

CODE OF CONDUCT FOR RFA STUDENTS

1. PRE-AMBLE

Governing Body of a school draws up a Code of Conduct for learners with the aim of promoting a safe, disciplined and stable environment where effective learning can take place.

2. RIGHTS AND RESPONSIBILITIES OF LEARNERS

- (a) Learners should be aware of the existence of a code of conduct.
- (b) Learners should have access to a copy of the school rules at the beginning of each year. These rules, as well as the sanctions applied for the breaking of these rules, should be discussed with the learners.
- (c) A copy of the school rules should be available in every classroom.
- (d) Learners have the right to be taught daily by well-prepared, dedicated and qualified educators.
- (e) Learners have the right to be assisted with learning difficulties.
- (f) Learners have the right to be taught in a secure environment where their well-being are being looked after.
- (g) Learners must attend school (all classes) every day.
- (h) Learners must always be punctual.
- (i) Learners must show respect for the property of the school and that of their fellow-learners.
- (j) Learners must respect their educators.
- (k) Learners must know and adhere to the school rules. Ignorance of the rules is no excuse.
- (l) To respect their peers and teachers regardless of ethnicity, religion or gender
- (m) To conduct themselves in a courteous and appropriate manner in school and in public.

- (n) To keep the school environment and the local community free from litter.
- (o) Learners must observe the uniform code of the school

3. RESPONSIBILITIES OF EDUCATORS TOWARDS LEARNERS

- (a) Educators must prepare their lessons well.
- (b) They must always be punctual and begin lessons on time.
- (c) Learners' assignments and tests must be evaluated promptly and feedback on their progress given.
- (d) They must create learning opportunities for the learners and assist them with learning difficulties.
- (e) Educators must teach and not study or do private work during lessons.
- (f) Educators must not smoke in the classrooms and corridors or anywhere on the school premises.
- (g) Educators must keep parents informed about the learner's progress.
- (h) They must build a relationship of trust with the learners.
They should therefore:
 - have a sympathetic ear for the learner's problems;
 - refrain from having "favourites";
 - not be biased against some learners;
 - refrain from sarcasm and the belittling of learners;
 - refrain from any form of sexual harassment (physical or otherwise) of learners.
- (i) Educators must not get involved in amorous relationships with learners.
- (j) Educators must not assault learners by reverting to corporal punishment.
- (k) Educators must take reasonable steps to keep the learners safe.
- (l) Educators must respect learner's rights to privacy and confidentiality.

4. PARENTS' RESPONSIBILITY IN ENSURING THAT CHILDREN RESPECT AND ABIDE BY THE SCHOOL'S CODE OF CONDUCT

- (a) Parents should discuss the school rules with their children. They must require their children to observe all school rules.
- (b) Parents should urge their children not to bully and to report bullying.
- (c) Parents must teach their children to control anger and to solve problems and disputes in a non-aggressive manner.
- (d) Parents must encourage learners to respect their educators.
- (e) Parents must teach children to be tolerant and not to discriminate against their fellow-learners.
- (f) Parents must take an active interest in their children's schoolwork and see that they complete assignments given as homework.
- (g) Parents must instill neatness in their children and see that they attend school neatly dressed in their school uniform.
- (h) Parents must make sure their children attend school daily and inform the school timeously if their children cannot attend school for one or other valid reason.
- (i) Parents should attend meetings and be involved in school activities.
- (j) Parents should teach their children to be honest.
- (k) Parents should teach their children to be responsible and to be accountable for their actions.

5. SCHOOL RULES

5.1 THE SCHOOL UNIFORM AND GROOMING

The school uniform should be worn tidily and correctly both at school and between home and school. The full school uniform must be worn at all times. Shirts are to be tucked in; socks are to be pulled up; heel straps in place.

Where a situation arises concerning a student's uniform, written requests for temporary wearing of non-regulation items must be referred to the administration.

Students are to be clean-shaven at all times while representing the school.

No visible jewelry is to be worn, except for stud earrings for girls only. No other piercings are allowed.

A student's hair must be kept clean and tidy at all times. The length of the hair should not be shorter than a "number 2" razor cut. Hair should not be touching the shirt collar and should be off the face. The fringe when straightened /combed down must not hang in the eyes.

Make-up must not be worn. Students are not permitted to have visible tattoos.

Students are expected to wear the right uniform/attire for sports as specified by the school.

5.1.1 School attendance

- All students are expected to be punctual and that is no later than 7.30 am for primary and high school and up to 8.00 am for kinder 4 and 5.

5.1.2 Neatness / Tidiness

- School work.
- In the classrooms, toilets, school hall, etc.
- On the playground and sports fields.
- In transport vehicles.
- On excursions.

5.1.3 Respecting school property

- Textbooks
- Library books
- Furniture
- Equipment
- Buildings i.e classrooms, toilets, laboratories, etc...
- Trees and plants
- School grounds

5.1.4 Respecting other person's property

- Educators
- Co-learners
- Non-teaching personnel
- Visitors

5.1.5 No-go areas

- Classrooms during breaks.
- Laboratories, etc. without supervision by an educator.
- Areas where construction work is in progress.

5.1.6 Safety

The following will not be tolerated:

- Dangerous games.
- Climbing trees, up drain-pipes and over fences.
- Chasing each other.
- Foul play.

5.1.7 Dishonesty

- Committing fraud.
- Cheating during tests and examinations.
- Lying.
- Stealing.

5.2.8 Unruly behaviour / misconduct

- Profanity.
- Verbal abuse / aggression.
- Bullying (all forms).
- Fighting.
- Harassment.
- Sexual harassment.
- Alcohol use.
- Drug use.
- Selling of drugs.

