



Crestway High School

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CRESTWAY HIGH SCHOOL – CODE OF CONDUCTION

PREAMBLE /INTRODUCTION

The Code of Conduct of Crestway High seeks to entrust learners with the responsibility of maintaining and enhancing the image of our school community. The rules, regulations and sanctions contained in this document represent the sensibilities, concerns and contributions of the entire Crestway High School community (i.e. teachers, non-teaching staff, learners and parents). As such, this document is endorsed and approved by the Crestway High School Governing Body (SGB). However, due to the ever-changing nature of the misbehaviours exhibited by the learners, the Code of Conduct must be seen as a constantly evolving document.

MISSION STATEMENT

We commit ourselves:

1. To strive for a non-racial, no-sexist, classless society.
2. To equip learners with the necessary lifelong skills to fulfil their role as responsible and productive members of society.
3. To develop co-owner ship and accountability for the education of our children and to encourage MAXIMUM PARENTAL SUPPORT AND INVOLVEMENT.
4. To maintain a safe and dynamic teaching environment by promoting the care of the school buildings (especially with the new school building), other resources and right of teachers to teach and the learners to learn; and to generate the expectation of mutual respect and vibrancy amongst the staff.
5. To encourage freedom of religion, freedom of thought, freedom of association and freedom of expression.
6. To foster or stimulate a sense of PRIDE in the school.

To assist learners in how the code of conduct is to be exercised the following points should be noted:

THE RIGHTS OF LEARNERS

Every learner has the right:

- To be treated fairly and responsibly;
- To show respect to others;
- To be taught in a safe and disciplined school environment; and the responsibility to uphold school security and be co-operative;
- To be treated with respect by the school community, regardless of personal, cultural, racial, religious or other differences; and the responsibility to be tolerant and considerate of others and their beliefs;

- To express opinions politely and the responsibility; to listen to and be tolerant of the opinions of others;
- To security of oneself and one's possessions; and the responsibility to respect others' personal safety and property;
- To basic learning materials; and the responsibility to look after school property
- To work in a clean and healthy environment; and the responsibility to ensure that the school premises are kept clean and not damaged or defaced;
- To proper tuition, regular feedback and promptly marked assignments, and the responsibility to take charge of his/her work and completing of projects and homework on time; and
- To be punctual for and consistent be for lessons and the responsibility to attend them on time.

1.1 School times as follows:

Monday and Wednesday	08:00 to 15:00
Tuesday to Thursday	08:00 to 14:30
Friday	08:00 to 12:45

- 1.2 Parents and guardians are requested to make sure that their children attend school regularly and punctually.
- 1.3 Should your child be unable to attend school on a particular day, please telephone the school between 08:15 and 09:00
- 1.4 When a learner returns to school, the parent/guardian must send a letter giving reasons for the child's absence. The child will not be allowed into classes without a letter.

If the child has forgotten the letter, parents must ensure that the letter reaches the school within ONE (1) day after the child return. Parents must guard against children writing and signing letter on their behalf.

1.5 Should a child have to leave early; a written request is required. Parents are urged not to make arrangements for learners during school hours.

1.6 Learners who repeatedly absent themselves without leave from school and/or classes face possible suspension/expulsion procedures/deregistration procedures.

2. **CLASSROOM CONDUCT**

2.1 Learners are expected to come to class on time with their homework done and with all learning materials in their possession.

2.2 The behaviour of learners in class should contribute to an atmosphere of studiousness and disciplined learning. The learning process should not be disrupted.

2.3 Learners should not make themselves guilty of open defiance of an educator's reasonable instruction.

3. **INFRINGEMENT OF THE CODE OF CONDUCT AND SCHOOL RULES**

Levels of misconduct

Level One – Misconduct inside and outside the classroom.

Disciplinary actions for misconduct inside the classroom must to be carried out by the educator.

Absenteeism from or late-coming to a subject period, disrespect towards staff, incomplete/no homework done, aggression towards peers, disruptive behaviour, leaving class without permission.

Disciplinary action and consequences

Disciplinary actions – educator

Verbal warning, Detention, small menial task (cleaning the class) extra (constructive) work, exclusion for sporting events (one match). Etc.

Level Two – Misconduct by breaking the school's rules.

Disciplinary actions for misconduct which breaks school rules must be carried out by the HOD (Head of Department)

Frequently repeating Level 1 misconduct and not responding to disciplinary measures taken by the educator, smoking or carrying tobacco, leaving school without permission, bunking 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 action and consequences

Disciplinary actions – SBST (school base support team/Grade group)

Disciplinary talk with learner, talk to parent, written warning, duties to improve school environment (gardening), longer exclusion from sporting events.

Level Three – "Serious" misconduct or serious violation of school code.

Disciplinary actions for serious misconduct to be carried out by the Principal/Deputy Principal

Frequently repeating Level 2 misconduct, where action taken by school authorities considered ineffective, inflicting minor injury on another person, gambling, being severely disruptive in classes, forging documents or signatures with minor consequences, using racist, sexist or other discriminatory behaviour, possessing or distributing pornographic, racist or sexist materials, possessing dangerous weapons, theft, vandalism, cheating during exams.

Disciplinary action and consequences

Disciplinary actions – Disciplinary Committee

Suspension from all school extra/co-curricular activities, Referral to Psychologist/ counsellor/ clinic/ School Social Worker

Level Four – "Very serious" misconduct or very serious violations of school rules.

Disciplinary action for serious misconduct is to be carried out by the Principal and SGB.

