors, subordinates and peer group, as well as the religion, culture and property of others.
- Social values such as respect, friendliness, patience and helpfulness.
- A pride in that which we value, viz. our school, language and appearance.
- A sense of duty and loyalty in all that we do.
- A sense of responsibility towards our school, friends and family.
- The acceptance of authority and discipline and the application of self-discipline in all circumstances.

#### **4. GENERAL BEHAVIOUR**

##### **A CURRO LEARNER WILL NEVER LET OUR SCHOOL DOWN**

##### **Curro learners are expected to:**

- Always be dressed properly and to exhibit good behaviour.
- Arrive at classes prepared for the day's work i.e. with the necessary stationery and learning material.
- Complete homework to the best of their ability.
- Attend school and extra-mural activities regularly.
- Make the necessary arrangement to excuse themselves from school and extra-mural activities if they cannot attend.
- Arrive at school on time and attend all lessons as specified on the timetable.
- Respond to reasonable requests from educators and employees of the school.
- Contribute to the neatness of buildings by not littering.
- Avoid the use of foul language.
- Refrain from chewing gum at school.
- Handle personal belongings and school property with respect.
- Be polite in their dealings with all adults and fellow learners at Curro - to greet one another is the first step in a respectful direction.
- Avoid loitering on the school grounds after hours.

#### **5. BANNED ITEMS**

**The following items are banned and may not be in a learner's possession while at school:**

- Any weapon (guns, play guns, knives, sticks etc).

- Cigarettes, lighters or matches or any items used for smoking.
- Alcohol, drugs or pornography (also not on cell phones).
- Dangerous toys / items.

Valuable items such as personal laptops, ipads and other devices may only be brought to school with the permission of a teacher and for educational purposes.

**The following practices are not allowed.**

- Visible tattoos.
- Body jewellery or piercing of eyelids, tongue or any outlandish body decorations.
- The use of cell phones during class (refer to the school's official cell phone policy).
- The use of cell phones for any improper communication of any nature.

**Cell phone policy:**

If we see or hear it – we take it. Confiscated phones can be bought back from the school office at the end of the school day, at R50,00.

**Prohibited substances policy:**

Learners who use, possess or handle prohibited substances may be suspended immediately, pending a disciplinary hearing. The outcome of the hearing could lead to expulsion.

**6. KNOWLEDGE OF THE CODE OF CONDUCT**

It is the responsibility of every parent/guardian and learner to familiarise him/herself with the contents of the code of conduct and to ensure that all aspects of the code of conduct are understood. The onus is on the parent/guardian or learner to contact the Executive Head if any of the offences or implications contained in the code of conduct is not clearly understood, in order to gain clarity.

In order for parents/guardians and learners to familiarise themselves with the code of conduct, the school undertakes to:

- Hand out the code of conduct to the parent/guardian and learner upon enrolment of the learner in the school.
- Discuss and explain the code of conduct with learners.
- In the event of any amendments being made to the existing code of conduct, parents/guardians and learners will be informed, in writing, accordingly.

- The core values will be displayed on notice boards in the school building and in classrooms.
- A copy of the code of conduct will be available at the school.
- Parents/guardians must sign on the application form that they have read the code of conduct and undertake to uphold it.

## **7. PUNISHMENT**

The various punishments described in the code of conduct vary from a verbal reprimand to expulsion. Verbal and written warnings and consultation with parents will be accompanied by counselling. Written warnings may only be issued by the Executive Head. In cases where the punishment may result in a final warning of suspension/expulsion, a disciplinary hearing will be held. A learner, who is advised to attend a disciplinary hearing, has the right to be present with his/her parents/guardians to put his/her side of the case. The learner also has the right to call witnesses.

The disciplinary committee may cross-question learners and witnesses. A learner will have the right of appeal to a disciplinary committee.

### **Detention policy**

Each teacher keeps a behaviour file for the specific classes they teach.

At the end of the week the total demerits received per learner will be recorded on SMART.

### **Record keeping of the offences**

A record of the total demerits received is kept on SYNERGY (our computer program). The subject teachers will keep record of the type of offence the learner received a demerit for.

The total of the demerits will be e-mailed to the parents on a weekly basis.

Detention is given when a learner has earned -15 points and will be held on a Friday afternoon from 13h45 – 15h45. The learners will be informed of the venue.

The learner will receive at least 24 hour notice of the detention and detention takes priority over any other activity including sports matches and cultural events.

Should the learner miss detention because they were absent, a letter from the parents/guardian or a doctor's note must be given to the phase head on the first day that the learner returns to school. The learner will then be compelled to attend the

following week. No learner may be prohibited, by parents, to attend detention without the parents having informed the school, in writing, prior to the detention.

After the third detention a meeting with the parents or guardians is called and a verbal warning is given.

The fourth detention warrants a written warning and a fifth detention could lead to a final written warning and/or disciplinary hearing.

The learners will start with a zero balance every term, but accumulated detentions are carried over to a new term and a record will kept electronically, of all demerits given during a year (for administrative purposes). These demerit records can be accessed, in particular for use in the selection of Prefects.

The learner's record will be cleared at the end of an academic year. Verbal and written warnings are valid for 6 months and will remain on the learner's profile for this period of time.

**The following offences are scored according to demerit points:**

- Bunking/Outside of class without permission or  
Absent from extra-mural activities without written excuse -4
- Chewing gum/Eating in class. -3
- Dishonesty / copying of homework -4
- Disregarding instructions/Insolence -5
- Disrespectful to staff and other learners -5
- Disruptive behaviour -5
- Inappropriate language. -4
- Late for class/line-up/activity or school without a valid reason -2
- Non completion of tasks or Book(s) / stationery not in class -3
- Reply-slip/Tests not signed or not returned. -2
- Uniform violation/Physical appearance -3
- Violation of formal assessment regulations. -5

*Revised: September 2014*