

The trunk of the tree is a person well rooted in the ground and part of the tree of knowledge. The halo denotes the spiritually important part of knowledge. The tree symbolises the tree of knowledge.



YELLOWWOODS PREPARATORY SCHOOL

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CODE OF CONDUCT

Please note the following:

It is necessary for all our parents and children to read and understand the rules and regulations stated in this Code. Parents/Guardians are required to sign the form and return it to the school to be filed.

1. MINOR OFFENCE

Offences, which usually fall within the category of minor offences, depending on the circumstance of each case, include but are not limited to the following:

- 1.1. Failure to do/complete homework.
- 1.2. Disorderly behaviour during school activities.
- 1.3. Disorderly behaviour on school grounds, on the school bus and on outings.
- 1.4. Use of insulting or abusive language.
- 1.5. Failure to exercise proper care when using school equipment or school property.
- 1.6. Insolence towards an educator or superior, shown by demeanour, action or words.
- 1.7. Leaving school grounds during school hours without permission.
- 1.8. Failure to adhere to the rules pertaining to the school.
- 1.9. Failure to adhere to the Code of Conduct.

2. OFFENCES THAT MAY LEAD TO SUSPENSION / EXPULSION

Offences, which may lead to suspension, include, but are not limited to, any one or any combination of the following acts or omissions:

- 2.1. Conduct which endangers the safety and violates the rights of others.
- 2.2. Possession, threat or use of a weapon and/or firearm.
- 2.3. Possession, transmission or visible evidence of pornographic material.
- 2.4. Possession, use, sale, transmission or visible evidence of narcotic or unauthorised drugs, alcohol, cigarettes or intoxicants of any kind.
- 2.5. Possession, use, sale, transmission or visible evidence of dangerous substances of any kind.
- 2.6. Fighting, assault or battery.
- 2.7. Immoral behaviour or blasphemy.
- 2.8. Falsely identifying oneself.
- 2.9. Harmful graffiti, hate speech, sexism, racism.
- 2.10. Theft or possession of stolen property, including test or examination papers prior to the writing of tests or examinations.
- 2.11. Unlawful action, vandalism, or destroying or defacing of school property.
- 2.12. Disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees and learners.
- 2.13. Repeated violations of school / classroom rules or the Code of Conduct.
- 2.14. Criminal and oppressive behaviour such as rape and gender-based harassment.
- 2.15. Victimisation, bullying and / or intimidation of others.
- 2.16. Infringement of examination rules.
- 2.17. Knowingly and willfully supplying false information or falsifying documentation to gain an unfair advantage at school.
- 2.18. Gangs and gang-related activities.

CODE OF CONDUCT FOR LEARNERS

PREAMBLE

Learners must:

- acknowledge, uphold and promote the school norms and standards set out herein;
- acknowledge that their attitude, self discipline, ideals and conduct at school will enhance and facilitate a culture of reconciliation, teaching, learning and mutual respect, and the establishment of a culture of tolerance and peace in schools;
- commit themselves to act in accordance with the principles as expressed in this Code; and
- accept responsibility and commitment to attend school and receive an education.

1. DEFINITIONS

In this Code, unless the context indicates otherwise:

- 1.1. "educator" means any person who teaches, educates or trains other persons or provides professional therapy at any school, technical college of education, or assists in rendering professional services or educational auxiliary services provided by or in a department of education, (and whose employment is regulated by the Educator's Employment Act, 1994); and any other person registered with the Council.
- 1.2. "learner" means a child or a student who is taught or trained by an educator as defined above.
- 1.3. "parent" means:
 - the parent or guardian of a learner;
 - the person legally entitled to custody of a learner; or
 - the person who usually has the care and control of a learner