Repetition of Level 3 misconduct where disciplinary action has been ineffective, threatening another person with a dangerous weapon, assault causing intentional limited injury to another person, verbally threatening the safety of another person, engaging in sexual abuse such as grabbing, engaging in sexual activity, selling drugs, possessing or using alcohol or drugs or being drunk or under the influence of narcotics, theft, vandalism, gang related activities, disrupting the entire school: for example boycotting or staging a picket without consent, forging documents or signatures with serious consequences, blatantly ignoring an instruction

Disciplinary action and consequences

Suspension or Expulsion –School Governing Body

Any of previously mentioned actions, Referral to School Social Worker, Referral to relevant outside agency for intervention.

Level Five – Criminal acts which not only violate school codes but which breaches the law of the country.

Disciplinary action for criminal misconduct is to be carried out by the Principal and School Governing Body.

Repetition of Level 4 acts, intending to inflict major physical injury on another person, assault and verbal threat on fellow learners and educators (minor/serious) with or without a dangerous weapon including a pen, intentionally using a dangerous weapon, sexual harassment (learner placing his or her hand on an educator), sexual abuse and rape, robbery, major theft, breaking, murder and any other serious offence e.g. trafficking, kidnapping etc.

Disciplinary action and consequences

School Governing Body

Police to be called in, charge to be laid – Rehabilitation Programme

Application to WCED for expulsion

Application for Transfer from school after the tribunal hearing

4. TRUANCY

- School day start with register period to allow register teachers to take roll call.
- Subject teacher takes roll call at start of each period and compare with morning register
- Learners who bunked a class will be noted against a level 2 offence.
- Disciplinary actions for level 2 offences will apply.
- If a learner is bunking school, the admin clerk responsible for learner affairs will contact the parent and set-up a meeting with the parent and the principal.
- Disciplinary actions for level 2 offences will apply.
- Should the matter persist a DC hearing will be set-up with the SGB.

5. PERMISSION TO LEAVE SCHOOL EARLY FOR LEARNERS

- Request to leave before the end of the official school day must be made to the admin clerk responsible for learner affairs.
- Request must be made in the form of a letter in the learner diary.
- On approval the admin clerk will issue learner with a PERMISSION TO LEAVE EARLY slip.
- This permission granted together with time of departure will be entered into the record book.

6. CONDUCT AT ASSEMBLIES

Before the assembly, the respective grades assemble in their allocated areas.

All learners must be present and on time.

Learners must listen attentively.

7. TASK, TEST AND EXAMINATION CONDUCT

Examinations form an integral part of the assessment of learners and should therefore not be undermined. Transgressing of this code will be dealt with severely.

- 7.1 When a learner is found cheating, he/she will be given a clean sheet to complete the examination but the parents will be informed and called in to consult with the principal.
- 7.2 A learner who is not wearing the school uniform will only be allowed to write on producing a letter of explanation from the parent.
- 7.3 Learners who arrive late for an examination will only be given time on producing a medical certificate and/or a letter of explanation from the parent.

8. EXTRA CURRICULAR CONDUCT

EDUCATIONAL EXCURSIONS, OUTINGS AND SPORTING EVENTS

Learners should uphold the name of the school with pride.

All classroom rules would apply.

When engaging in these activities transgressors will face serious disciplinary action.

9. SCHOOL UNIFORM AND PERSONAL GROOMING

BOYS	GIRLS
Navy blue blazer with school badge White shirt School tie Straight leg grey school pants Black school shoes Grey socks	Navy blue blazer with school badge School check dress Black school shoes; White socks or Black pantyhose
OPTIONAL EXTRA: Rain Jacket/ Cardigan	OPTIONAL EXTRA: Rain Jacket/ Cardigan
<u>HAIR:</u> No outrageous colouring; Neat, clean and well- groomed at all times; No outrageous hairstyles; No tails <u>BEARDS:</u> Boys should be cleaned shaven Moustaches and/or sideburn neatly trimmed.	<u>HAIR:</u> No outrageous colouring; Neat, clean and well- groomed at all times; No outrageous hairstyles; Longer than bottom collar should be tied up. - ONLY blue, black or white bands or hair clips; - No hair beads
<u>NAILS:</u> Clean and short	<u>NAILS:</u> clean and not longer than finger tips ONLY colourless nail polish allowed
<u>JEWELRY:</u> No jewellery except ONE signet ring Watch and Medic Alert band; No earrings No piercings on other parts of body	<u>JEWELRY:</u> No jewellery except ONE signet ring Watch and Medic Alert band; Only one pair of earrings (sleepers/studs) No nose piercings No piercings on other parts of anatomy
<u>SPECTACLES:</u> No sunglasses. Only prescribed spectacles allowed.	<u>SPECTACLES:</u> No sunglasses. Only prescribed spectacles allowed.
<u>INITIATES:</u> New clothing allowed for two weeks after return.	
	<u>MAKE UP:</u> NO MAKE-UP
NO TAKKIES!	NO TAKKIES!

Deviation of Uniform Code

Learners must present a letter from their parent in the diary explaining the deviation and a date by when parent intend rectifying the item.

10. JURISDICTION AND SCOPE OF THE CODE OF CONDUCT

This code of conduct is in force:

- On school property, during and following regular school hours;
- At all official school events, both within and outside the regular school hours where such school events are held under the auspices of the school management structures;
- At all official school events which are held off the school property;
- and
- At all times when the learner is dressed in the school uniform and is recognisable as such, both on and off the school property and in the public view outside the school.

AMENDMENTS

This Code of Conduct will annually be up for review at the end of each year.

ADOPTED ON:

ACTING PRINCIPAL: Mrs C. Jacobs

SIGNATURE:

SGB CHAIRPERSON: R. Jacobs

SIGNATURE:.....