- Smoking on school premises.
- Disobedience.
- Gross insubordination.
- Robbery.
- Carrying dangerous weapons.
- Rape.
- Murder.
- Common and indecent assault.
- Pornographic material.
- All forms of disruptive behaviour.

5.1.9 Discrimination

All the different forms.

6. MISCONDUCT

Misconduct is any act of transgression that is contrary to the school rules. More so, it is any kind of improper or immoral behaviour that infringes on the rights and dignity of others.

Here follows a list of possible misconduct. Misconduct by learners can, however, take many forms. The transgressions listed are in no particular order:

- Willful absenteeism from school (truancy).
- Willful non-attendance of some classes (bunking).
- Failing to attend classes on time.
- Leaving school without permission during school hours.
- Physical, verbal and cyber bullying.
- Extortion (blackmail) of fellow learners and staff members.
- Plagiarism e.g. handing in other learners' work as your own.
- Cheating in class tests and examinations.
- Stealing examination question papers
- Selling of stolen examination question papers.
- Theft of school property.

- Theft of other people's property (fellow-learners and staff members).
- Selling of stolen property at school.
- Negligence towards school work (sloppy, untidy work).
- Failing to do homework assignments.
- Possession of tobacco products at school.
- Selling tobacco products at school.
- Smoking on school premises.
- Possession of drugs (narcotics) at school.
- Selling drugs at school (drug-pushing).
- Under the influence of drugs at school.
- Possession of alcoholic substances at school.
- Selling alcohol products at school.
- Under the influence of liquor at school.
- Committing fraud.
- Lying.
- Disobeying instructions of educators.
- Disruptive behaviour in class, on the playgrounds and sports fields.
- Rowdiness when changing classes.
- Severe disruption of the school programme including teaching.
- Incitement to boycotting and violence.
- Sabotage.
- Discrimination including intolerance, hate speech, sexism and racism.
- Making false statements.
- Criminal injuria.
- Use of profane language.
- Malicious damage to another person's property (fellow-learners, staff members, visitors) (vandalism).
- Malicious damage to school property (vandalism). This kind of misconduct can vary from mild to very serious and includes:
 - Defacing of property e.g. graffiti, scratching of desks and books.

- Willful breaking of equipment.
- Damaging of motor vehicles.
- Uprooting trees, shrubs and other plants.
- Tearing up test- and library books.
- Ordinary harassment.
- Sexual harassment.
- Intimidation.
- Threats of assault.
- Common assault.
- Indecent assault (sexual abuse).
- Assault with the intent to do grievous bodily harm.
- Attempted murder.
- Murder.
- Accessory to murder.
- Fighting.
- Rape (serious indecent assault) (sexual abuse).
- Possession of pornographic material.
- Distribution of pornographic material.
- Carrying of dangerous weapons.
- Assault with a dangerous weapon.
- Rebelliousness.
- Rudeness (insulting behaviour) towards educators.
- Public indecency e.g. lewd acts, flashing, etc.
- Placing the safety of others (fellow-learners, staff members) at risk.
- Littering.

7. ABUSE AND NEGLECT

Parents should be assured of the following procedures in the event of an allegation:

- The alleged victim will be of primary concern regarding safety, protection, and comfort;
- The staff person, as soon as she or he is accused of abuse, will be suspended immediately until the investigation is complete and a report issued;
- The accusation, suspicion, or risk of harm will be reported immediately to the appropriate state authority;
- The school will cooperate fully with the investigation;
- The school will act responsibly when the investigation is over to ensure that all children in our programme are protected.

Teachers are mandated reporters of abuse or neglect.

8. DISCIPLINE

The focus of discipline is positive and encouraging. Children need structure and routine, boundaries need to be set. When these boundaries are crossed, there must be a reaction. In this environment, the child learns responsibility and a respect for authority. This process towards adulthood is very difficult and needs to be shared with the parents who are the primary educators of their children.

Our vision remains paramount. We want to maintain the culture of teaching and learning. This cannot happen in a climate of disorder. From time to time we will be faced with dysfunctional behaviour and then the following programme of action will be implemented:

- Merit (Award good behaviour with constructive, educative and enjoyable tasks or materials) & Demerit (Take away perks) system of discipline
- Break detention
- Time out (isolation) – constantly disruptive in class
- Discussion with principal

- Individual counselling with counsellor (This will only happen after consultation with parents)
- Conference with parents and principal
- Discussion with class educators

BREAK DETENTION (Supervised by educator on break duty)

Learners could get a detention for:

- Challenging classroom boundaries or educators
- Disruptive behaviour
- Disrespect
- Disobedience
- Foul language
- Homework not completed
- Repeatedly late for school.

Three break detentions will result in parental contact.

ANY OF THE FOLLOWING MISDEMEANOURS WILL RESULT IN PARENTAL CONTACT:

- Physical, verbal and psychological bullying
- Fighting
- Damaging school property
- Stealing

DAILY REPORT:

Learners will be put on daily report for two weeks after three detentions. Parents must sign these reports every day. A meeting will be scheduled with the parents, educator and Educator after the two weeks have lapsed to discuss the way forward.

REPETITIVE OFFENSES:

If an offence is repetitive behaviour, the parents will be contacted and a meeting/conference with the principal will be set up after which counselling will then take place with the counsellor.

EXPULSION:

Should the behaviour of the learner not improve even after repeated parental contact/conferences and counselling sessions, the school executive reserves the right to ask the parents to remove the learner from the school.

Repeated disruptive behaviour has a negative effect on the teaching – learning process and we cannot allow learners to curtail the progress of the other learners at the school. This will only be considered after a thorough investigation has been conducted by the school executive and the parents have been communicated with.