2. PRINCIPLES ON WHICH THE CODE OF CONDUCT IS BASED

- 2.1. The School must protect, promote and fulfill the rights and democratic values of learners, educators and parents, as identified in the Bill of Rights in the Constitution.
- 2.2. All learners and parents at the school have the democratic right to due process about matters affecting them at school.
- 2.3. All learners enjoy equal treatment before the law and will receive equal protection and benefits of the law.
- 2.4. Every learner has the right to have their dignity respected.
- 2.5. Every learner has the right not to be treated in a cruel, inhuman or degrading manner.
- 2.6. Disciplinary action will at all times be corrective, fair, just, consistent and educative.
- 2.7. The responsibility for applying discipline is reserved for educators and / or school governing bodies with the appropriate authority and responsibility.
- 2.8. Whenever practical, similar offences committed in similar circumstances will be treated equally through the award of similar disciplinary action.
- 2.9. Every learner has the right to freedom of expression, subject however to fair and reasonable limitations, so as to maintain order and discipline at the school.
- 2.10. Learners have the right to a clean and safe environment that is conducive to education.
- 2.11. Every learner has the right to education.

3. RESPONSIBILITIES OF LEARNERS

3.1 School and Classroom Rules

Learners must:

- be actively involved in the making of school and classroom rules;
- ensure that they know and understand these rules, and the consequences of breaking them;
- at all times, strive to act in accordance with these rules.

3.2 Learning and Schoolwork

Learners must:

- attend to their schoolwork during their classes;
- complete all assigned homework within the determined time period;
- catch up on all the work missed during any period that they have been absent, so as to maintain the level of education of that class;
- take necessary and reasonable care when using library material and assigned textbooks and return them in the same condition they received them in;
- ensure that they have all the necessary stationery, school books and equipment needed to carry out their school work;
- use appropriate language and behaviour in their interaction with educators, school employees and fellow learners, and act in such a way as to gain respect from educators; recognise educators as partners in education, and respect their authority and the various responsibilities arising there from; and recognise and respect the various cultures, customs and beliefs of fellow learners and educators, to ensure the smooth running of the educational institution.

3.3 Security and Care of School Property

Learners must:

- at all times take the necessary reasonable care when using all school facilities and equipment; and at all times keep the school and its grounds neat and tidy.

3.4 School Attendance

Learners must:

- accept and acknowledge the responsibility to learn and to be educated to their full potential; this includes but is not limited to, academic, occupational, social, sport, spiritual and cultural potential;
- attend school during the regular school hours from Monday to Friday; and if absent, their parent or legal guardian must notify the school as to the reason for the absence, and the learner must bring a signed note from their parent or legal guardian explaining the reason for their absence.

* absence (in the case of illness) for longer than 2 days and if absent on a Monday or Friday requires a doctor's certificate.

4. SCHOOL UNIFORM

All learners are required to wear the appropriate summer / winter school uniform at school.

At all times when a learner is in school uniform, whether during or after school hours, they must always be neat and tidy in appearance.

This includes, but is not limited to, the following provisions in respect of:

4.1 Girls:

- must always keep their hair clean and neat, and if their hair is longer than shoulder length, it must be worn up in a ponytail or tied back;
- must always keep their nails clean and short; must ensure that their school dresses/skirts are the required length;
- must keep their school uniform and school shoes clean; and may not wear jewellery or make-up to school, nor may they dye their hair.

4.2 Boys:

- must always ensure that their hair is short, clean and neat;
- must keep their nails short and clean;
- must ensure that their school uniform and their school shoes are kept clean; and
- ensure that any facial hair is always kept clean-shaven
- may not wear jewellery

5. **GENERAL**

During the scheduled break-time periods, all learners must behave themselves in accordance with the principles in this Code.

No learner may leave the school grounds at any time before the end of the school day, unless with the written consent of an educator.

6. **DISCIPLINE**

In the event of misconduct, disciplinary action may be taken against the learner. The precise nature of the disciplinary action to be taken will be dependent on the nature of the circumstances of each case.

Educators (and principals or school governing bodies in cases of serious misconduct) are responsible for determining, according to the degree of transgression, the disciplinary action which will be initiated, and consequently the remedial action or sanction to be applied.

Hidings will not be administered.

To be completed and signed by parents or guardians:

I/We, parents/guardians of

in Grade ____ have read and understood the Code of Conduct drawn up by Yellowwoods Preparatory School.

I/We agree to abide by this Code.

Signed by Parent/Guardian

Thank you for your support.